

INSTRUCTIONS FOR
FILING APPLICATIONS
TO THE ZONING HEARING BOARD

1. Appeal must be done in the name of the owner of the property at the time of the appeal. If the owners are real people, provide names of each. If a society, club or organization, give full name of society, etc., and provide names of responsible officers.
2. Sketch or plan must accompany each copy of application (**6 hard copies and 1 digital copy required**).
3. Completed application (**neatly printed or typed**) must be submitted to Borough of Lansdale, One Vine Street, Lansdale, between the hours of 8:00 A.M. and 4:30 P.M., Monday thru Friday. codeenforcement@lansdale.org
4. Application with all attachments must be submitted not less than **45 days prior** to the Board's scheduled hearing date.

5. THE FILING FEES ARE AS FOLLOWS:

ZONING HEARING BOARD

Application Fee:

\$ 600	Residential one and two-family (maximum 3 hour public hearing)
\$1,200	Residential three or more family (maximum 3 hour public hearing)
\$1,500	Non-Residential including mixed-use with residential (maximum 3 hour public hearing)
\$ 200	Each additional hour of public hearing
\$ 300	Public hearing continuance request
\$ 500	Sign Variance (maximum 3 hour public hearing)

THE FEE MUST ACCOMPANY THIS APPLICATION.

6. If the applicant requests a Continuance of a Zoning Hearing, a letter requesting same must be sent to the Director of Code Enforcement along with a check for \$250.00 for administrative costs.

NOTE: Pursuant to a resolution adopted by the Zoning Hearing Board on July 10, 1979, under the authority of Sections 122-168, 122-170, and 122-171 of the Zoning Code of the Borough of Lansdale, the following has been adopted as a formal rule of procedure by the Zoning Hearing Board:

“ALL applications to the Zoning Hearing Board shall contain a written plan, submitted by the applicant, of the entire property in question setting out specifically the dimensions of the lot in question and any other adjacent lots owned by the same owner or same applicant, the dimensions of existing buildings on the property, the dimensions of any proposed building on the property, the height of any building on the property, the rear, the side and front yard setbacks on buildings and proposed buildings and the quantity and the location of off-street parking. The plan may also contain such additional information as the applicant considers useful to the Board's determination.”

ZONING HEARING BOARD
BOROUGH OF LANSDALE

ZONING HEARING BOARD
BOROUGH OF LANSDALE INFORMATION SHEET

NOTICE: This application must be completed in full or you will not be deemed to have filed an application for action by the Zoning Hearing Board. You must determine all answers to all questions unless the question does not pertain to your property, in which case you should print "not applicable".

1. Applicant's name, address, email and phone number: _____

2. What is applicant's relationship to the property (owner, tenant, signed agreement of sale)?

3. Owner(s) name, email and address: _____

4. Primary Contact(name, address and email): _____

5. Location of the property (street number, physical location, tax map parcel number): _____

6. What zoning district is it in? _____
7. When did owner of property take title to it? _____
8. What is the present use of the property? _____
9. What use do you propose for the property? _____

10. Has the property ever been used for the same use you propose in Q.8? _____ If so, please state the period of time such use was active: _____
11. Do you contend that your proposed use is a legal non-conforming use?: _____ If so, state when the proposed use was first present on the property: _____
12. Are there any buildings on your property?: _____ If so, state the uses of the buildings:

13. How much off-street parking is available on the property at the present time? _____ How much additional off-street parking do you propose? _____
14. Is the property subject to an agreement of sale conditioned upon you receiving the zoning relief you request? _____ If so, please state the date of settlement: _____
15. State the exact dimensions of your property: _____

COMPLETE BOTH SIDES

16. State the exact dimensions of all buildings on your property: _____

17. State why you were refused a permit and what articles or sections of the Zoning Code are infringed:

18. State what relief you request from the Zoning Code provisions you are infringing: _____

19. State what hardship you will suffer if you do not receive the requested relief: _____

20. State why the requested relief is in the public interest: _____

21. Have there been any other Zoning Hearings for this property? _____
If so, please list dates and relief granted: _____

Signed: _____ Date _____
(Applicant Signature)