

WHITEMARSH TOWNSHIP ZONING HEARING BOARD INSTRUCTION SHEET

APPLICATIONS-DEADLINE BY 4:00PM

Please comply with the following procedures to allow for orderly processing:

- An application form completed in its entirety must be submitted.
- Number of plan sets to be submitted:

NON-RESIDENTIAL APPLICATION shall have six (6) copies of zoning hearing board application, six (6) complete sets of plans, two (2) shall be of full scale, and the remaining four (4) shall be reduced versions on 11" by 17" sheet size. Plans shall also be submitted on a computer disk in both an AutoCAD format and Acrobat PDF format (latest version).

RESIDENTIAL APPLICATION shall have six (6) copies of zoning hearing board application, six (6) complete sets of plans, two (2) shall be full scale and the remaining four (4) shall be reduced versions on 11' by 17" sheet size. When plans are prepared with an AutoCAD program a copy shall be submitted in both AutoCAD format and Acrobat PDF (latest version).

Submission of filing fee in check format payable to "Whitemarsh Township" (See Fee Schedule)

A Professional Engineer, Architect or Surveyor should prepare drawings and plans. If prepared by a nonprofessional, the preparer must sign the drawings and plans and appear at the ZHB hearing to state under oath that they are complete and accurate. PLEASE FOLD ALL PLANS

The Zoning Officer will check the application for completeness. If the application is incomplete, the Township will notify the applicant within fourteen (14) days advising of the deficiencies. If complete, a hearing date will be scheduled.

Non-residential applications will be forwarded to the Planning Commission for review and comment. Applicants are requested to make a verbal presentation to the Township Planning Commission.

CONDUCT OF HEARINGS

A complete presentation of all relevant facts should be made.

Any supporting documents, photographs, petitions, letters, etc. you feel may aid the ZHB in its eventual decision may be offered into evidence. Provisions of such items are usually worthwhile.

Those in attendance will be permitted to ask questions and cross-examine any of your witnesses. You will be permitted to cross-examine any adverse witnesses.

Should you be a "stranger to the courtroom" and/or uncomfortable in making this type of presentation you may wish to seek legal or other professional representation. You may also want to consider attending a ZHB meeting prior to your scheduled date to become familiar with the proceedings.

Any corporate entity (including a corporation, LLC, or partnership), participating as an applicant or an objector at a hearing before the Zoning Hearing Board, must be represented by an attorney licensed to practice law in the Commonwealth of Pennsylvania.

If any individual applicant or objector wishes to have another person represent him/her at a hearing before the Zoning Hearing Board, that representative must be an attorney licensed to practice law in the Commonwealth of Pennsylvania.

Hearings may be continued upon request, at the discretion of the ZHB.

Any plans or sketches that you want to enter during the hearing as an Exhibit should be able to be folded or disassembled so that it will fit into a letter-size folder.

If you have any questions or would like additional information, contact the Zoning Officer at:
Whitemarsh Township, 616 Germantown Pike, Lafayette Hill, PA 19444 Telephone (610) 825-3535.

FEE SCHEDULE

Fees for Zoning Hearing Board applications are contained in current Whitemarsh Township Fee Schedule available at the Township Administration Building and on the Township's website.

WHILE A CASE IS PENDING BEFORE THE ZONING HEARING BOARD, WITHIN THE 30 DAY APPEAL PERIOD FOLLOWING ISSUANCE OF DECISION, AND WHILE THE CASE IS ON APPEAL, A COPY OF THE STENOGRAPHIC RECORD MUST BE REQUESTED FROM THE COURT REPORTER, WITH THE PAYMENT OF THE APPLICABLE COURT REPORTER FEES.

ONCE A CASE IS CONCLUDED, A FINAL DECISION HAS BEEN ISSUED, NO APPEAL IS PENDING, AND THE APPEAL PERIOD HAS EXPIRED, A COPY OF THE TRANSCRIPT CAN BE OBTAINED FROM THE TOWNSHIP AT A COST OF \$0.25 PER PAGE.

PLAN REQUIREMENTS

PLOT PLANS (the following information must be on all plot plans, unless otherwise advised by the Zoning Officer)

- _____ Name of owners
- _____ Address of property
- _____ Date of preparation of drawing
- _____ Name of preparer
- _____ Zoning Classification of the property
- _____ North arrow
- _____ Scale of not less than 1"=20', in case of larger projects, not less than 1"=40'
- _____ Graphic Scale
- _____ Entire property including property lines, their courses and distances
- _____ Existing structures with dimensions of all sides
- _____ Date of construction of existing structures
- _____ Proposed structures with dimensions of all sides
- _____ Nearest existing structures on adjacent properties, within 100' of property lines
- _____ Names and addresses of adjacent property owners
- _____ Existing contour lines at 5' intervals where slopes exceed five percent (5%)
- _____ Existing trees over 6" in diameter affected by proposed construction

- _____ Existing and proposed roads, driveways, and parking areas showing numbered parking spaces and traffic flow arrows
- _____ Calculation of off-street parking as required by ordinance
- _____ Setback lines for buildings and parking areas
- _____ Ultimate right-of-way lines of adjacent streets
- _____ Areas of existing and proposed (individual figure for each structure) and percentage of lot coverage of existing and proposed structures
- _____ Calculation of ration of area of additions to area of existing structures
- _____ Building heights, existing and proposed
- _____ Location and size of signs, existing and proposed
- _____ Location and type of outdoor lights, existing and proposed
- _____ Surface of paved areas, existing and proposed
- _____ Landscaping, existing and proposed
- _____ Floodplain Conservation District Line (if applicable)
- _____ Riparian Corridor Protection Limits (if applicable)
- _____ Steep Slopes (if applicable)

- **ALL PLANS MUST BE FOLDED**
- Any plans or sketches that you want to enter during the hearing as an Exhibit should be able to be folded or disassembled so that it will fit into a letter-size folder.

BUILDING PLANS (if applicable)

- _____ Plans of all floors of proposed building structures at scale of not less than 1/8"=1' showing heights, exterior materials, and signs
- _____ Elevations of proposed building structures at scale of not less than 1/8"=1' showing heights, exterior materials, and signs
- _____ Plans and elevations of existing building structures at scale of not less than 1/8"=1' with dimensions where additions are proposed.

- **ALL PLANS MUST BE FOLDED**

GENERAL INFORMATION

- _____ Of the required copies of each drawing, the full scale plans must be darkened and shaded or highlighted with color to provide clear reading at the ZHB hearing from a distance of thirty (30) feet.

- **ALL APPLICATION PACKETS MUST BE COLLATED**