

General Instructions for Zoning Hearing Applicants

1. All information requested on the application must be furnished with supporting documents.
2. Applicant must be present at the hearing otherwise the petition will be dismissed unless postponed by the Zoning Hearing Board upon cause shown or upon their motion.
3. At all hearings, proof of title to the property affected must be available to the Zoning Hearing Board whether the applicant's interest be as owner, tenant, purchaser or in any other capacity.
4. The following must accompany all applications:
 - (a) **Twelve (12)** plot plans of the real estate affected, indicating the location and size of the improvements now erected and/or proposed to be erected thereon.
5. The Zoning Hearing Board has the following powers:
 - (a) To hear and decide appeals from a decision or determination of any administrative official in the enforcement of the Zoning Ordinance and its amendments thereto. Such appeals must be made within thirty (30) days after the date of the decision. A copy of the appeal petition must be served on the official which service must be at least five (5) days prior to the hearing.
 - (b) To hear and decide Special Exceptions to the terms of the Zoning Ordinance and amendments thereto, as specifically set forth and permitted by the ordinance(s).
 - (c) To authorize, upon appeal, in specific cases, such variance from the terms of the Zoning Ordinance and amendments thereto, as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the Zoning Ordinance will result in unnecessary hardship, and so that the Ordinance will be observed and substantial justice done. The burden of proof of the "unnecessary hardship" as defined by the courts shall rest upon the applicant. The circumstance must be unique and applicable to the applicant's particular property and no other. The possibility of applicant's earning a greater financial return if a variance were granted does not in itself constitute sufficient reason for such a variance.
6. All meetings of the Zoning Hearing Board shall be open to the public.
7. No decision by the Zoning Hearing Board shall relieve any applicant from the responsibility of obtaining any required permits in the manner prescribed by the Zoning Ordinance(s).

ZONING HEARING BOARD APPLICATION

Twelve (12) copies each of: Application, plans, drawings, etc., must be submitted to the Zoning Officer together, with checks for the application fee and escrow amount.

1. Name/Address/Phone of applicant _____
_____ Phone: _____
2. Name/Address/Phone of owner _____
_____ Phone: _____
3. If applicant is not the owner, state applicant's authority to title interest to bring this application _____

4. The undersigned hereby:
 - (a) _____ appeals from the action of the Zoning Officer _____

 - (b) _____ requests a special exception
 - (c) _____ requests a variance
 - (d) _____ challenges the validity of a zoning ordinance or map
5. Description of the premises involved (attach plan of the lot and the improvements both erected and proposed).
6. Tax Parcel No. _____ 7. Present Zoning Classification _____
8. Present use _____
9. Nature of Improvements _____

10. Use in case of an appeal from the action of the Zoning Officer:
 - (a) The action taken was: _____
 - (b) The date the action was taken was: _____
 - (c) The foregoing action was in error because: _____

11. Use in case of a challenge to the validity of a zoning ordinance or map:
 - (a) The ordinance or map challenged is as follows: _____

 - (b) The challenge is ripe for decision because: _____

 - (c) The ordinance challenged is invalid because: _____

(Continued)

12. Use for request for a special exception:

(a) Nature of special exception sought is: _____

(b) The special exception is allowed under Article _____ Section _____ Subsection _____ of the Springfield Township Zoning Ordinance.

(If more than one exception is requested, list ordinance references on a separate page.)

(c) The reason for the request is: _____

13. Use for request for a variance:

(a) Nature of variance sought is: _____

(b) The variance is allowed under Article _____ Section _____ Subsection _____ of the Springfield Township Zoning Ordinance.

(c) The nature of the unique circumstance and the unnecessary hardship justifying this request for a variance is: _____

Signature of Applicant

COMMONWEALTH OF PENNSYLVANIA :
:
COUNTY OF BUCKS _____:

The undersigned, being duly sworn according to law, deposes and says that he/she is the above-named applicant, that he/she is authorized to and does take this Affidavit on behalf of the owner, and that the foregoing facts are true and correct.

Signature of Applicant

Sworn to and subscribed
before me this _____ day
of _____, 200__

Notary Public

Date Received

Zoning Officer

FEES

The filing fee for an appeal to the Zoning Hearing Board from an order, requirement, decision or determination of the administrative officer, for all requests to the Zoning Hearing Board for a variance or special exception and for challenges to the validity of the Zoning Ordinance or Map, both substantive and under Section 909.1 of the Pennsylvania *Municipalities Planning Code*, shall be in accordance with the following schedule:

A. Variance, Special Exception, Appeal:	<u>Filing Fee</u>	<u>Continuance Fee</u>
Agricultural use	\$ 550.00	\$ 500.00
Residential use	\$ 800.00	\$ 500.00
Institutional or Recreational use	\$ 800.00	\$ 500.00
Office, Commercial or Industrial Use	\$1,500.00	\$ 600.00
Minor Subdivision (2 lots)	\$1,000.00	\$ 600.00
Major Subdivision (more than 2 lots)	\$1,500.00	\$ 1,000.00
Environmental Impact Use	\$1,500.00	\$ 1,000.00
Quarry	\$2,000.00	\$ 2,000.00
Signs	\$ 800.00	\$ 500.00
All Other Applications	\$1,000.00	\$ 1,000.00

The Continuance Fee will be collected at the time the application is filed. If the hearing is not continued, the fee will be returned to the applicant in full. A continuance is defined as any second or subsequent hearing where testimony or closing arguments are presented on behalf of the applicant or township. If only one continuance is necessary, 50% of the Continuance Fee will be returned to the applicant. If more than two continuances are necessary, the applicant shall pay an additional 50% of the Continuance Fee per continued hearing prior to the continued hearing.

B. Challenge to Validity of Zoning Ordinance or Map - \$10,000.00 Filing Fee

Must be accompanied with nineteen (19) copies of the draft of the proposed amendment, plans and/or other documents

In the event of cancellation or postponement of a hearing, written notification must be given 15 days in advance.