

Westtown Township

PO Box 79
Westtown, PA 19395



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www.westtownpa.org

<u>Township Use Only</u>	
Date Received: _____	Project No.: _____
Parcel ID: _____	Zoning Dist: _____
Date Paid: _____	PC Date: _____
Hearing Date: _____	Property Posted: _____
Dates Advertised: _____	
Reviewed by: _____	

Applicant & Owner Information

Applicant _____	Phone _____
Property Address _____	City _____, Zip _____
E-mail _____	

Property Owner _____ <small>(if different from Applicant)</small>	Phone _____
Mailing Address _____ <small>(if different from Property Address)</small>	City _____, Zip _____
E-mail _____	

Request

Please select all that apply and provide a brief description of the requested relief or approvals sought.
i.e. 6 ft encroachment into rear yard, or Special Exception for construction of ADU.

<input type="checkbox"/> Section 2104: Appeals from the Zoning Officer _____
<input type="checkbox"/> Section 2105: Challenge to the validity of the Zoning Ordinance or Map _____
<input type="checkbox"/> Section 2106: Challenge to the Flexible Development Procedure _____
<input type="checkbox"/> Section 2107: Variances _____
<input type="checkbox"/> Section 2108: Special Exceptions _____

Applicant shall deposit with the Township a fee deemed sufficient to pay the Hearing expenses. These costs may include compensation for the secretary and members of the Zoning Hearing Board, notice and advertising costs, and necessary administrative overhead connected with the Hearing. Funds deposited in excess of the actual cost of the requested hearing shall be returned to the applicant upon completion of the proceedings.

FEE SCHEDULE

Variance, Special Exception — \$850

Appeal from the Zoning Officer, Challenge to the Flex Development Procedure — \$850

Challenge to the Zoning Ordinance/Map — \$2,500

———— CERTIFICATION ————

Please review and certify the following information.

In the event that the costs of the hearing exceed the funds deposited, the Applicant shall pay to the Township funds equal to such excess costs within thirty (30) days of the Township's request. Failure to deposit the additional funds shall be just reasons for terminating the proceedings.

I agree to pay additional funds (if necessary) as requested by the Township.

The Zoning Officer and Zoning Hearing Board may request additional information and documentation to prepare for said hearing.

By checking this box, I certify that the information presented in this application and all attachments is true and correct.

Please ensure the following documents have been included in your application packet:

- Completed and signed application form
- Check in the amount of the applicable application fee
- Narrative responding to all applicable prompts
- Proof of property ownership (Copy of Deed or Agreement of Sale)
- Six (6) copies of plans or sketch of the proposed improvements

Plan drawings are preferred, but not required, to be prepared by a registered engineer, architect, or surveyor. Any measurements/setbacks should be accurate and clearly depicted on provided plot plans or elevations. If the applicant's plans are larger than 11" x 17", the applicant must submit one set of plans reduced to no larger than 11" x 17". Digital copies of plan sets shall be submitted if available.

Any additional photos or supporting documentation (optional)

Applications may be submitted in person, mailed, or electronically as a PDF. The application fee must be submitted before an application can be accepted for review.

Signature of APPLICANT _____

Date _____

Print Name _____

Signature of OWNER _____

Date _____

(If different from applicant)