



Warrington Township

852 Easton Road ♦ Warrington, Pa 18976
Phone: 215-343-9350 ♦ Fax: 215-343-5944

Zoning Hearing Board Information *for Non-Residential Zoning Districts, Including PRD*

Dear Applicant:

You are scheduled to appear before the Warrington Township Zoning Hearing Board on an application requesting zoning relief. The Board wants to be fair and give you as much time as necessary to present your case. However, on any given night numerous Applicants might appear, and therefore if you want to have your hearing completed in a single evening it will help everyone if your presentation is efficient. If there are numerous hearings on the night of your application there may be a time restriction of one (1) hour for the presentation of evidence. If that occurs and you are unable to present all the evidence, the hearing will be adjourned until the next hearing night at which time you will be able to present more evidence.

The attached document should be completed by you or your attorney. **If you have retained an attorney you should promptly provide him with a copy of this letter and enclosed outline of Evidence.** This material will provide the Hearing Board with an outline of your presentation and will identify witnesses for the record. Hopefully this will help you to organize your presentation. Please note that your presentation of this outline is not evidence nor does it guarantee the success of your application. This outline will assist the Board in its consideration of the evidence that you present but ultimately the Board will make its decision based on the evidence presented on the night of the hearing. You should bring this document with you and represent it to the Board at the time of your hearing.

Please bring ten (10) copies of the document with you. You will need to hand up seven (7) copies at the time of the hearing. That will leave you with three (3) extra copies for your own use or to share with other people who appear on the night of the hearing.

If you have not completed this form, the Board might require you to fill it out on the night of the hearing prior to the presentation of your case. Therefore, you are urged to review this form and fill it out in advance of the hearing.



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**WARRINGTON TOWNSHIP
2019 ZONING HEARING BOARD SCHEDULE**

Month	Application Deadline	Hearing Date
January 2019	December 27, 2018	January 28, 2019
February 2019	January 25, 2019	February 25, 2019
March 2019	February 22, 2019	March 25, 2019
April 2019	March 22, 2019	April 22, 2019
May 2019	April 19, 2019	May 20, 2019*
June 2019	May 24, 2019	June 24, 2019
July 2019	June 21, 2019	July 22, 2019
August 2019	July 26, 2019	August 26, 2019
September 2019	August 23, 2019	September 23, 2019
October 2019	September 27, 2019	October 28, 2019
November 2019	October 25, 2019	November 25, 2019
December 2019	November 20, 2019	December 23, 2019
January 2020	December 20, 2019	January 27, 2020

**Meeting moved to avoid conflict with a legal holiday.*



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Zoning Hearing Board Application for Non-Residential Zoning Districts, Including PRD

Directions: Submit nine (9) copies of this application, including all plans and drawings, must be submitted to the Zoning Officer with the application fee.

Date of Request: _____ FILE NUMBER (*completed by Zoning Officer*) _____

1. The undersigned hereby: Requests a variance Requests a special exception
- Appeals the action of Zoning Officer Challenges the validity of the Zoning Ordinance or the Zoning Map

2. Name/Address of the Owner

Last Name:	First Name:	Phone:
Street:	City/State/Zip:	
Cell Phone:	Fax Number:	Email:

3. Name/Address of the Applicant

Last Name:	First Name:	Phone:
Street:	City/State/Zip:	
Cell Phone:	Fax Number:	Email:

4. Name/Address of the Attorney/Agent

Last Name:	First Name:	Phone:
Street:	City/State/Zip:	
Cell Phone:	Fax Number:	Email:

5. Attach copy of deed, agreement of sale or lease.
6. If applicant is not the owner, state applicant's authority to title interest to submit this application.

7. Address of premises: _____

Description of the premises involved. (Attach plan of the lot and the improvements both erected and proposed.)

- 8.
- a. Plot plan property prepared by a registered engineer or land surveyor.
 - b. Nine (9) copies of the plat plan, drawn to scale, of the real estate affected.
 - 1) Indicating location and size of improvements now erected or proposed to be erected thereon.
 - a. Location of property showing nearest intersection, street and distance in feet and a decimal part thereof of property there from together with North Point.
 - b. Dimensions, bearing a lot numbers as a plan or record.
 - c. Lot area in square feet to be shown on plot plan.
 - d. Building area in square feet to be shown on plot plan.
 - e. All easements, restrictions, utility structures, existing structures, land features and surrounding properties shall be identified on the plot plan.
 - f. Topographical site information, at a contour interval of no less than 2' shall be provided.
 - g. Type of zoning to be marked on a plot plan such as indicated by the applicable zoning ordinance, or any other township zoning now or hereafter established.
 - h. Proper zoning restriction lines to be marked on plan indicating front yard, side yards, and rear yard on a corner lot, the property front yard setback will be shown as provided by zoning ordinance.
 - i. Street, right-of-way, etc. shall be properly marked with dimensions according to the plans of record.
 - j. Building envelope shall be drawn and marked on plot plan.
 - k. Plot plans shall have indicated thereon the proposed method for discharge of rainwater's and surface waters from the premises, including proposed grading.
 - l. Plot plan shall show proposed basement, garage and first floor elevations.

9. Tax Parcel Number: _____
10. Present Zoning Classification: _____
11. Present Use: _____
12. Nature of Improvements: _____

- a. Present: _____
- b. Proposed: _____
- c. Size of Lot: _____
- d. % of lot area occupied by existing building(s): _____
- e. % of lot area to be occupied by proposed building(s): _____
- f. Date work will commence: _____

13. Attach photographs of premises to application.

14. If you are appealing from the action of the zoning officer complete the following:

- a. The action taken was: _____
- b. The date the action as taken: _____
- c. The foregoing action was in error because: _____

15. If you are challenging the validity of a zoning ordinance or map, complete the following:

- a. The ordinance or map challenged is as follows: _____
- b. The challenge is ripe for decision because _____
- c. The ordinance challenged is invalid because _____

16. If you are requesting a Special Exception, complete the following.

- a. Nature of Special Exception sought is: _____
- b. The Special Exception is allowed under Article ____ , Section ____ , Subsection _____
Of the Warrington Township Zoning Ordinance. (If more than one exception is requested, list ordinance
references on separate page.
- c. The nature of the unique circumstance and the unnecessary hardship justifying this request for a Variance
is: _____

17. If you are requesting a Variance complete the following.

- a. Nature of Variance sought is: _____

- b. The Variance is from Article _____, Section _____, subsection _____
The nature of the unique circumstance and the unnecessary hardship justifying this request for a
- c. Variance is: _____

18. Use in case of change in nonconforming use.

- a. Present use: _____
- b. When established: _____
- c. Number of building devoted to use: _____
- d. Square footage devoted to use: _____
- e. Proposed change in terms of items mentioned above in A – D: _____

19. If there has been previous Zoning Hearing Board action regarding the property, indicate the date and attach copy of decision whether granted or denied.

20. In addition to any other application fees, in all cases relating to the Flood Plain Ordinance, the applicant or appellant shall pay all expenses incurred by the Township with regard to the provisions of the ordinance and map; including, but not limited to costs for an engineer and expert testimony. These costs shall be due and payable to the Township within thirty (30) days after submission of a cost statement to the appellant or applicant.

Applicant

Applicant

Zoning Officer

Date

NOTARIZATION IS REQUIRED FOR ANY APPLICANT OTHER THAN OWNER

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

APPLICANT

COMMONWEALTH OF PENNSYLVANIA :
: SS.
:

COUNTY OF BUCKS

SWORN TO AND SUBSCRIBED BEFORE

ME THIS _____

DAY OF _____, YEAR OF _____.

NOTARY PUBLIC

Directions: The following is a list of the names and addresses of all persons owning property, which is located, adjacent to or across the roadway from the premises involved.

Name and Address of Owner(s) of Property

Tax map Number of Property

1.	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
3.	_____	_____
	_____	_____
4.	_____	_____
	_____	_____
5.	_____	_____
	_____	_____
6.	_____	_____
	_____	_____
7.	_____	_____
	_____	_____
8.	_____	_____
	_____	_____
9.	_____	_____
	_____	_____
10.	_____	_____
	_____	_____
11.	_____	_____
	_____	_____
12.	_____	_____
	_____	_____
13.	_____	_____
	_____	_____
14.	_____	_____
	_____	_____
15.	_____	_____
	_____	_____



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Applicant's Outline of Evidence

1. The name of the applicant(s) who will be providing testimony as the representative of the applicant.

2. Name, address and telephone number of the attorney (if applicable) who will be present on the night of the hearing representing the applicant.

3. Name and addresses of each expert witness who will be testifying on behalf of the applicant (if any) together with a brief outline of their education and/or life experience which qualifies them to be an expert witness.

4. Name, address and telephone number of any factual witnesses who will be testifying on behalf of the applicant.

5. Set forth specifically why the applicant has standing to bring this application

- a. Applicant has owned the property since _____. If a copy of the deed is not attached to the application bring it with you to the hearing.
- b. The subject premise is under an agreement of sale and the applicant has an equitable interest in the property. If a copy of the agreement of sale is not attached to the application bring it with you to the hearing.
- c. Other
Set forth briefly why you believe you have the right to bring this application (if no other box has been checked off).

6. If you are requesting a Variance, provide us with the following specific information:
- a. Set forth each section of the zoning ordinance from which a Variance is being requested.
 - b. With respect to each section of the zoning ordinance identified above briefly set forth the requirement of the ordinance and the specific Variance requested (i.e. specifically set forth the extent which your proposal does not comply with the ordinance).
 - c. With respect to each section of the zoning ordinance from which you request a Variance set forth your justification for your request and identify the hardship which you contend supports your justification.

7. If you are requesting a **Special Exception** set forth the following information:

- a. Set forth the specific section of the zoning ordinance which allows for the special exception. If more than one (1) section of the zoning ordinance is applicable, set forth each of those sections.

- b. Set forth factually why your request complies with the requirements of the zoning ordinance for a special exception.

If you require additional space please use additional sheets and attached them to this memo.

This sample outline of evidence has been provided for your guidance.