



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

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**Zoning Hearing Board**  
*Application Information Packet*

Dear Applicant:

We are providing you with a blank Zoning hearing Board Application. If you require relief from the Zoning Hearing Board you must fill out this application and return it to the Township Administration Office at 852 Easton Road.

You are not required to have an attorney represent you, however if you choose to represent yourself you must understand that **you** (the applicant) are responsible for providing accurate information in this application and you must specifically identify the relief you are requesting. For example if you are requesting a variance from a specific provision of the Zoning Ordinance, you must identify the Section(s) from which you require a variance. If you are seeking a special exception, you must identify the Section(s) of the Zoning Ordinance, which allows for the specific special exception.

The information provided in your application will be filed and copies presented to the Zoning Hearing Board. The Solicitor from the Zoning Hearing Board will use your application to advertise your request. If you have not provided sufficient information the advertisement might be insufficient and under those circumstances the Zoning hearing Board might not be able to grant your relief.

You are not required to meet with our Zoning Officer when you file your application; however we encourage you to do so. If you meet with our Zoning Officer and review the relief you are requesting they might be able to provide you with additional suggestions, which could ultimately help you. The Zoning Officer is not responsible for providing you legal advice. They will however make themselves available to alert you and or your attorney.



## **Zoning Hearing Board Information Packet**

1. All information requested on the application must be furnished with supporting documents.
2. Application or representative must be present at 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 other capacity.
4. All applications must be accompanied by nine (9) copies of each document, as follows:
  - a. Plot Plans of the real estate affected, indicating the location and size of the improvements now erected and/or proposed to be erected thereon. The applicant shall provide an engineered As-Built Plan, or a reasonably exact dimensional sketch, showing the location, dimensions and area of the property; and the existing and proposed buildings, driveway access, parking, sidewalks and other pedestrian areas.
  - b. Proof of ownership
    1. Deed, tax document, or other direct evidence of Ownership.
    2. Agreement of Sale, Power of Attorney, or other evidence of Equitable Ownership
  - c. Detailed Plans.
    1. Show the floor plan of the residence, labeled as to room type, room sizes, and the relationship of the existing building to the new construction.
    2. If the appeal does not involve building construction, the nature of the request should be illustrated on a plat plan of the property.
  - d. A statement of the precise Variance, or Special Exception requested, for instance:

“I wish to encroach 4.5 feet into the 15 foot side yard setback”, or  
“I wish to increase the impervious coverage from 12.3% to 19.5%, or  
“I wish to change the use of the property from residential/office to day care center.”
  - e. A list of all properties located adjacent to or across from the roadway from the premises involved, showing the name and address of the owner of each property so located.
  - f. A filing fee, as designated below.

Note: No application will be accepted by the Zoning Officer until all of the above documentation and fees have been submitted.

5. Representation by an attorney is not required, but it is strongly recommended. Applicants may represent themselves, but they may not be represented by someone who is not an attorney. Applicants who represent themselves may call witnesses to explain their application and cross-examine others who offer testimony. All applicants should consult with an attorney experienced in land use issues for guidance on how to proceed.

6. Zoning application to Zoning Hearing Board in accordance with the section on fees in the administration article in the Township Zoning Ordinance.

a. Variance, Special Exceptions, Appeals

	Fee (\$) (Non- refundable)	Escrow (\$) (See Note)	Total (\$)
Residential	\$700.00	\$500.00	\$1200.00
Non-Residential/PRD	\$1,500.00	\$1,000.00	\$2,500.00

b. Continuance. Each continuance by applicant: \$150.00

7. 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 amendments thereto. Such appeals must be made within thirty (30) days after the date of decision.
- b. To grant, upon application in specific cases, special Exceptions to the laws of the Zoning Ordinance and amendments thereto, where such a Special Exception is authorized by the Zoning Ordinance for the district wherein which the subject premises lies; where the use and/or premises conform to the standards and criteria set forth by the Zoning Ordinance as prerequisites for the granting of such Special Exception; and where the public interest will not be unduly injured by the grant of such Special Exception. The burden of proof shall be upon the applicant to show that the Special exception required is one authorized by the Zoning Ordinance for the subject premises and proposed use. The burden of proving that the grant of such Special Exception would be contrary to the public interest shall be upon those opposing the grant of such Special exception.
- c. To authorize upon appeal in specific cases such Variance for the terms of the Zoning Ordinance and amendment thereto as will not be contrary to the public interest. The Board may only grant such a Variance where, owing to special conditions, a literal enforcement of the Zoning Ordinance will result in unnecessary hardship so that the Ordinance will be observed and substantial justice done. The burden of proof of the “unnecessary hardship” as defined by law shall rest on 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.
- d. No decision by the Zoning Hearing Board relieves any applicant from the responsibility of obtaining any required permits in the manner prescribed by the Zoning Ordinance(s) or State law.
- e. After the hearing, please forward to the Township Financial Officer a written request for a refund of all monies left in your Escrow Account.

8. All meetings of the Warrington Township Zoning Hearing Board are open to the public.



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<b>WARRINGTON TOWNSHIP 2019 ZONING HEARING BOARD SCHEDULE</b>		
<b>Month</b>	<b>Application Deadline</b>	<b>Hearing Date</b>
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	<b>May 20, 2019*</b>
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
<i>*Meeting moved to avoid conflict with a legal holiday.</i>		

**Application Deadline: 30 Days before hearing date**  
**Hearing Date: 4<sup>th</sup> Monday of every month (except May 2019)**



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**Zoning Hearing Board Application**  
*for*  
**Residential Zoning Districts**

**Directions:** Submit nine (9) copies of the following application, plans and drawings, proof of ownership, list of abutting property owners, filing fee.

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. If applicant is not the owner, state applicant's authority to title interest to submit this application.  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Address of premises: \_\_\_\_\_

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

8. Tax Parcel Number: \_\_\_\_\_

9. Present Zoning Classification: \_\_\_\_\_

10. Present Use: \_\_\_\_\_

11. Nature of Improvements: \_\_\_\_\_

a. Present: \_\_\_\_\_

b. Proposed: \_\_\_\_\_

12. 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: \_\_\_\_\_

13. 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 \_\_\_\_\_

14. 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.

The nature of the unique circumstance and the unnecessary hardship justifying this request for a  
c. Variance is:

15. 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:

OWNER'S STATEMENT

The undersigned declares that he/she is the owner of the subject property and the information contained on this application is true and correct.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Owner

\_\_\_\_\_  
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

\_\_\_\_\_  
Date Received

ZONING OFFICER'S ACCEPTANCE

The undersigned declares that the application is complete and the code reference is correct.

\_\_\_\_\_  
Zoning Officer

\_\_\_\_\_  
Date

**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.	_____	_____
	_____	_____