

# KENNETT TOWNSHIP ZONING HEARING APPLICATION



A Zoning Hearing is necessary for any variance or relief from the Kennett Township Zoning Code. The applicant is requesting to deviate from the Kennett Township Zoning Ordinance to allow a land use that would otherwise be prohibited.

**This application packet requires an appointment with the Director of Planning and Zoning or the Zoning Officer to be accepted.**

**Appointments are Monday- Thursday**

**9:00 am- 4:00 pm.**

**Please contact us:**

**Katelynn Morgenstern, Director of Planning & Zoning  
610-388-1300 EXT 121**

**EMAIL: [kmorgenstern@kennett.pa.us](mailto:kmorgenstern@kennett.pa.us)**

**Amy Ferris, Zoning Officer**

**610-388-1300 EXT 110**

**EMAIL: [aferris@kennett.pa.us](mailto:aferris@kennett.pa.us)**

**for an appointment or with any questions.**

**PLEASE REVIEW FEE  
SCHEDULE FOR  
APPLICABLE FEES**

**KENNETT TOWNSHIP**  
**ZONING HEARING BOARD APPLICATION PACKET CHECKLIST**

**CHECKLIST FOR ZONING HEARING BOARD- INITIAL APPLICATION PACKET**

**All items must be received in order for your application to be deemed complete**

\_\_\_\_\_ **Application (1 copy)**. Must be complete, including the name and address of the applicant and the property owner and contain **CURRENT ZONING INFORMATION** (updated Feb 2023). If the applicant is not the equitable owner of the property, authorization from property owner is required. The property owner must also sign the application.

\_\_\_\_\_ **Narrative (1 copy)** Description of the proposed improvements shall accompany the application, indicating the size of such proposed improvements, materials, and general construction information. Narrative **must** describe **in detail the grounds for the appeal**, or the reasons both in law and in fact for the granting of the variance or special exception **and the specific hardship justifying your request** for approval.

\_\_\_\_\_ **Plans (6 SETS)** Plans shall be drawn to scale and include a **CURRENT ZONING TABLE** with sufficient information to display the area and bulk, setback requirements, and design standards. Adjacent uses and structures shall be displayed on the plan. **Plans shall be prepared by a registered engineer or registered land surveyor, indicating the size of the lot as well as existing and proposed improvements. Plans shall be no smaller than 24" x 36"**.

\_\_\_\_\_ **Application Fee 1 CHECK** made out to **Kennett Township**

\_\_\_\_\_ **Digital copy of all materials, sent via email**

**Please note: all plans and exhibits must be folded (no rolled plans)**

**ITEMS DUE NO LESS THAN 10 DAYS BEFORE HEARING:**

\_\_\_\_\_ **EXHIBITS (6 SETS)** Attachments and explanatory materials to support request. May include items such as but not limited to color photographs, renderings of proposed improvements, letters of support from neighbors and HOA. PDFS must be emailed to Zoning Officer.

Expiration of Special Exception & Variances- Kennett Township Code Section 240-2307

Unless otherwise specified by the Zoning Hearing Board, a special exception or variance shall expire if the applicant fails to file a subdivision application, a land development application, a building permit or, if no building permit is required a use and occupancy permit, as applicable, within one year from the date of authorization if the application for the appropriate permit or preliminary or final plan is withdrawn. The applicant can request and extension of time in writing for a period not to exceed one year. Such applications for extensions must occur prior to the expiration of the initial authorization.



**KENNETT TOWNSHIP ZONING HEARING BOARD APPLICATION**

801 BURROWS RUN ROAD,  
CHADDS FORD, PA 19317

HEARING #: \_\_\_\_\_

UPI #:62- \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Application: \_\_\_\_\_ Variance \_\_\_\_\_ Special Exception \_\_\_\_\_ Appeal \_\_\_\_\_

Zoning: \_\_\_\_\_ Current Use: \_\_\_\_\_ Total Lot Size in Square Feet: \_\_\_\_\_

Has the property ever had prior action from the Zoning Hearing Board? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Unknown

Property Owner Name(s) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ PA Zip \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

**APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)**

Applicant Name/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type of Firm: \_\_\_\_\_ Legal \_\_\_\_\_ Engineering \_\_\_\_\_ Construction \_\_\_\_\_ Other: \_\_\_\_\_

**APPLICATION FEE MUST ACCOMPANY APPLICATION OR IT WILL BE DEEMED INCOMPLETE.**

I hereby certify that all of the above statements and the statements contained in any paperwork or plans submitted herewith are true to the best of my knowledge and belief.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Township Use Only:

Zoning Ordinance Section Applicable: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_