

# Attachment to Petition Before the Zoning Hearing Board Application Submittal Requirements

## Article XXII, Zoning Hearing Board of the Kennett Township Zoning Code.

An application for consideration before the Kennett Township Zoning Hearing Board shall be submitted on a form provided by the Township. **Eight (8) copies of all materials** are required which comply with the following procedures:

- \_\_\_ Application. The application must be complete, including the name and address of the applicant, the title owner, and/or the equitable owner of the property. If the applicant is the equitable owner of the property an Agreement of Sale or Lease must accompany the application. ***The property owner must sign the application.***
  
- \_\_\_ Narrative. A reasonably accurate description of the present improvements and the proposed additions shall accompany the application, indicating the size of such proposed improvements, materials and general construction information.
  
- \_\_\_ Plan. Plans shall be drawn to scale and include a **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 location and size of the lot as well as existing and proposed improvements.***
  
- \_\_\_ Attachments. (8) Eight copies of attachments and explanatory materials (if applicable). Where certificates of compliance from other agencies are required, such as Federal Emergency Management Agency in flood plain relief applications, the same shall accompany the application.
  
- \_\_\_ Application Fee (see Fee Schedule below)
  
- \_\_\_ **All plans and exhibits must be in a form that can be folded for placement in a file. They will not be accepted if pasted on poster board.**

### Zoning Hearing Board Fee Schedule

<b>Class I. Application Fee – Residential</b>	<b>\$ 800.00</b>
<b>Continuance</b>	<b>\$ 450.00</b>
<i>Per hour or portion thereof after first hour</i>	
<b>Class II. Application Fee – All Other Uses</b>	<b>\$ 1,200.00</b>
<b>Continuance</b>	<b>\$ 550.00</b>
<i>Per hour or portion thereof after first hour</i>	
<b>Cancellation after Advertisement has been placed</b>	
<b>Class I</b>	<b>\$ 450.00</b>
<b>Class II</b>	<b>\$ 550.00</b>
<b>Interventions, per party</b>	<b>\$ 300.00</b>

### EXPIRATION OF SPECIAL EXCEPTION & VARIANCES

Kennett Township Code, Section 240-2309

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 of the Board. In addition, the special exception or variance shall expire within one year from the date of authorization if the application for the appropriate permit or preliminary or final plan is withdrawn. The applicant may request an extension of time in writing for a period not to exceed one year. Such applications for extension must occur prior to the expiration of the initial authorization.

**For links to the Kennett Township Code go to [www.kennett.pa.us](http://www.kennett.pa.us)**



**ZONING HEARING BOARD APPLICATION**

This application must be accompanied by a minimum of six (6) copies of the plot plan of the property. The plan must include lot area, lot dimensions, coverage percentages, existing structures, present and proposed improvements, relevant setbacks, and any other information that might be required by the Zoning Hearing Board.

The Undersigned herein makes application for:

- Request for Variance from the Zoning Ordinance.  
(Type:  Use  Dimensional)
- Request for a Special Exception as provided by the Zoning Ordinance.
- Appeal from the actions of the Zoning Officer.
- Ordinance Validity Challenge  Other

<b>APPEAL NO.:</b> _____	
DO NOT WRITE IN THIS SPACE	
<u>Action Taken</u>	<u>Date</u>
Application filed	_____
Fee Paid \$ _____	_____
Receipt Issued	_____
Public Hrg. Scheduled	_____
Notice mailed to:	
Applicant	_____
Neighboring properties	_____
Advertised:	
Posting:	_____
Hearing held:	_____
Decision made:	_____
Appeal filed:	_____

**Applicant**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

*If Applicant is not the Owner, list interest (i.e. equitable owner, agent, lessee, etc.)* \_\_\_\_\_

**Property Owner** (if other than Applicant)

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Professional Services** (i.e. attorney/architect/designer/engineer/ etc.) Professional Services are not required. If you choose to utilize these services, please provide the following information.

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Description**

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

Tax Parcel: **62-** \_\_\_\_\_ Zoning District: \_\_\_\_\_

Total Land Area: \_\_\_\_\_ (Acres) \_\_\_\_\_ Historical Property (Y/N) \_\_\_\_\_

Present Land Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**Please answer the following. If more space is required, attach a separate sheet of paper to this application and make specific reference to the questions being answered.**

State briefly the reasons for which the proposed improvements or use does not meet the requirements of the Zoning Ordinance, and the nature of relief you are seeking:

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List the specific section of the Zoning Ordinance upon which the application for a Variance, Special Exception, or Appeal is based:

Section \_\_\_\_\_ of the Kennett Township Code

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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, describing in detail the nature of the unique circumstances, and the specific hardship justifying your request for approval of the application.

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List any and all prior Zoning Hearing Board action regarding the property. List the date, case number and the nature of the zoning relief granted. List any and all additional information which may be helpful to the Zoning Hearing Board in rendering a decision

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

Signature: \_\_\_\_\_  
(Signature of Owner)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Signature of Applicant, if different from Owner)

Date: \_\_\_\_\_