COVER SHEET FOR APPEALS TO ZONING HEARING BOARD
PROCEDURES FOR ZONING APPEALS

To appeal the decision of the Zoning Officer and request a hearing before the Zoning Hearing Board, the following procedure must be followed:

COMPLETED APPLICATIONS	(a)	Applicant must completely fill out the "Appeal to the Zoning Hearing Board", including notarized signature. The original and 8 copies of the entire appeals packet must be filed with the Department of Licenses and Inspections. Please see Paragraph 14 of the "Appeal" for all documents that must be made part of the appeals packet. Your appeal cannot be accepted until all necessary information and documents are included.
LEGAL ADVICE	(b)	The Department of Licenses and Inspections cannot fill out the "Appeal" for you or give legal advice. Please seek the advice of an attorney regarding questions you may have about an appeal to the Zoning Hearing Board.
FILING DEADLINES	(c)	The Zoning Hearing Board meets the 2nd Monday of each month. In order to be scheduled for a meeting you must file your application before the end of the second week in the prior month. FOR EXAMPLE: to be scheduled for the January meeting, you must file a completed application packet before the end of the second week in December. To be scheduled for the February meeting, you must file by the end of the second week in January. If you do not file before the end of the second week, your case cannot be heard the following month.
NOTICE TO ADJOINING OWNERS	(d)	You are responsible for informing all adjoining property owners of your appeal, using the forms provided by the Department of Licenses and Inspections. You may send the forms by registered mail, return receipt requested. You must bring the signed return postcard and your postal receipts to the Zoning Board hearing to prove you have complied with this requirement. You may also have the adjoining owners sign the forms, in which case you must bring the signed forms to the Zoning Board hearing. Failure to provide notice to your adjoining property owners may result in the dismissal of your appeal by the Zoning Board. Adjoining owners shall include properties located on the opposite side of all streets, roads, and avenues.
DEEDS	(e)	Copies of the Deed can be obtained from the Recorder of Deeds Office in the County Courthouse in Doylestown, or check with the owner of the property.
PLOT, FLOOR AND ELEVATION PLANS	(f)	Plot plans and floor and elevation plans must comply with the requirements in Paragraph 14 of the "Appeal to the Zoning Hearing Board", as well as all other requirements of the Zoning Code. Incomplete or insufficient plans may be the basis for a refusal by the Zoning Board to grant you the requested relief.
POSTER-14 DAYS, EASILY AND READILY VISIBLE	(g)	At the time that you file your appeal packet, you will receive a poster concerning your Zoning Board hearing. You must place the poster in a conspicuous place on the subject property for at least fourteen (14) days before the Zoning Board hearing. The poster must be easily and readily visible to other people in the neighborhood. If you do not display the poster for the required 14 days, or if it is not easily and readily visible, the Zoning Hearing Board will not hear your case and can refuse to grant you the requested relief.

ZONING ORDINANCES

(h) In order to properly fill out the "Appeal to the Zoning Hearing Board", you must refer to the Sections of the Zoning Ordinances involved in your appeal. Copies of the Zoning Ordinances for sale are available in the Department of Licenses and Inspections. There is also a copy available for public inspection at the same location. Please be advised that the employees of the Department of Licenses and Inspections are not authorized to help you fill out your application or explain the Zoning Ordinance. If you have any questions it is recommended that you obtain the advice of an attorney.

TOWNSHIP OF BRISTOL
APPEAL TO THE ZONING HEARING BOARD

Today's Date: _____

If more space is needed for an answer, attach a separate sheet. An appeal is hereby made to the Zoning Hearing Board of Bristol Township for the following relief:

1. Application No._____ 2. A prior appeal has _____ has not____ been filed.

3. Applicant requests the Zoning Board to decide the following (check all that apply):

_____Appeal from an action of the Code Enforcement Officer
_____Challenge to the validity of a Zoning Ordinance
_____Grant a special exception or special exceptions
_____Grant a variance or variances
_____Other. Please specify:_____

_____

4. Appellant: _____
Name – Please print clearly

_____
Address and Telephone Number (work and home phone numbers)

5. Owner (If different that appellant):

_____
Name – Please print clearly

_____
Address and Telephone Number (if available)

6. Attorney (if any) _____
Name

_____
Address and Telephone Number

7. Appellant's relationship to the subject property:_____
(Owner, lessee, sub-lessee, agent of owner, buyer, etc.)

8. The date of the original application or request to Code Enforcement Officer:

_____

9. The date of the Code Enforcement Officer's decision:_____

10. The relief requested from the Zoning Board includes:

USE_____ YARD SET-BACKS_____ SIGN_____ LOT AREA_____ EXISTING BUILDING_____
LOT WIDTH_____ BUILDING AREA_____ PROPOSED BUILDING_____OTHER (PLEASE SPECIFY

_____)

EXHIBIT "B"

11. Please specify and list the Section (s) of the Zoning Ordinances upon which your application is based:

_____

_____

12. Please explain what you want to do and state the reasons why the Zoning Board should approve the relief requested:

_____

_____

_____

_____

13. Description of property:

Tax Parcel Number:_____

Street Address:_____

Lot Size:_____

Number of existing buildings:_____

Brief description of existing buildings:_____

_____

Zoning classification:_____

Present use of land and buildings:_____

_____

Proposed use of land and buildings:_____

_____

14. The following items must be included with your appeal, stapled together or attached to form a packet. You must file the original and eight (8) copies:

_____Appeal from to the Zoning Hearing Board
_____Original application to Code Enforcement Officer
_____Rejection letter of Code Enforcement Officer
_____Property plot plan
_____Floor and elevation plans (applicable to proposed construction, only)
_____Deed
_____Lease or Agreement of Sale (if applicable)
_____Document establishing your right to act as the agent for an interested party (if applicable)
_____Exhibits (such as diagrams, pictures, receipts, permits, etc.)
_____Detailed plan of sign (in addition to plot plan), if applicable.

PLOT PLANS: Plot plans must be accurate and they must include, along with all other information required by the zoning ordinances: exact location of subject property; dimensions and area of the lot; total area and dimensions of both existing and proposed buildings and additions; front, side and rear yard set-backs (plan must show both existing and proposed set-backs; and existing and proposed parking spaces for business and commercial uses, and right-of-way lines. PLEASE REFER TO SECTION 175 OF THE ZONING ORDINANCES TO DETERMINE IF YOUR APPEAL INVOLVES A SPECIAL FRONT YARD SET-BACK. Please note that a "building" includes all structures, including signs.

FLOOR AND ELEVATION PLANS: You must give detailed specifications (including building materials) of the proposed buildings or additions. Floor and elevation plans must be accurate.

15. SIGNS. The following information must also be provided if you are requesting relief from the Zoning Board involving a sign:

sign dimensions_____
total sign area_____
manner of illumination_____
describe sign supports_____
_____
describe sign foundation_____
_____
total sign height (ground level to top of sign)
sign manufacturer (name and address)_____
_____
sign erector (name and address)_____
_____

Please note that you must include a plan of your proposed sign in your appeal packet (see Paragraph 14 above). The plan must include all dimensions, construction, materials, and manner and strength of illumination.

16. Applicant's signature:

I hereby certify that I have read the "Cover Sheet" and "Appeal to the Zoning Hearing Board" and that I agree to be bound by the terms and conditions contained therein. I understand that this Appeal is governed by the Zoning Ordinances of Bristol Township as well as the procedure adopted by the Bristol Township Zoning Hearing Board. I further swear and affirm that the information contained therein and in any other documents submitted is true and correct to the best of my knowledge, information and belief.

_____
Applicant

Sworn to and subscribed before me this

_____ day of _____ 20____

_____
Notary Public

RESOLUTION 13-2006

A RESOLUTION AMENDING RESOLUTION 01-2004, FILING FEES AND ESCROW AMOUNTS FOR APPLICATIONS INVOLVING SUBDIVISION, LAND DEVELOPMENTS, PETITIONS FOR CHANGE OF ZONING, CURATIVE AMENDMENTS, CONDITIONAL USE APPLICATIONS, ZONING HEARING BOARD APPEALS, GOVERNING BODY APPEALS, AND ESTABLISHING CERTAIN ADMINISTRATIVE PROCEDURES AND POLICIES WITH RESPECT TO APPLICATION PROCEDURES, ADMINISTRATIVE FEES, AND RESOLUTION OF FEE DISPUTES

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Council of the Township of Bristol, County of Bucks, Commonwealth of Pennsylvania:

SECTION 1. ADMINISTRATION

A. All applications must be filed with the License and Inspections Department and be stamped with the application date. Any application (other than those pertaining to Subdivisions and Land Developments) that is deemed incomplete by the License and Inspections Department will not be accepted for review by the Township. When an application is rejected, the applicant shall be informed of the specific deficiencies of the application and instructed in fulfilling the application requirements.

B. A filing fee and escrow deposit are payable at the time of submission of each application, excluding final subdivision and land development plans where fees and escrows were established with the preliminary plan application. Separate checks shall be submitted by the applicant to cover the amounts of the filing fee and escrow deposit. In general, the filing fee will reimburse the Township for indirect and overhead expenses incurred during the review process for a particular application. The escrow deposit will reimburse the reasonable and necessary expenses of postage, advertising, stenographic services, legal and engineering services, traffic design, site design, landscape architecture and other consulting services which the Council and/or Zoning Hearing Board deem necessary for the examination of subdivision, land development or other applications.

C. A five percent (5%) administrative fee will be added to all applicable charges invoiced to the escrow account. This fee will be added to the total of each Township invoice and be deducted forthwith from the escrow account.

D. Applicants will receive periodic statements of the charges and fees deducted from their escrow accounts by the Township.

E. Upon submission of an application, the applicant will be required to sign an agreement to reimburse the Township for all reasonable and necessary expenses incurred by reason of the application in excess of the sums deposited with the Township. In the event that the escrow amount falls below fifty percent (50%) of the original escrow deposit, and it seems likely that costs will run in excess of the unused portion, the Township reserves the right to require an additional escrow deposit to restore the account to the amount of the original deposit. This additional escrow deposit is subject to the five percent (5%) administrative fee and shall be paid when requested and before further review of the application by the appropriate Township boards and/or commissions.

F. Upon the recording of a subdivision plan with the Recorder of Deeds, or upon final action by the Council or Zoning Hearing Board, or upon withdrawal of an application by the applicant, and after payment of all advertising, engineering, legal and other expenses incurred by the Township, the balance of the escrow amount will be refunded to the applicant. Funds held in the escrow account will not be refunded until all Township invoices and expenses have been paid in full by the applicant.

SECTION 2. SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS, INCLUDING CHANGES IN LOT LINES WHERE NO NEW LOTS ARE CREATED.

A. Upon submission of a preliminary plan application, or a final plan application where no preliminary plan had been submitted, the applicant shall pay filing fees and deposit escrow amounts in accordance with the schedule established herinbelow.

B. In the R-1, R-2, R-3, and R-4 zoning districts, and for all other residential zoning districts or uses, subdivision and/or land development filing fees and escrow amounts shall be established as hereinbelow set forth. Where the number of lots and number of dwelling units are not the same, the filing fee and escrow amount shall be calculated on the basis of the greater number and the applicant shall pay and deposit the greater amount.

Filing Fees

Sketch Plan	$500.00
2 lots or dwelling units	$500.00
3 or more lots or dwelling units	$500.00 plus $50.00 per lot or dwelling unit over two (2)

Escrow Amounts	
Sketch Plan	$1,000.00
2 lots or dwelling units	$800.00
3 to 10 lots or dwelling units	$1,500.00
11 to 20 lots or dwelling units	$3,000.00
21 to 40 lots or dwelling units	$4,000.00
41 to 60 lots or dwelling units	$5,000.00
61 to 80 lots or dwelling units	$6,000.00
81 or more lots or dwelling units	$7,000.00

C. In all other zoning districts, subdivision and/or land development filing fees and escrow amounts shall be fixed as follows:

Filing Fees		Escrow Amounts
$750.00 plus $150.00 per tenant/ leasehold or per acre of gross site area, whichever results in the greater fee and escrow amount	0.0 – 0.5 acres	$2,000.00
	0.6 – 1.0 acre	$3,000.00
	1.1 – 2.0 acres	$4,000.00
	2.1 – 5.0 acres	$5,000.00
	5.1 – 10 acres	$7,000.00
	10 acres or more	$8,000.00

D. Applicants submitting amended final plan applications or requesting changes to existing lot lines, where no new lots or parcels are created, shall pay the minimum fee and escrow amounts established in Section 2, B or Section 2, C above. The per lot charge shall not apply.

SECTION 3. SCHEDULE OF FEES FOR REVIEW OF APPLICATIONS, REPORTS AND INSPECTION OF IMPROVEMENTS.

A. The applicant and/or developer shall reimburse the Township from the escrow

account for the reasonable and necessary expenses incurred for review of applications, reports, and the inspection of improvements by the Township's professional consultants and/or engineer. Such expenses shall be reasonable and in accordance with the ordinary and customary fees charged by the Township Engineer or consultant for work performed for similar services in the community, but in no event shall the fees exceed the rate or cost charged by the engineer or consultant to the Township when fees are not reimbursed or otherwise imposed on applicants.

1. In the event the applicant disputes the amount of any such expense in connection with review of applications, reports and the inspection of improvements, the applicant shall, within fourteen (14) working days of the applicant's receipt of the bill, notify the Township that such expenses are disputed as unreasonable or unnecessary, in which case the Township shall not delay or disapprove a subdivision or land development application or any approval or permit related to development due to the applicant's request over disputed engineering or consultant fees. In the event that the Township and the applicant cannot agree on the amount of review/inspection fees which are reasonable and necessary, then the applicant and the Township shall follow the procedure for dispute resolution set forth in Section 510(g) of the Pennsylvania Municipalities Planning Code, as amended, provided that the professionals resolving such dispute shall be the same profession or discipline as the consultants whose fees are being disputed.

B. Rates for all other professional consulting and engineering services are available upon request from the Managing Director's Office

SECTION 4. ZONING HEARING BOARD APPEALS

A. An escrow deposit of $1,000.00 shall be submitted for all commercial, industrial, manufacturing or more than one residential dwelling/lot applications.

B. An escrow deposit of $700.00 shall be submitted for all single residential dwelling/lot applications.

Note* *These escrow fees would be used to pay for such items as the court stenographer, solicitor, advertising, etc.*

C. No application for a hearing before and by the Bristol Township Zoning Hearing Board, herinafter referred to as "Board", shall be considered by said Board for hearing, decision or such other disposition as shall come within the purview of the

duties of said Board under the ordinances of Bristol Township, the First Class Township Code, or the Pennsylvania Municipalities Planning Code unless the applicant, at the time of the filing of his/her application, pays to Bristol Township a fee and escrow deposit as prescribed herinbelow according to the relief sought by the applicant and/or his/her application.

D. Zoning Hearing Board application fees shall include compensation for the secretary, notice and advertising costs and necessary administrative overhead connected with the hearing. Such fees, however, shall not include legal expenses of the Board, expenses for engineering, architectural or other technical consultants or expert witness costs.

E. The Zoning Hearing Board or the hearing officer, as the case may be, shall keep a stenographic record of the proceedings. The appearance fee for a stenographer shall be shared equally by the applicant and the Board. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board of hearing officer, or shall be paid by the person appealing from the decision of the Board if such appeal is made. In either event, the cost of additional copies shall be paid by the person requesting such copy or copies. In other cases, the party requesting the original transcript shall bear the cost thereof.

F. The fee schedule for Zoning Hearing Board applications shall be as follows:

1. If the relief sought is a substantive challenge to the validity of any land use ordinance, except those brought before the Board,

the fee shall be	$2,500.00
the escrow amount shall be	$1,500.00

2. If the relief sought is a challenge to the validity of a land use ordinance raising procedural questions or alleged defects in the process of enactment or adoption which challenges are raised by an appeal taken within thirty (30) days after the effective date of said ordinance,

the fee shall be	$2,000.00
the escrow amount shall be	$1,000.00

3. If the relief sought is for a variance or special exception involving an existing or proposed single family dwelling,

the fee shall be	$300.00

4. If the relief sought is for a variance or special exception involving more than one single family dwelling or one or more multi-family dwelling,

the fee shall be $400.00

5. If the relief sought is for a variance or special exception involving a commercial lot or building,

the fee shall be $550.00

6. If the relief sought is a variance or special exception involving more than one commercial lot or building,

the fee shall be $650.00

7. If the relief sought is a variance or special exception involving an industrial or manufacturing lot or building,

the fee shall be $750.00

8. If the relief sought is a variance or special exception involving more than one industrial or manufacturing lot or building,

the fee shall be $850.00

9. For all other appeals to the Zoning Hearing Board, including appeals from a determination by the Township Engineer or the Zoning Officer with reference to the administration of a flood plain or flood hazard ordinance or such provisions within a land use ordinance; applications for variances from the terms of the flood hazard ordinance or such provisions within a land use ordinance; applications for special exceptions under the flood plain or flood hazard ordinance or such provisions within a land use ordinance; and appeals from the determination of the Zoning Officer or Township Engineer in the administration of any land use ordinance or provisions thereof with reference to sedimentation and erosion control and stormwater management insofar as the same relate to development not involving Article V (subdivision and land development) of the Pennsylvania Municipalities Code.

the fee shall be $570.00