

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:

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| COMPLETED APPLICATIONS | (a) <u>Applicant</u> must completely fill out the “Appeal to the Zoning Hearing Board”, including <u>notarized signature</u> . The original and 8 copies of the entire appeals packet must be filed with the Department of Licenses and Inspections. <u>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.</u> |
| 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 2 nd Monday of each month. In order to be scheduled for a meeting you <u>must</u> 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 <u>completed</u> 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 <u>cannot</u> 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 <u>you</u> 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) <u>Copies of the Deed</u> 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) <u>Plot plans</u> and <u>floor and elevation</u> 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. <u>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.</u> |

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, Telephone Number & Email Address

5. Owner (If different than appellant): _____
Name – Please print clearly

Address, Telephone Number & Email Address

6. Attorney (if any) _____
Name

Address, Telephone Number & Email Address

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 _____)

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