



Lower Gwynedd Township

1130 N. Bethlehem Pike, P.O. Box 625
Spring House, PA 19477
(215)646-5302- phone
(215)646-3357-fax
www.lowergwynedd.org

Request for a Conditional Use Hearing Before the Lower Gwynedd Township Board of Supervisors

Instructions for the Completion of this Application

1. An original and twenty (20) copies of this application as well as all pertinent documents, plans, and drawings must be submitted to the Lower Gwynedd Township Zoning Officer with the appropriate filing fee. In addition, an electronic version of the complete submission including drawings/plans must be submitted via email or an external hard drive. A submission is not considered complete and will not be processed until the Township is in receipt of all the required components.
2. Each application must be accompanied by a plot plan of the property showing the exact dimensions of the property, the names of all immediately adjacent property owners, all of the setbacks of the pertinent zoning district, the existing improvements on the property, the proposed improvements on the property, the total area of the lot in square feet, any water courses or rights of way which may extend through the property, and any other information pertinent to the specific issues to be raised before the Board of Supervisors. Except in cases where the Zoning Officer deems it unnecessary, every such plan is to be prepared and signed by a registered architect, surveyor or engineer. At the hearing itself, the applicant shall provide five (5) legal sized duplicates of any large, mounted exhibits so that duplicates may be folded and placed in the permanent Township files for this application. Any exhibits that are to be shown on the monitors must be provided to staff one day prior to the hearing.
3. Filing Fees will be set by resolution of the Lower Gwynedd Township Board of Supervisors and will be amended from time to time. Please refer to the attached fee schedule section pertaining to Conditional Use Hearings.
4. After the initial full hearing (3 hours) on an application, each additional hearing needed to complete the testimony (whether or not such testimony is being offered by the applicant, by protestants or by the Township itself) shall require an additional filing fee as per the attached fee schedule to cover the Township's additional costs. The failure to deliver the additional filing fee prior to the scheduled

hearing date shall be construed as the intention of the applicant to withdraw his application.

5. Lower Gwynedd Township shall not be deemed to have accepted this application for filing until all information required by the Application Form, as well as, supporting plans and other documentation have been submitted and received by the Zoning Officer. The date of the effective filing of the Application shall be noted by the Zoning Officer on the Application itself.
6. A complete application will be delivered to the required review agents and the Board of Supervisors shall schedule and hold a public hearing within a sixty (60) day period (unless otherwise waived or extended with consent of applicant) and act upon the application within the allowed forty-five (45) days.



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Conditional Use Appeal to Board of Supervisors

1. Date: _____

2. Classification of Appeal (check all that apply):
 Request for a Conditional Use
 Other (specify): _____

3. Applicant:
Name: _____
Mailing Address: _____

Phone Number: _____
Email Address: _____
State owner of legal title, if other than Applicant: _____

4. Applicant's Attorney:
Name: _____
Mailing Address: _____

Phone Number: _____
Email Address: _____

5. Property:
Location: _____
Present Zoning Classification: _____
Area: _____
Frontage: _____
Depth: _____
Description of the current use and the existing improvements on the
property: _____

WAIVER

I/We hereby waive the provision that the hearing before the Board of Supervisors of Lower Gwynedd Township be held within 60 days of the application, as stipulated in the Pennsylvania Municipalities Planning Code.

Authorized Signature

Printed Name

Date

This section of the approved fee schedule pertains to Conditional Use Applications. You may request a complete fee schedule from the Township or access it online at www.lowergwynedd.org.

Zoning Fees. Fees associated with Conditional Use applications, Rezoning, and the Zoning Hearing Board shall be as follows:

Conditional Use Fees. Conditional Use applications submitted to the Board of Supervisors c/o the Zoning Officer shall have the following fees.

Type	Fee	Escrow
Residential	\$1,500	\$2,500
Non-Residential	\$2,500	\$2,500
Additional Hearing	\$500 each	N/A