



## **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](http://www.lowergwynedd.org)

### **Request for a Public Hearing Before the Zoning Hearing Board**

#### **Instructions for the Completion of this Application**

1. An original and eight (8) 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 within a 500 foot radius of subject parcel, 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 Zoning Hearing Board. 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 the Zoning Hearing Board.
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.



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**Appeal to the Zoning Hearing Board**

1. Date: \_\_\_\_\_
  
2. Classification of Appeal (check all that apply):  
 Request for a Special Exception       Request a Variance  
 Validity Challenge (map or ordinance)     Appeal Zoning Officer's Decision  
 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:

\_\_\_\_\_  
\_\_\_\_\_  
Description of the proposed use and the proposed improvements (if different):  
\_\_\_\_\_  
\_\_\_\_\_

6. Legal grounds for appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State each section of the zoning ordinance involved in this application and the specific interpretation or relief requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. For a Variance, state the specific hardship claimed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Has any previous appeal or application been filed in connection with this property?

Yes     No    If yes, date and specifics: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. For a validity challenge list the exact issue of fact to be interpreted, and attach to this application.

10. Is public water available to this property?                     Yes    No  
Is public sewer available to this property?                     Yes    No

11. Does this Application involve a proposed subdivision?                     Yes    No  
If yes, has a subdivision plan been filed with the Township?                     Yes    No

\_\_\_\_\_  
Signature of Applicant

# WAIVER

I/We hereby waive the provision that the hearing before the Zoning Hearing Board of Lower Gwynedd Township be commenced within 60 days of the application, conducted, and/or completed pursuant to the time limitations set forth in the Pennsylvania Municipalities Planning Code.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

This section of the approved fee schedule pertains to Zoning Hearing Board Applications. You may request a complete fee schedule from the Township or access it online at [www.lowergwynedd.org](http://www.lowergwynedd.org).

**Zoning Hearing Board Fees.** Zoning Hearing Board application fees for Special Exceptions, Variances and/or Interpretations (excluding Curative Amendments). Fees are non-refundable regardless of hearing outcome.

<b>Type</b>	<b>Fee</b>
Residential	\$1,200
Non-Residential	\$2,500
Other Matters	\$1,000
Sign	\$1,350
Validity Challenge	\$2,500
Additional Hearings (necessitated by applicant)	\$400
Postponement/Continuance (applicant's request)	\$120
Zoning and Floodplain Certification	\$50