

Township of Cheltenham

Montgomery County, Pennsylvania

Board of Commissioners

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Administration Building

8230 Old York Road
Elkins Park, PA 19027-1589

Phone: 215 887-1000
FAX: 215 887-1561
Website: cheltenhamtownship.org

VIA REGULAR MAIL AND EMAIL

Email: jkneuppel@SEPTA.org; dkoerner@SEPTA.org

February 23, 2009

Jeffrey D. Knueppel
Chief Engineer/Assistant General Manager
SEPTA
1234 Market Street
13th Floor
Philadelphia, PA 19107-3780

David Koerner
Senior Project Manager
SEPTA
1234 Market Street
13th Floor
Philadelphia, PA 19107-3780

**RE: Jenkintown-Wyncote Station Improvements
Cheltenham Township
Zoning and Land Development Requirements**

Dear Messrs. Knueppel and Koerner:

Please be advised that the proposed Jenkintown-Wyncote Station Improvements Project ("Project") requires Zoning Relief from the Cheltenham Township Zoning Hearing Board and Land Development approval from the Cheltenham Township Board of Commissions prior to the start of any construction activity.

Letter to Messrs. Knueppel and Koerner

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Zoning

The portion of the Project north of Greenwood Avenue is located within the Class R-4 Residence District; the portion of the Project south of Greenwood Avenue is located within the Class R-3 Residence District, in part and the Class M-3 Multiple Dwelling and Office District, in part.

A preliminary Zoning Analysis of the documents submitted to the Township on the proposed Jenkintown-Wyncote Station Improvements indicates that Zoning Relief will be required for the following:

- a. Proposed Public Parking Garage Use
 - i. R-3: CCS 295-21.
 - ii. M-3: CCS 295-89.
- b. Building Height
 - i. R-3: CCS 295-25.; Maximum Height: 3 stories or 40'
- c. Buffer Area (along Zoning District Boundary Line)
 - i. M-3: CCS 295-96.; 15' wide Buffer Area required.
- d. Construction within 100 Year Flood Plain
 - i. Article XXI of Chapter 295 of Cheltenham Code

In addition, Zoning Relief may be required for the following:

- a. Building Area
 - i. R-3: CCS 295-23.; Maximum Building Area: 15%
 - ii. M-3: CCS 295-92.C.; Maximum Building Area for Buildings four stories high: 18%
- b. Front Yard
 - i. R-3: CCS 295-24.A.(1); Minimum Front Yard Setback: 50'
 - ii. M-3: CCS 295-93.(1); Minimum Front Yard Setback: 35'
- c. Vehicular Setback from Street Line
 - i. M-3: CCS 295-93.(1); Minimum Vehicular Setback: 15'
- d. Green Area
 - i. M-3: CCS 295-94.; Minimum Green Area required: 25%

Letter to Messrs. Knueppel and Koerner
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Land Development

A Land Development Plan conforming to the requirements of Chapter 260, entitled "Subdivision and Land Development," of the Cheltenham Code must be submitted to the Township for its review and approval.

Please note that an Environmental Impact Study (per CCS 260-30.) addressing storm drainage, flood plain impact, sanitary sewer, noise, traffic impact, sediment and erosion control, property values, character and aesthetics, etc. will have to be submitted.

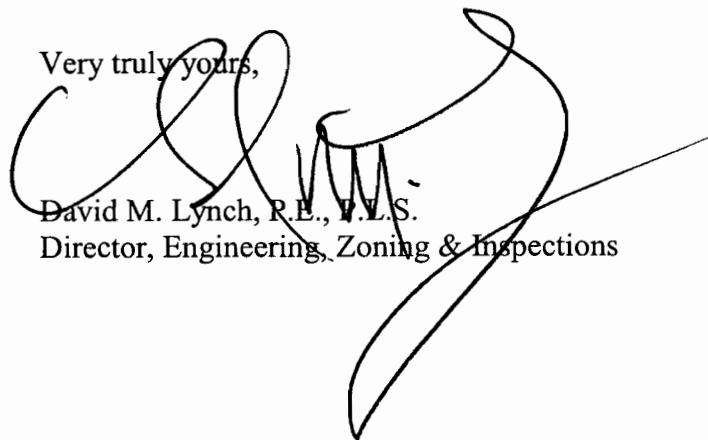
Conclusion

Attached for your convenience and use is an Application to the Zoning Hearing Board for Zoning Relief and an Application for Subdivision/Land Development.

This analysis is subject to change based on actual submission of applications and plans by SEPTA.

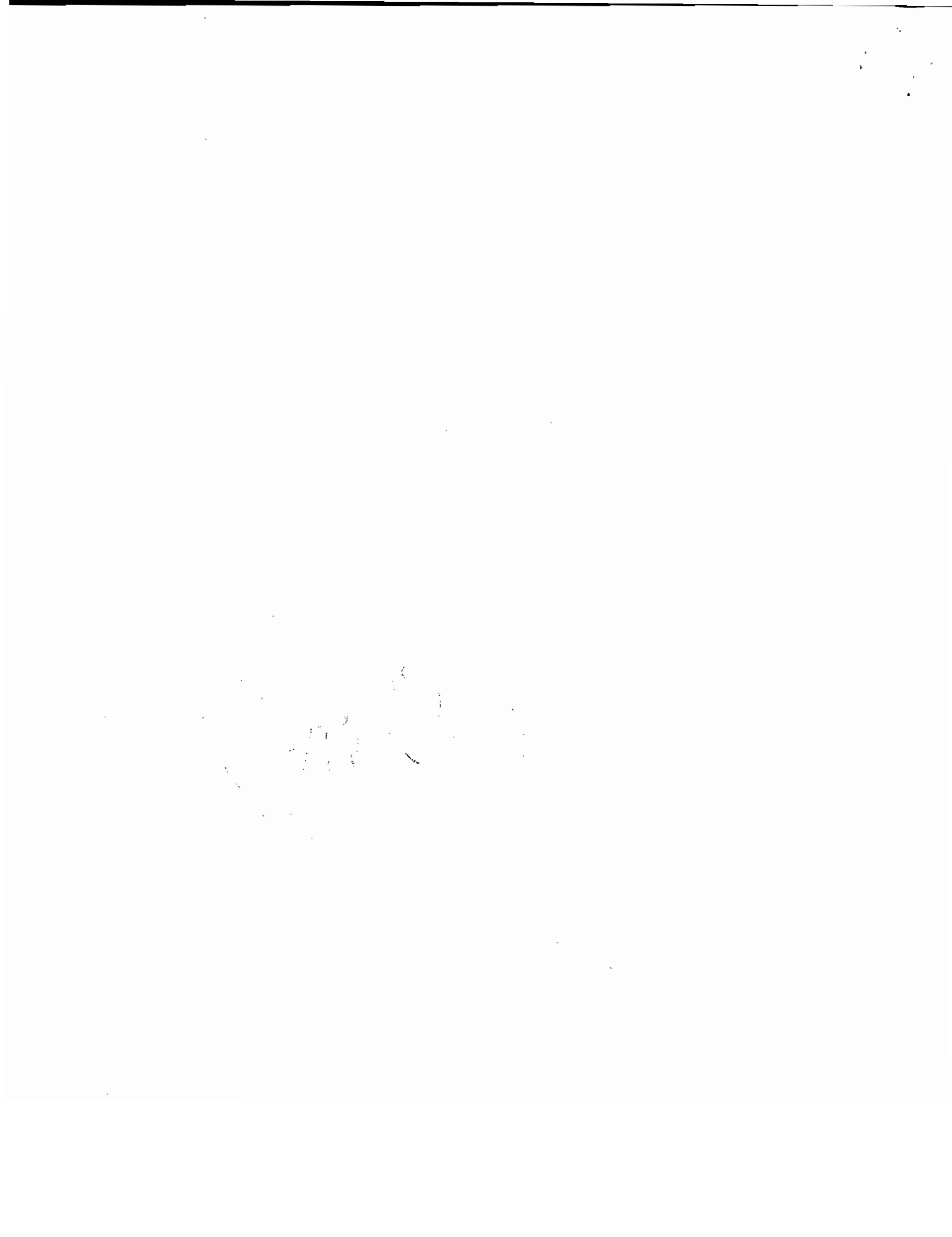
If you have any questions or comments, contact me at 215-887-1000, ext. 213 or email: dlynch@cheltenham-township.org.

Very truly yours,

A large, stylized handwritten signature in black ink, appearing to read 'D. Lynch', is written over the typed name and title.

David M. Lynch, R.E., P.E., V.L.S.
Director, Engineering, Zoning & Inspections

cc: Board of Commissioners
David G. Kraynik, Cheltenham Township Manager
Joseph M. Bagley, Esq., Cheltenham Township Solicitor
Michael English, Jenkintown Borough Manager



TOWNSHIP OF CHELTENHAM
MONTGOMERY COUNTY, PA

**APPLICATION TO ZONING HEARING BOARD
FOR ZONING RELIEF**

(PLEASE TYPE OR PRINT USING BLACK INK)

APPEAL NO. _____ INITIAL SUBMISSION DATE _____

Complete Incomplete; See Page 4

BLOCK NO. _____ UNIT NO. _____

CHECK HERE _____ IF APPLICANT(S) REQUEST(S) A REASONABLE
ACCOMMODATION PURSUANT TO THE CODE OF THE TOWNSHIP OF
CHELTENHAM, SECTIONS 295-2, 206, 207 AND 209.1 AND THE FAIR
HOUSING AMENDMENTS ACT.

1. (a) Applicant's Name _____

Applicant's Address _____

Telephone Number _____ FAX Number _____

Email Address _____

(b) Attorney's Name _____

Attorney's Address _____

Telephone Number _____ FAX Number _____

Email Address _____

2. Status of Applicant: Owner _____ Equitable Owner _____ Tenant _____

3. Location of Property _____

4. Present Use of Premises: _____

5. Proposed Use of Premises: _____

6. Zoning Classification of Premises: _____

(For responses to Items 7 thru 14 use attachments if additional space is required.)

7. Describe proposed project and/or use in detail: _____

8. Applicant seeks Zoning Relief and/or action by the ZHB for the following:
(Please check off all Appeal classifications that apply to this Application)

- Variance
- Special Exception
- Reasonable Accommodation
- Notice of Violation
- From the Determination of the Zoning Officer finding that

Other _____

9. If Appeal is for a Variance, list Zoning Code Section from which Zoning Relief required and nature of hardship relied upon:

10. If Appeal is for a Special Exception, list Zoning Code Section from which Zoning Relief is required:

11. If Appeal is for a Reasonable Accommodation, set forth in detail the Township Codes and practices from which accommodation is sought:

12. If Appeal is of a Notice of Violation, state basis of Appeal in detail:

13. If Appeal is "From the Determination of the Zoning finding that...", state basis of Appeal in detail:

14. If Appeal is of the "Other" category, state basis of Appeal in detail:

15. **NON-REFUNDABLE APPLICATION FILING FEES:**

- | | |
|---|--------|
| a. Accessory structures on single family residential properties
(decks, fences, garages, gazebos, pools, sheds, etc.) | \$400 |
| b. Single family residential buildings/properties
(including additions thereto) | \$500 |
| c. Two-family residential, townhouses and/or residential multi-family
(including additions thereto and accessory structures thereon) | \$1000 |
| d. Non-residential buildings/properties | \$1000 |

(Continued next page)
Make Checks Payable to Cheltenham Township

15. **NON-REFUNDABLE APPLICATION FILING FEES:** (Continued)

- e. Zoning Hearing Board Continuances requested by Applicant \$ 300

Make Checks Payable to Cheltenham Township

16. **SUBMITTAL REQUIREMENTS:**

- a. One (1) completed, signed application
- b. Application Filing Fee
- c. Ten (10) sets of Site Plans and other relevant documents: Color Pictures, Architectural Plans, Architectural Color Renderings, Traffic Impact Study, Stormwater Management Analysis, etc. (as required).

AN APPLICATION TO THE ZONING HEARING BOARD WILL NOT BE ACCEPTED WITHOUT ALL OF THE ABOVE SUBMITTAL ITEMS.

DATE OF INITIAL SUBMISSION: _____

SUBMISSION COMPLETE: Yes No

ITEMS MISSING: _____

DATE OF COMPLETE SUBMISSION: _____

17. **SITE PLAN REQUIREMENTS:**

Site Plans must be legible and to scale; shall be submitted on 24" x 36", 18" x 30", 11" x 17" or 8½" x 11" sheets (minimum scale 1" = 20'); and shall contain the following data/information:

- a. Property boundary lines
- b. Zoning setback lines
- c. Location/Names of adjacent streets, highways, Township boundary, watercourses, etc.
- d. Street/Highway right-of-way widths and cartway widths
- e. Adjoining property boundary lines and names of adjoining property owners.
- f. Location of all existing structures, driveways, paved areas, curbing, patios, sidewalks. etc.
- g. Location of all proposed structures, driveways, paved areas, curbing, patios, sidewalks, etc.
- h. Right angle distance from property boundary lines to existing and proposed structures
- i. All pertinent building dimensions
- j. Tabulation of following data:

- i. Property Owner (street address, phone numbers)
 - ii. Block and Unit number
 - iii. Area of property
 - iv. Area of existing structures
 - v. Area of proposed structures
 - vi. Percent building coverage, existing and proposed
 - vii. Area of existing impervious surfaces
 - viii. Area of proposed impervious surfaces
 - ix. Percent of impervious surfaces, existing and proposed
 - x. Zoning Classification
 - xi. Zoning requirements: required, existing and proposed
- k. If Steep Slopes (15% or greater) disturbance is involved, the following additional data is required:
- i. Existing contours around development footprint
 - ii. Proposed contours around development footprint
 - iii. Shading/hatching indicating slopes 15% to 25% and 25% and above
 - iv. Finish floor elevations of first floor and basement of existing and proposed structures within development footprint
 - v. Elevations at keypoints
 - vi. Location and elevation of project elevation bench mark (must be on Cheltenham Township Sanitary Sewer Elevation Datum or have datum equation relating project elevation datum to Cheltenham Township Sanitary Datum)

Existing developed lots of 10,000 sq. ft. or less that have buildings, structures, etc., thereon are exempt from the requirements of Item 17.k.

All site plans, except those for owner occupied one and two dwellings, must be prepared and sealed by a Professional Land Surveyor registered in Pennsylvania.

18. **MEETINGS' SCHEDULE:**

Application submission deadline is the first Monday of the month preceding the month that the Application will be heard by the Zoning Hearing Board:
_____ 4:30 PM at Building and Office, Township Office,
Township Administration Building.

Date of Planning Commission Meeting when this application will be considered
_____. Attendance optional; meeting held at Township
Administration Building Conference Room at 7:30 PM.

Date of Building and Zoning Committee Meeting when this application will be considered
_____. Attendance optional; meeting held at
Township Administration Building Conference Room at _____ PM.

Date of Zoning Hearing Board Meeting when this application will be considered _____ . Applicant must attend; meeting held at Curtis Hall on Curtis Arboretum grounds at 7:30 PM.

19. **Acknowledgment of ZHB Application Submission:**

On behalf of _____ I/we
hereby submit the foregoing application to the Zoning Hearing Board
for Zoning Relief.

Printed Name

Signature

20. **NOTES**

- a. **PLEASE BRING A COMPLETE COPY OF THE DEED, AGREEMENT OF SALE OR LEASE TO THE ZONING HEARING BOARD ("ZHB") MEETING. IF APPLICANT IS NOT THE PROPERTY OWNER, THE APPLICANT MUST PRESENT DOCUMENTATION THAT THE PROPERTY OWNER IS A CO-APPLICANT OF THE ZHB APPEAL AND THAT THE PROPERTY OWNER AGREES TO BE BOUND BY THE TERMS OF THE ZHB DECISION. FAILURE TO PRESENT THESE DOCUMENTS AT THE START OF THE HEARING MAY BE CAUSE FOR THE ZHB TO REJECT YOUR APPEAL OR TO CONTINUE THE HEARING ON YOUR APPEAL TO THE NEXT ZHB MEETING.**

(Owner and Equitable Owner, or Owner and Prospective Tenant must be parties to the Appeal)

- b. CCS 295-210. An Application to the Board for a Special Exception and/or Variance, if refused, shall not be renewed within the period of one (1) year, unless there has been a change in conditions and unless the renewed application distinctly sets forth changed conditions.
- c. CCS 295-211. Unless the Board in its Orders and Decisions stipulates otherwise, all decisions or appeals and variances and exceptions under this Ordinance shall be effective for a period of two years, and unless the Order or Decision has been complied with within said period of time, it shall cease and be of no effect.
- d. There is a 30-day period after the date of a decision for an aggrieved person to file an appeal in Court to contest an approval by the Zoning Hearing Board. Applicants that take action on a Zoning Hearing Board approval during the 30-day appeal period do so at their own risk.

**Township of Cheltenham
Montgomery County, Pennsylvania**

**SUBDIVISION/LAND DEVELOPMENT
APPLICATION CTDA NO. _____**

Date submitted: _____

- INITIAL SUBMISSION
- AMENDED SUBMISSION

The undersigned Applicant hereby makes application for approval of the Subdivision/Land Development of the property noted in Item 1. Pursuant to the provisions of Chapter 260, entitled "Subdivision and Land Development" of the Cheltenham Code. **ATTACHED ARE THIRTY-FIVE (35) FOLDED PRINTS** of the

Subdivision/Land Development Plan and two (2) copies of all other required submittal materials.

1. Location: _____

2. Plan Type: _____

Title: _____

Date: _____ Revision Dates: _____

Prepared by: _____

Address: _____

**NOTE: MUST BE ADDRESS OR RESIDENCE/
OFFICE; P.O. BOX NOT ACCEPTABLE.**

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

Contact Person: _____

Contact Numbers:

Work: _____

Mobile: _____

Fax: _____

Email: _____

3. OWNER: _____
(Signature)

(Printed Name)

Address: _____

**NOTE: MUST BE ADDRESS OF RESIDENCE/
OFFICE; P.O. BOX NOT ACCEPTABLE.**

Contact Numbers:

Work: _____

Mobile: _____

Home: _____

Fax: _____

Email: _____

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

4. **APPLICANT:** (If Owner is Applicant, check here _____).

(Signature)

(Printed Name)

Address: _____

**NOTE: MUST BE ADDRESS OF RESIDENCE/
OFFICE; P.O. BOX NOT ACCEPTABLE.**

Contact Numbers:

Work: _____

Mobile: _____

Home: _____

Fax: _____

Email: _____

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5. **ESCROW FUNDING ENTITY:**

(If same as Owner, check here _____.)

(If same as Applicant, check here _____.)

Name: _____
(Print)

Address: _____

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

**NOTE: MUST BE ADDRESS OF RESIDENCE/
OFFICE; P.O. BOX NOT ACCEPTABLE.**

Contact Numbers:

Work: _____

Mobile: _____

Home: _____

Fax: _____

Email: _____

**Employer Identification Number: _____
(For Individual, use Social Security Number.)**

**PLEASE NOTE THAT UNUSED PORTION OF ESCROW FEE CANNOT
BE REFUNDED WITHOUT THE TOWNSHIP HAVING THE ESCROW
FUNDING ENTITY'S EMPLOYER IDENTIFICATION NUMBER ON FILE
PER IRS REQUIREMENTS.**

CHELtenham TOWNSHIP ESCROW ACCOUNT NO. _____.



6. SUBDIVISION/LAND DEVELOPMENT DATA:

a. General Description. (Use attachment, if necessary.)

b. Parcel Identifiers:

i. Street Address _____

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

ii. CTWP Block _____ Unit _____

iii. Montco Tax Parcel No. 31-00-_____

- c. Size of property: _____ ±AC
- d. Property Street Frontage: (All Streets): _____ ±LF
- e. Proposed number of lots: _____
- f. Proposed linear feet of street: _____ ±LF
- g. Existing building(s) size:
- i. Footprint _____ ±SF
 - ii. # Floors _____
 - iii. Building Height _____ ±FT
 - iv. Gross Square Footage _____ ±GSF
- h. Proposed buildings(s) size:
- i. Footprint _____ ±SF
 - ii. # Floors _____
 - iii. Building Height _____ ±FT
 - iv. Gross Square Footage _____ ±GSF
- i. Zoning District: _____

Does Subdivision/Land Development comply with

Zoning Regulations? _____ Yes _____ No

- If answer is **NO**, state Zoning Hearing Board ("ZHB") decision or pending application that grants/will grant Variances/Special

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

Exceptions to Zoning Non-Conformities. _____

- If answer is **NO**, state Variances/Special Exceptions required.

(Use attachment, if necessary.) _____

- m. Other special features: (Use Attachments, as required.)

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7. ITEMS REQUIRED FOR COMPLETE SUBMISSION:

- a. **THIRTY-FIVE (35) SETS FOLDED PRINTS**
- b. Required Fees
- c. Two (2) copies of Environmental Impact Study
- d. Two (2) copies of all other submittals (Traffic Studies, Stormwater Management Analysis, etc.)
- e. Completed Montgomery County Planning Commission Review Application

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NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

8. FEE SCHEDULE:

a.	Subdivision Fees (1)	Filing Fee (2)	Escrow Fee (3)
	i.. Lot line adjustment	\$150	\$1500
	ii. Two lot subdivision	\$400	\$1750
	iii. Three lots and up subdivision	\$600	\$1750 +\$50/lot (5)
b.	Land Development Fees (1)		
	i. Single residential lot devel.	\$300	\$2000
	ii. HVAC development	\$300	\$2000
	iii. Telecom. development	\$300	\$2000
	iv. Commercial, industrial, institutional and multi-family - less than 1 acre disturbed land - less than 25,000 GSF building area - less than 3 DU (6)	\$500	\$4500
	v. Commercial/industrial, institutional and multi- family	\$1000	\$4500 plus \$500 for each additional acre disturbed or increment thereof plus \$1000 for each additional 25,000 GSF or increment thereof plus \$50 for each DU in excess of 3 DU.
c.	Sign Posting Fees (7)		

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

1 to 5 Total Signs \$50.00 each
Additional Signs over 5 \$25.00 each

- d. Hourly Charges for
 Subdivision/Land Development Reviews (1)
Township Engineer \$100/hr
Assistant to the Township Engr. \$ 75/hr
Assistant Building Insp. \$ 50/hr
Clerical Services \$ 25/hr



9. **APPLICATION FEES:**

- a. Filing Fee \$ _____
b. Posting Fee \$ _____
TOTAL NON-REFUNDABLE FEE \$ _____
c. Escrow Fee \$ _____

**Issue separate checks for Items 8.a, 8.b and 8.c.
Make checks payable to "Cheltenham Township"**



Date received by Township _____

Submission complete ___ Yes ___ NO

Items missing _____

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

Date of complete submission _____

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NOTES:

- (1) Per Resolution No. 6-04
- (2) Filing Fee is non-refundable
- (3) Escrow fee to reimburse the Township for the reasonable and necessary expenses incurred by the Township in the review and approval process of the Subdivision/Land Development Application. Such expenses shall include, but not be limited to:
 - a. Fees for the services of the Township Engineer and/or Consulting Engineers related to the review and consideration of the plan.
 - b. Fees for the services of the Assistant to the Township Engineer, Assistant Building Inspector, Engineering Aide, Permit Clerk, etc. related to review and consideration of the plan.
 - c. Fees for clerical services related to the review and consideration of the plan.
 - d. Fees for the services of the Township Solicitor related to the review and decision process of the application.
 - e. Advertising costs incurred through the review and decision process.
 - f. The cost for engineering and traffic surveys, professional certifications, and other services deemed necessary by the Board of Commissioners in reviewing the plan, including the services of a professional planner.
 - g. Recording fees (if any are incurred by the Township).
 - h. Administrative charges of ten (10) percent of the total cost incurred above.
If the plan is denied, any unused portion of the escrow fee will be returned to the Applicant.
If the plan is approved, any unused portion of the escrow fee will be returned to the Applicant after the plan is recorded.
- (4) The Township Engineer shall determine the initial escrow amount required at the time of application, such escrow amount shall be paid into the escrow account for said application, and the Township shall not begin the review of the Subdivision/ Land Development until receipt of full payment of the initial escrow amount. If, at any time or times during or after the review and approval process, the Township believes that the funds necessary to reimburse the Township for the reasonable and necessary expenses incurred or to be incurred by the Township

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

in the review and approval process of the Subdivision/Land Development Application are in excess of the amount then held in the Escrow Fund, the Township shall so notify the Applicant/Developer/Owner, and the Applicant/Developer/Owner shall deposit with the Township such additional monies as has been determined by the Township to be needed to complete the review and approval process.

The escrow amount determinations shall not limit the obligation of the Applicant/Developer/Owner for the payment of all Township Staff fees at the rates noted in Section 7.d. of the fees charged by the Township Solicitor, Consultants, Planners, etc. and of all other costs incurred by the Township in the review and approval process of this application.

- (5) Additional escrow fee per lot for all lots.
- (6) DU: Dwelling Unit
- (7) Sign Posting Requirements per CCS 260-2.:

Total Street Frontage To be Posted	Spacing of Signs	Total Signs Required
0 to 500 feet	150 feet	3
0 to 800 feet	200 feet	4
0 to 1500 feet	300 feet	5
0 to 2400 feet	400 feet	6
0 to 3500 feet	500 feet	7
0 to 4800 feet	600 feet	8
over 4800 feet	600 feet	

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