

## OPENING A BUSINESS IN CHELTENHAM TOWNSHIP

Applicant fills out a [Zoning Determination Request Form](#) detailing the proposed use for the property or parcel. This should include a Parcel Identification ID# to allow staff to establish the exact location. Staff will research prior uses, review the Zoning Ordinance and respond with a Zoning Determination Letter within 15-30 days confirming if the use is a permitted use or not, and what the next steps will be. The next steps may include one or all of the **following**:

Sewer Capacity Review and Approval (*required under the consent order by DEP*)  
Will allow for review and determination for sewer credit towards proposed use or if additional capacity will be required. Will be packaged and submitted to DEP as a waiver or mailer request.

- A narrative explaining the prior use, number of employees and hours of operation;
- Proposed use including number of employees and hours of operation;
- Duration of vacancy by prior use;
- Copies of water bills for a full year when the prior use was in operation.
- Professional Services Agreement with an escrow fee of \$750. Any balance will be reimbursed while if account is depleted, it will need to be replenished.

Historic and Architectural Review (BHAR)

Per Article XVIII Historical Architectural Review Overlay District, any improvements visible from the street, on properties located in the BHAR, require a [Certificate of Appropriateness Application](#) to be filled in and submitted for approval. The deadline for applications is the 1<sup>st</sup> Friday of the month.

Commercial Enhancement District Review (*Glenside, LaMott, Wyncote, Elkins Park West & East, Cheltenham Village*)  
*Areas to be expanded*)

For properties in one of the Commercial Enhancement District, any proposed sign will require review or the cut-sheets and elevations for a Certificate of Appropriateness by the Design Review Committee of the Township and per section 295-2405.A.5. White backgrounds and cabinet signs are not permitted per Section 295-2403.A.11. This would be part of a [Building/Sign Permit Application submission](#).

If Zoning relief is required:  
(Zoning Hearing Board (ZHB))

Applicant fills out the [Zoning Hearing Board Application](#) and submits it to the Township for review for completeness prior to the 1<sup>st</sup> Friday of the month.

Follow the [ZHB Flow chart](#)

Once approval is procured for the above, please fill out your Building Permit Applications for all the pertinent trades ([building](#), [plumbing](#), [electrical](#), [mechanical](#), [roofing](#), [fencing](#)) and submit them together for review and permitting. Permit fees are tripled for work performed without approval. All contractors are required to be [registered](#) in order to do work in the Township.