

TOWNSHIP OF CHELTENHAM
MONTGOMERY COUNTY, PA

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

(PLEASE TYPE OR PRINT USING BLACK OR BLUE INK)

APPEAL NO. _____ INITIAL SUBMISSION DATE _____

Complete Incomplete; See Page 4

TAX ID NO. _____

**CHECK HERE _____ IF APPLICANT(S) REQUEST(S) A REASONABLE
ACCOMMODATION PURSUANT TO THE CODE OF THE TOWNSHIP OF
CHELTENHAM, SECTIONS 295-301, 2801, 2802 AND 2805 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 classifications that apply to this Application)

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

Other _____

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

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

11. If Application 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. **APPLICATION FILING FEES**

Special Exception or Variance Applications

- a. Accessory structures on single family residential properties (decks, fences, garages, gazebos, pools, sheds, etc.) \$500
- b. Single family residential buildings/properties (including additions thereto) \$600
- c. Two-family residential, townhouses and/or residential multi-family (including additions thereto and accessory structures thereon) \$1200
- d. Non-residential buildings/properties \$1200
- e. Zoning Hearing Board Continuances requested by Applicant
 - i. Single-family residential \$400
 - ii. Two-family residential, townhouses, and/or residential multifamily \$600
 - iii. Nonresidential \$600
- f. Appeal of a Zoning Violation \$1200
 Fee of \$1200 covers the non-refundable application fee of \$600 and related costs. If expenses exceed the filing fee, the applicant shall be billed for any additional expenses.

Make Checks Payable to Cheltenham Township

Please Note:

- 1. **All Zoning Hearing Board (ZHB) Applicants are requested to call the Planning and Zoning Office at 215-887-1000, ext. 213 to**

- schedule an appointment to review their proposed application with staff prior to the first Friday of the month.**
- 2. The application will be reviewed for completeness at that time. If considered incomplete, the applicant will have until the second Friday of the month to submit a complete application including associated fees, in order to be placed on the agenda for the following month.**
 - 3. The application will not be accepted as complete until all of the required information is submitted and stamped, and an appeal number assigned.**
 - 4. A complete application should have three (3) signed copies of the application and three (3) copies each, of all the other required submissions as required in the application.**

16. **SUBMITTAL REQUIREMENTS:**

- a. Three (3) completed, signed applications
- b. Application Filing Fee
- c. Three (3) sets of Site Plans and other relevant documents: Color Pictures, Architectural Plans, Architectural Color Renderings, Traffic Impact Study, Stormwater Management Analysis, etc. (as required).
- d. Three (3) copies of the Deed, Agreement of Sale or Lease or if not submitted at this time then same must be brought to the ZHB meeting.

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 (for example: 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 Friday of the month preceding the month that the Application will be heard by the Zoning Hearing Board.

Date of Planning Commission Meeting when this application will be considered _____ . Planning Commission meetings are held at the Township Administration Building Boardroom. Planning Commission meeting time is 7:30 PM.

Date (if applicable) of Building and Zoning Committee Meeting when this application will be considered _____. Meetings are held at Curtis Hall at Curtis Arboretum, 1250 Church Road, Wyncote, PA 19095 at _____ PM.

Date of Zoning Hearing Board Meeting when this application will be considered _____. Applicant must attend; meeting held at Curtis Hall at Curtis Arboretum, 1250 Curtis Road, Wyncote, PA 19095 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. **IF NOT ALREADY SUBMITTED, PLEASE BRING A COMPLETE COPY OF THE DEED, AGREEMENT OF SALE OR LEASE TO THE 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 295-2806. 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 295-2807. 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 one year, 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.