



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Licensing & Inspections Dept.

610-970-6520 Email: LNIAdmin@pottstown.org

ZONING HEARING BOARD

Application and/or Appeal

FEES :

SINGLE FAMILY RESIDENTIAL

\$750.00

MULTI-FAMILY RESIDENTIAL AND COMMERCIAL

\$1500.00

****Checks made payable to the Borough of Pottstown****

What you need to submit:

6 Paper Copies & 1 Digital Each Consisting of the following:

- 1) Completed application
- 2) Deed of the property
- 3) Site plans/plot plans
- 4) Floor plans, elevations, sections, photographs and other documentation that will illustrate the relief requested and explain the proposed project

Please note:

Only completed submissions will be accepted

APPLICATION/APPEAL TO THE ZONING HEARING BOARD

Application is made on this _____ day of _____, 20____, by the undersigned for the following: (Check all that apply)

- ☐ Appeal from a decision of the Zoning Officer dated: _____, 20____.
 - ☐ Variance from sections(s) _____ of the Zoning Ordinance.
 - ☐ Special Exception pursuant to Section(s) _____ of the Zoning Ordinance.
 - ☐ Challenge to Validity of land use ordinance.
 - ☐ Appeal from an enforcement notice issued by Zoning Officer.
-

Property Address: _____

1. Applicant:

Name of Applicant: _____

Address of Applicant: _____

Telephone Number of Applicant: _____

E-mail Address of Applicant: _____

Applicant is: ☐ Owner of Record ☐ Equitable Owner ☐ Tenant

☐ Other (Explain Relationship) _____

2. Owner of Property:

Name of Owner: _____

Address of Owner: _____

Telephone Number of Owner: _____

E-mail Address of Owner: _____

3. **Legal Firm (if applicable):** _____

Attorney Name: _____ Phone: _____

Attorney Mailing Address: _____

Attorney Email Address: _____

4. **Property Identification:**

Parcel Number: _____

Property Address: _____

Deed Book / Page Number: _____

Property Area: _____ square feet or _____ acres.

Property Dimensions (feet): Width _____ Depth _____

Present use of the property: _____

Zoning District of the property: _____

5. **Existing Improvements: (Check All that apply)**

Type of Construction: ☐ Masonry ☐ Wood Frame ☐ Structural Steel

☐ Reinforced Concrete ☐ Other: _____

Type of heating fuel use: ☐ Gas ☐ Oil ☐ Electric ☐ Coal

☐ Other: _____

Type of sewage disposal: ☐ Public ☐ Private (explain) _____

Type of water supply: ☐ Public ☐ Private (explain) _____

Overall Dimensions of Existing Improvements: Height: _____

Number of Stories: _____ Width of Building _____ Length of Building: _____

Number of Bedrooms per Unit _____ Number of dwelling units per building: _____

Number of Bathrooms per dwelling unit: Full _____ Partial _____

Off Street Parking spaces provided/unit: _____ Number Required/unit _____

On Street Parking spaces provided: _____

Is any portion of the property in a Floodway, Flood Fringe, Plain or drainage swell?

☐ Yes ☐ No.

If yes, attach a plot plan showing the location of the property, building improvements and the position of the floodway, fringe, plain or drainage swell.

6. Description of Proposed Use/Basis for Appeal:

VERIFICATION

The information and statements in this application and any documents, plans or other information attached hereto are true and correct to the best of my knowledge, information and belief. This statement is made subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Date:

Signature of Applicant

Printed Name of Applicant

Date:

Signature of Owner

Printed Name of Owner

PRIOR TO YOUR ZONING HEARING:

BOROUGH COUNCIL WILL REVIEW YOUR APPLICATION DURING A *COMMITTEE OF THE WHOLE* MEETING. IT MAY BE BENEFICIAL FOR YOU TO ATTEND THIS MEETING.

COMMITTEE OF THE WHOLE MEETING AGENDAS ARE LOCATED ON OUR WEBSITE AT WWW.POTTSTOWN.ORG. A LINK TO AGENDAS AND MINUTES IS LOCATED AT THE BOTTOM OF THE HOME PAGE.

ONCE THIS APPLICATION HAS BEEN SUBMITTED TO THE LICENSING AND INSPECTIONS OFFICE, YOU SHOULD VERIFY THAT YOUR APPLICATION IS LISTED ON THE NEXT AGENDA. INFORMATION ON MEETING DATES AND TIMES IS PROVIDED ON OUR WEBSITE. YOU MAY ATTEND THE MEETING IN ANY FORUM OFFERED.