



MUNICIPALITY OF NORRISTOWN
ZONING HEARING BOARD APPLICATION

DATE OF REQUEST: _____

FILE NO. (MUNICIPALITY TO COMPLETE): _____

1. APPLICATION FOR (Check all that apply):

☐ Variance from Section _____

☐ Special Exception from Section _____

☐ Interpretation (Explain): _____

2. PROPERTY INFORMATION

Address of Property: _____

Property Owner Name: _____

Property Owner Address: _____

Email: _____ **Phone No.:** _____

3. APPLICANT INFORMATION _____ ☐ **APPLICANT SAME AS OWNER**

Applicant Name: _____

Applicant Address: _____

Email: _____ **Phone No.:** _____

Contact Person: _____ **Phone No. (if different):** _____

4. ZONING CLASSIFICATION OF PROPERTY: _____

5. REASONS APPLICATION SHOULD BE GRANTED:



MUNICIPALITY OF NORRISTOWN
ZONING HEARING BOARD APPLICATION

6. PRESENT USE OF PROPERTY: _____

7. PROPOSED USE OF PROPERTY: _____

8. DESCRIPTION OF IMPROVEMENTS AND/OR USE: (General Construction Thereof):

☐ **9. APPLICANT ACKNOWLEDGMENT.** I have reviewed the Zoning Hearing Board application deadlines, meeting schedule, and completion requirements. I understand the criteria by which this application will be evaluated, as well as the Zoning Hearing Board Rules and Regulations (Attached for applicant review).

10. CERTIFICATION AND SIGNATURE

The undersigned hereby makes application to the Municipal Council of the Municipality of Norristown as indicated above and affirms that the information contained herein is true and correct.

APPLICANT SIGNATURE: _____ **DATE:** _____

OWNER SIGNATURE: _____ **DATE:** _____

OFFICIAL USE ONLY (MUNICIPALITY TO COMPLETE)

RECEIVED BY: _____ **DATE RECEIVED:** _____

CHECK NO. AND AMOUNT (IF APPLICABLE): _____

MUNICIPALITY OF NORRISTOWN
235 East Airy Street, Norristown, PA 19401-5003
Phone: 610-272-8080 | Fax: 610-275-0687
Website: www.norristown.org



MUNICIPALITY OF NORRISTOWN

ZONING HEARING BOARD - RULES AND PROCEDURES

Pursuant to 53 P.S. § 0906 (c), the Zoning Hearing Board adopts the following Rules and Procedures in addition to those otherwise contained in the Norristown Zoning Ordinances and the Municipalities Planning Code.

A. CONTINUANCES

1. When an applicant requests the continuance of a scheduled hearing, the applicant shall pay a continuance fee as set by the Municipality of Norristown. This fee is required because of the additional cost of new advertising, posting, and notices to neighbors because of the continuance. A request for continuance should be forwarded to:

Robert A. Saraceni, Jr., Esquire

548 East Main Street, Suite A, Norristown, PA 19401

Phone: (610) 292-8600 | Fax: (610) 292-9478 | Email: ras@palawonline.net

2. Requests for a continuance should be made in writing and received ten (10) days prior to the scheduled hearing date. If a request for continuance is made less than ten (10) days before a scheduled hearing, the applicant accepts that the matter may not be heard until the next regularly scheduled hearing of the Zoning Board. The Zoning Hearing Board generally convenes on the fourth (4th) Tuesday of each month.
3. Any request for a continuance or a postponement must be in writing. The reason for the continuance or postponement must be included. The application will not be rescheduled unless an explicit request for rescheduling is also submitted in writing along with the continuation request. Any request for continuance by the applicant automatically extends the required time for hearing under the laws of the Commonwealth of Pennsylvania, the Municipalities Planning Code, and the Ordinances of the Municipality of Norristown.
4. If the matter has been continued indefinitely pursuant to an applicant's request and the applicant does not request a rescheduling within ninety (90) days of the first scheduled hearing, the application shall be considered withdrawn by the applicant.
5. If an application has been deemed withdrawn, as described in number four above, or has been withdrawn by the applicant in advance of the scheduled hearing, there may be a refund of the application fee paid. Any refund shall be determined by the Municipality of Norristown. If the matter has been heard or if the record has been closed, there shall be no refund.



MUNICIPALITY OF NORRISTOWN

ZONING HEARING BOARD - RULES AND PROCEDURES

B. SIGN-IN SHEET

The applicant's witnesses and the applicant's attorney, if any, must sign in on the sign-in sheet on the night of the hearing. Persons in opposition who wish to testify and be heard regarding an application shall also sign in on the night of the hearing. Copies of the sign-in sheet shall be available upon request to the Zoning Hearing Board Secretary during normal business hours.

C. COMMUNICATION WITH THE BOARD

Applicants shall not have any ex parte communication with the Zoning Hearing Board Members. All matters related to a zoning application can only be presented at the time of the hearing.

D. REGULAR MEETINGS OF THE ZONING HEARING BOARD

1. Regular meetings shall be held at 7:00 P.M. on the fourth (4th) Tuesday of each month.
2. The Board, at its discretion, will hear no more than six (6) hearings per evening.
3. The Board, at its discretion, shall not conduct hearings later than 10:00 P.M. Any matters which may not have been heard or finished on the scheduled night due to this time constraint will be continued to the next regularly scheduled hearing date at no cost to the applicant.
4. The Board has the discretion to hear applications in any order, not necessarily in the order advertised.
5. All corporations, limited liability companies, or any other corporate association or entity must be represented by an attorney before the Zoning Hearing Board.

I have received and read the Rules and Procedures of the Norristown Zoning Hearing Board.

Applicant or Applicant's Representative: _____

NAME: _____ **DATE:** _____



MUNICIPALITY OF NORRISTOWN

ZONING HEARING BOARD APPLICATION CHECKLIST

- ☐ Nine (9) copies of the completed application form (yellow form only).
- ☐ Nine (9) copies of the plan. The following information shall be required on the plan:
 - ☐ Location of the property.
 - ☐ Location, placement, and size of the main structure, accessory structures, and other facilities.
 - ☐ Total building coverage and area devoted to each use.
 - ☐ Location of roads, parking facilities, and pedestrian walkways.
 - ☐ Layout of each unit and the area occupied by each unit (where applicable).
- ☐ Three (3) photographs showing the front view, side view, and the surrounding area.
- ☐ Check (amount determined by the fee schedule) payable to the Municipality of Norristown.

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ZONING HEARING BOARD - DEADLINES AND MEETING SCHEDULE

DEADLINE FOR ZONING HEARING APPLICATION SUBMISSION:

4:00 P.M. on the 25th of Each Month

If the deadline falls on a weekend or holiday, applications will be accepted until 12:00 P.M. Noon on the next working day. All applications must be complete.

ZONING HEARING BOARD MEETING SCHEDULE:

4TH Tuesday of Each Month at 7:00 P.M.

All meeting dates may be changed due to holidays or conflicts with other meetings. Changes are advertised in the legal section of the Times Herald. Always confirm meeting dates when submitting an application.

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2025 Consolidated Fee Schedule

Section VII. Zoning and Development

Before the use or occupancy of a property in the Municipality of Norristown changes, including the installation of accessory structures and fences or the placement of a sign occurs, the owner or tenant must obtain a zoning permit. Fees associated with zoning permits cover the cost of administrative and other related review and processing costs. Any change in use or occupancy or the placement of a sign, without first obtaining the appropriate zoning permit shall be subject to an assessment of double the permit fees described below.

1 Zoning Permit Fees (Non-refundable - Use Registration Forms)

a. Single Family Residence	\$20.00
b. Multi-Family Residence (up to three units)	\$30.00
c. Multi-Family Residence (over three units)	\$50.00
d. Commercial	\$50.00
e. Signs - up to 12 SF	\$20.00
f. Signs – 13 SF up to 24 SF	\$35.00
g. Signs – over 24 SF	\$50.00
h. Fences – residential	\$20.00
i. Fences – commercial	\$30.00
j. Sheds – residential (up to two sheds)	\$20.00
k. Other residential accessory uses/structures	\$20.00
l. Commercial accessory structures	\$50.00
m. Mixed Used Commercial (two units or more)	\$100.00

Subsequent to the issuance of a zoning permit, a use and occupancy inspection must be conducted and a permit issued (See VI Code Enforcement).

A property owner or applicant has the right to appeal the Zoning Officer's zoning permit determination to the Zoning Hearing Board. Additionally, certain uses are only permitted by Special Exception when granted by the Zoning Hearing Board. A fee is charged to cover administration costs, transcription, legal and other costs associated with a hearing before the Zoning Hearing Board.

2 Conditional Use Application Fees

a. Residential	\$575.00
b. Mixed Use Residential (up to two residential units)	\$750.00
c. Multi-Family Residential (three units and above)	\$1,110.00
d. Commercial – single use	\$1,225.00
e. Commercial – multiple uses	\$1,500.00
f. Murals	\$300.00
g. Mixed Use (three units and above)	\$1,225.00

3 Zoning Hearing Board Fees

a. Residential	\$575.00
b. Multi-Family Residential (up to two residential units)	\$750.00
c. Mixed Use Residential (up to two residential units)	\$900.00
d. Multi-Family Residential (three units and above)	\$1,110.00
e. Mixed Use Residential (three residential units and above)	\$1,225.00
f. Commercial Fee	\$1,225.00
g. Mixed Use Commercial	\$1,500.00

Whenever a parcel of land is divided into two (2) or more lots, or when two (2) or more lots are combined, the property owner must develop a plan and have it reviewed and approved by the Norristown Planning Commission. In addition, whenever a new building or addition is to be constructed, plans for these improvements must come before the Norristown Planning Commission.

There are two (2) categories of fees related to subdivision and land development applications. Administrative fees cover the processing and review costs of applications as well as public notices, meeting attendance, plan distribution, and coordination of plan reviews by municipal professionals. Administrative fees are not refundable. Escrow fees are applied to the legal and engineering costs of plan reviews by municipal professionals. Unused escrow fees are returned to the applicant. Should the escrow fee balance be reduced to \$1000.00 or less, the Municipality reserves the right to request additional escrow fees.

4 Sub-division and Land Development Fees

<u>Subdivision Application Fees</u>	Application Fee	Escrow Deposit
Sketch Plan Submission	\$200.00	
Minor Plan Submission:		
Lot Line Adjustment	\$550.00	\$2,500.00

2025 Consolidated Fee Schedule

Simple Conveyance	\$550.00	\$2,500.00
Minor Subdivision	\$650.00	\$3,500.00 PLUS \$650.00/ Lot
Preliminary Plan Submission: Four or more lots	\$1,100.00	\$7,500.00 PLUS \$650.00/ Lot
Final Plan Submission: Four or more lots	\$1,100.00	\$7,500.00 PLUS \$650.00/ Lot
<u>Land Development Application Fees</u>		
Minor Land Development	Application Fee \$1,100.00	Escrow Deposit \$5,000.00 PLUS \$325.00/ 1000 SF of Building Area
Major Land Development	\$2,200.00 PLUS \$150.00/ Acre	\$10,000.00 PLUS \$325.00/ 1000 SF of Building Area

Certain uses in the Municipality are permitted as conditional uses and require approval by Municipal Council. Upon submission of a conditional use application, Council must conduct a conditional use hearing. Conditional use application fees cover administrative, advertising, legal, transcription and other costs associated with the conditional use hearing.

	Application Fee	Escrow Deposit*
5 Drainage Permit Application Fees		
Residential Addition or Residential Accessory Structure	\$535.00	N/A
Residential In-Ground Pool	\$835.00	N/A
Earth Disturbance (First Acre) Applicable for projects greater than 1 acre.	\$85.00 PLUS \$12.00/acre disturbed or fraction thereof.	\$1,000.00
New Building or New Principal Structure (each)	\$60.00	\$1,100.00
Storm Drainage or Other Misc.	\$85.00	\$475.00

*Escrow listed is amount required unless otherwise noted by the Municipal Engineer.

6 Annual Sign Assessments

Owners of property on which a sign is erected shall pay the Municipality an annual license fee as follows:

a. Signs less than 12 SF	\$15.00
b. Signs 12 SF to 24 SF	\$30.00
c. Signs in excess of 24 SF	\$1.75 / SF

7 Administrative Fee

Copies of Use Registration, Zoning Permits and/or Zoning Hearing Board Opinions and Orders (Cost does not include Zoning Hearing Board Transcript)	\$35.00
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