

COMPLETED ONLY BY TOWNSHIP

APPLICATION # \_\_\_\_\_ DATE FILED: \_\_\_\_\_ TIME: \_\_\_\_\_

AMOUNT OF FEE: \$ \_\_\_\_\_

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APPLICATION TO ZONING HEARING BOARD  
OR BOARD OF COMMISSIONERS

UPPER POTTSBROOK TOWNSHIP  
MONTGOMERY COUNTY, PENNSYLVANIA

1. Applicant:

(a) Name: \_\_\_\_\_

(b) Location Address: \_\_\_\_\_, Pottstown, PA 19464

(c) Parcel No.: \_\_\_\_\_

(d) Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

(e) Telephone number: \_\_\_\_\_

(f) Email: \_\_\_\_\_

(g) Legal status of applicant (check one):

Owner of legal title

Owner of equitable title

Tenant with the permission of owner of legal title

Other (describe) \_\_\_\_\_

2. Classification of Application (Check one or more if applicable):

ZONING HEARING BOARD

A. Appeal from the Zoning Officer (Determination or Interpretation of Ordinance or Map)

B. Request for Special Exception under Zoning Ordinance Section \_\_\_\_\_

C. Request for Variance under Zoning Ordinance Section \_\_\_\_\_

D. Other \_\_\_\_\_

BOARD OF COMMISSIONERS

- { } E. Change or amendment to Zoning Ordinance
- { } F. Citizens Petition
- { } G. Request for Conditional Use pursuant to Section \_\_\_\_\_ of the Zoning Ordinance.
- { } H. Other \_\_\_\_\_

PROPERTY MAINTENANCE CODE OF APPEALS BOARD

- { } I. Other \_\_\_\_\_

3. Applicant's attorney, if any:

- (a) Name: \_\_\_\_\_
- (b) Mailing address: \_\_\_\_\_
- (c) Email address: \_\_\_\_\_
- (d) Telephone number: \_\_\_\_\_

4. Property:

- (a) Present zoning classification: \_\_\_\_\_
- (b) Number and street: \_\_\_\_\_
- (c) Location, with reference to nearby intersections or prominent feature:  
\_\_\_\_\_  
\_\_\_\_\_
- (d) Tax map identification: Block: \_\_\_\_\_ Unit: \_\_\_\_\_
- (e) Dimensions:
  - (1) Area: \_\_\_\_\_
  - (2) Frontage: \_\_\_\_\_
  - (3) Depth: \_\_\_\_\_

(f) Size, construction and use of existing improvements, use of land, if unimproved:

\_\_\_\_\_  
\_\_\_\_\_

5. Proposed use of construction:

\_\_\_\_\_

6. Estimated cost of proposed construction:\_\_\_\_\_

7. Describe the manner in which proposed use or construction differs from that permitted as of right; state legal grounds for appeal, cite specific sections of Planning Code, Zoning Ordinance, Subdivision Regulations or other Acts or Ordinances:

\_\_\_\_\_

8. Has any previous appeal been filed concerning subject matter of this appeal?

If yes, specify:

{ } Appeal from decision of Zoning Officer  
dated \_\_\_\_\_

{ } Prior decision of Zoning Hearing Board

9. List names and addresses of all property owners within 500 feet of the perimeter of the subject property. (Supplemental sheets of the same size may be attached.)

10. Challenges (only if 2E or 2F is checked above.) List requested issues of fact or interpretation:

\_\_\_\_\_

I (we) hereby certify that the above information is true and correct to the best of my (our) knowledge, information or belief.

Date\_\_\_\_\_

\_\_\_\_\_

Printed Name(s)

\_\_\_\_\_

Signature(s)

Pursuant to P.S. 10906(c), the Zoning Hearing Board adopts the following Rules and Procedures in

addition to those contained in the Upper Pottsgrove Township Zoning Ordinance and the Pennsylvania Municipalities Planning Code:

- (1) For 2 (A), (B), (C), or (G) above, one digital copy to [planning@uptownship.org](mailto:planning@uptownship.org) AND one copy of one or more plans (if size 8 ½" x 11") or 12 copies (if larger than 8 ½" x 11") must be attached to the Application. The plan or plans should be prepared by a professional engineer or surveyor, but the Board will accept any plans which are complete and accurate, provided that if not prepared by a professional engineer or surveyor, the person who prepared the plan must be prepared to state under oath at the formal hearing that the plan is complete and accurate. The plan or plans must contain all of the following information: the property related to a street, the dimensions and area of the lot, the dimensions and location of existing buildings or improvements, the dimensions and locations of proposed uses, buildings or improvements.  
Also, one 11" x 17" copy of the plan's cover sheet must be included.
- (2) For 2 (A), the Zoning Officer's Determination or Interpretation of Ordinance or Map must be attached to the Application.
- (3) For 2 (D), (E), (F), (H), or (I) above, one copy of the challenged Ordinance or Map (if size 8 ½" x 11") or 12 copies (if larger than 8 ½" x 11") must be attached to the Application.
- (4) Along with each application or appeal to the Zoning Hearing Board or Board of Commissioners, the applicant or appellant shall make a deposit in accordance with the fee schedule set forth below:
  - (a) For each application for a Special Exception or Appeal for a Variance to the Zoning Hearing Board or Appeal from decision of Zoning Officer for Single Family Residential: \$750.00
  - (b) All other applications for a Special Exception or Appeal for a Variance to the Zoning Hearing Board or Appeal from decision of Zoning Officer, i.e., Multi-Residential or Non-Residential: \$1,300.00
  - (c) For each application, request, or petition for a change of or amendment to Zoning Ordinance by the Board of Commissioners: \$400.00
  - (d) For each Conditional Use Application: \$1,500.00
  - (e) For each Property Maintenance Code of Appeals Board including a Hearing: \$850.00
  - (f) For each Property Maintenance Code of Appeals Board Document Review Only with No Hearing: \$250.00
  - (g) All other Appeals: \$1,300.00
- (5) Continuances

When an applicant requests the continuance of a scheduled hearing, the applicant shall pay a continuance fee of \$250.00 plus the cost of readvertising, posting of property, and reissuing notices to neighbors, if needed.

- (6) Any building permit or any other permits to which applicant may be entitled as a result of a decision of the Zoning Hearing Board shall be applied for within six (6) months of the date thereof. Failure to do so will render the decision null and void.
- (7) All checks shall be made payable to the order of Upper Pottsgrove Township, 1409 Farmington Avenue, Pottstown, PA 19464.
- (8) The Board of Commissioners will review all applications to the Zoning Hearing Board at their regularly scheduled meetings.
- (9) The Zoning Hearing Board generally convenes on the fourth (4th) Wednesday of each month.