

PROCEDURES FOR APPLICATION TO THE ZONING HEARING BOARD

COMPLETED APPLICATIONS

- (1) Applicant must completely fill out the Application, including completed signatures by the Applicant and property owner. Please submit nine (9) Complete packets of the required documents to the Borough, including the original signed application. Please see Paragraph 13 of the Application for all documentation that must be made part of the Application packet.
****YOUR APPLICATION WILL NOT BE ACCEPTED, AND NOT SCHEDULED FOR A HEARING, UNTIL ALL NECESSARY INFORMATION AND DOCUMENTS ARE PROVIDED WITH THE COMPLETED APPLICATION**.**

LEGAL ADVICE

- (2) Employees of Tullytown Borough cannot complete the Application for you or provide legal advice. Please seek the advice of an attorney regarding questions you may have about the Application packet.

FILING DEADLINES

- (3) The Zoning Hearing Board generally meets as requested through the Application process. In order to meet all advertising and notification requirements, hearings will be made as soon as possible for the application and the Zoning Hearing Board.

DEEDS

- (4) Copies of the Deed for the subject property can be obtained from the Recorder of the Deeds Office in the Bucks County Courthouse in Doylestown.

PLOT, FLOOR AND ELEVATION

- (5) Plot plans and floor elevation plans must comply with the requirements of Zoning Ordinance. Incomplete or insufficient plans may be the basis for the refusal of the Department to accept the application or may be the basis for a refusal by the Zoning Hearing Board to grant the requested relief.

ZONING ORDINANCES

- (6) In order to properly complete the application, you may need to refer to the Sections of the Tullytown Borough Zoning Ordinance. Copies of the Zoning Ordinance are available for sale in the Department Licenses and Inspections. There is also a copy available for public inspection at the same office. **Please be advised that the employees of the Department of Licenses are not authorized to assist you in completing the Application or in explaining the Zoning Ordinance. Should you have any questions, it is recommended that you seek the advice or an attorney.**

FEE SCHEDULES

- (7) All Applications to the Tullytown Borough Zoning Hearing Board.....\$400.00

Date: _____

Appeal No.: _____

TULLYTOWN BOROUGH
APPLICATION FOR ZONING HEARING BOARD

1) **Applicant:**

Name: _____

Address: _____

Phone: _____

2) **Applicant's Relationship To Subject Property:** _____

(Owner, Equitable Owner, Lessee, Agent, Contractor, etc.)

3) **Property Owner:**

Name: _____

Address: _____

Phone: _____

4) **Attorney (if applicable):**

Name: _____

Address: _____

Phone: _____

5) **Subject Real Estate:**

Street Address: _____

Tax Parcel No.: _____ Lot Size: _____

Number and Description of Existing Buildings: _____

Zoning Classification: _____

Present Use of Land and Buildings: _____

Proposed Use of Land and Buildings: _____

When purchased by current property owners: _____

6) Applicant is requesting (check all that apply):

*Special Exception _____ EXPLANATION: _____

* Conditional Use _____

* Variance _____

* Appeal from Action
Of Code Enforcement
Officer _____

(Include original date of Application to Officer and date of Officer's Decision)

*Other _____

7) Please fully explain the specific relief requested to the Zoning Hearing Board (ie., Change of use, yard setback, sign variance, lot area, lot width, building area, etc.) _____

8) Please fully explain the additions, improvements, or alterations which are proposed for the subject property: _____

9) Please specify the sections of the Tullytown Borough Zoning Ordinance you are requesting relief Form: _____

10) Please specify the reasons why the relief requested should be granted by the Zoning Hearing Board, including any pertinent information: _____

11) Signs: if you are requesting a Sign Variance or other relief with reference to a proposed sign, please Provide the following information:

Sign Location: _____

Sign Dimensions: _____

Total Sign Area: _____

Manner of Illumination (Wattage, external or internal): _____

Construction of sign and supports: _____

Sign Height from ground level: _____

Existing signs on premises: _____

(A detailed plan of the proposed sign must be included with the Appeal Package as provided by Paragraph 13)

12) Has previous appeal or application for special exception or variance been filed in connection with this property? Yes No

13) Appeal Packet:

With this Application, you must attach and include seven (7) copies of the following:

- _____ Application to the Zoning Hearing Board (completely filled out)
- _____ Application Fee
- _____ Original Application to the Code Enforcement Officer (if applicable)
- _____ Written decision of Code Enforcement Officer (if applicable)
- _____ Property Plot Plans (if applicable)
- _____ Floor and Elevation Plans (if applicable)
- _____ Deed
- _____ Lease of Agreement of Sale (if applicable)
- _____ Documentation establishing Applicant's authority to file
- _____ Exhibits (Diagrams, permits, etc.)
- _____ Detailed Plan of sign (if applicable)
- _____ Photographs of property, exterior and interior (if applicable)

14) Signature of Applicant and Property Owner:

We understand what this Application is governed by the Zoning Ordinance of the Borough of Tullytown and the procedures adopted by the Tullytown Zoning Hearing Board. We further swear and affirm that the information contained in the Application and in any attached documents, is true and correct to the best of our knowledge, information and belief.

Signature of Applicant

Signature of Property Owner

Date: _____

Date: _____

DO NOT WRITE BELOW THIS LINE

Application Received by: _____

Date: _____

Time: _____

Fee Paid: _____

Payer: _____

Check No.: _____

Check Date: _____