



Warrington Township

852 Easton Road ♦ Warrington, Pa 18976
Phone: 215-343-9350 ♦ Fax: 215-343-5944

Zoning Hearing Board *Application Information Packet*

Dear Applicant:

We are providing you with a blank Zoning hearing Board Application. If you require relief from the Zoning Hearing Board you must fill out this application and return it to the Township Administration Office at 852 Easton Road.

You are not required to have an attorney represent you, however if you choose to represent yourself you must understand that **you** (the applicant) are responsible for providing accurate information in this application and you must specifically identify the relief you are requesting. For example if you are requesting a variance from a specific provision of the Zoning Ordinance, you must identify the Section(s) from which you require a variance. If you are seeking a special exception, you must identify the Section(s) of the Zoning Ordinance, which allows for the specific special exception.

The information provided in your application will be filed and copies presented to the Zoning Hearing Board. The Solicitor from the Zoning Hearing Board will use your application to advertise your request. If you have not provided sufficient information the advertisement might be insufficient and under those circumstances the Zoning hearing Board might not be able to grant your relief.

You are not required to meet with our Zoning Officer when you file your application; however we encourage you to do so. If you meet with our Zoning Officer and review the relief you are requesting they might be able to provide you with additional suggestions, which could ultimately help you. The Zoning Officer is not responsible for providing you legal advice. They will however make themselves available to alert you and or your attorney.



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1. All information requested on the application must be furnished with supporting documents.
2. Applicant or representative with Power of Attorney must be present at hearing – otherwise the petition will be dismissed unless postponed by the Zoning Hearing Board upon cause shown or upon their motion.
3. At all hearings, proof of title to the property affected must be available to the Zoning Hearing Board, whether the applicant's interest be as owner, tenant, purchaser or in other capacity.
4. All applications must be accompanied by nine (9) copies of each document, as follows:
 - a. Plot Plans of the real estate affected, indicating the location and size of the improvements now erected and/or proposed to be erected thereon. The applicant shall provide an engineered As-Built Plan, or a reasonably exact dimensional sketch, showing the location, dimensions and area of the property; and the existing and proposed buildings, driveway access, parking, sidewalks and other pedestrian areas.
 - b. Proof of ownership
 1. Deed, tax document, or other direct evidence of Ownership.
 2. Agreement of Sale, Power of Attorney, or other evidence of Equitable Ownership
 - c. Detailed Plans.
 1. Show the floor plan of the residence, labeled as to room type, room sizes, and the relationship of the existing building to the new construction.
 2. If the appeal does not involve building construction, the nature of the request should be illustrated on a plat plan of the property.
 - d. A statement of the precise Variance, or Special Exception requested, for instance:

“I wish to encroach 4.5 feet into the 15 foot side yard setback”, or
“I wish to increase the impervious coverage from 12.3% to 19.5%, or
“I wish to change the use of the property from residential/office to day care center.”
 - e. A list of all properties located adjacent to or across from the roadway from the premises involved, showing the name and address of the owner of each property so located.
 - f. A filing fee, as designated below.

Note: No application will be accepted by the Zoning Officer until all of the above documentation and fees have been submitted.

5. Representation by an attorney is not required, but it is strongly recommended. Applicants may represent themselves, but they may not be represented by someone who is not an attorney. Applicants who represent themselves may call witnesses to explain their application and cross-examine others who offer testimony. All applicants should consult with an attorney experienced in land use issues for guidance on how to proceed.

6. Zoning application to Zoning Hearing Board in accordance with the current Fee Schedule as provided on the Township website.

a. Variance, Special Exceptions, Appeals

	Application Fee (\$) (Non- refundable)	Escrow (\$) (see note 7.e. below)	Total (\$)
Residential	\$1,000.00	\$650.00	\$1,650.00
Non-Residential	\$1,500.00	\$1,000.00	\$2,500.00

b. Submit separate checks payable to “Warrington Township” for the Application Fee and the Escrow.

7. The Zoning hearing Board has the following powers.

- a. To hear and decide appeals from a decision or determination of any administrative official in the enforcement of the Zoning Ordinance and amendments thereto. Such appeals must be made within thirty (30) days after the date of decision.
- b. To grant, upon application in specific cases, special Exceptions to the laws of the Zoning Ordinance and amendments thereto, where such a Special Exception is authorized by the Zoning Ordinance for the district wherein which the subject premises lies; where the use and/or premises conform to the standards and criteria set forth by the Zoning Ordinance as prerequisites for the granting of such Special Exception; and where the public interest will not be unduly injured by the grant of such Special Exception. The burden of proof shall be upon the applicant to show that the Special exception required is one authorized by the Zoning Ordinance for the subject premises and proposed use. The burden of proving that the grant of such Special Exception would be contrary to the public interest shall be upon those opposing the grant of such Special exception.
- c. To authorize upon appeal in specific cases such Variance for the terms of the Zoning Ordinance and amendment thereto as will not be contrary to the public interest. The Board may only grant such a Variance where, owing to special conditions, a literal enforcement of the Zoning Ordinance will result in unnecessary hardship so that the Ordinance will be observed and substantial justice done. The burden of proof of the “unnecessary hardship” as defined by law shall rest on the applicant. The circumstance must be unique and applicable to the applicant’s particular property and no other. The possibility of applicant’s earning a greater financial return if a Variance were granted does not in itself constitute sufficient reason for such a Variance.
- d. No decision by the Zoning Hearing Board relieves any applicant from the responsibility of obtaining any required permits in the manner prescribed by the Zoning Ordinance(s) or State law.
- e. After the hearing and end of the appeals period, please forward to the Township Financial Officer a written request for a refund of all monies left in your Escrow Account.

8. All meetings of the Warrington Township Zoning Hearing Board are open to the public.



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WARRINGTON TOWNSHIP 2022 ZONING HEARING BOARD SCHEDULE		
Month	Hearing Date Deadline	Application Deadline
January 2022	January 24, 2022	December 24, 2021
February 2022	February 28, 2022	January 28, 2022
March 2022	March 28, 2022	February 25, 2022
April 2022	April 25, 2022	March 25, 2022
May 2022	May 23, 2022	April 22, 2022
June 2022	June 27, 2022	May 27, 2022
July 2022	July 25, 2022	June 24, 2022
August 2022	August 22, 2022	July 22, 2022
September 2022*	<i>September 19, 2022*</i>	August 19, 2022
October 2022	October 24, 2022	September 23, 2022
November 2022	November 28, 2022	October 28, 2022
December 2022*	<i>December 19, 2022</i>	November 18, 2022
January 2023	January 23, 2023	December 19, 2022
<i>*Meeting moved from Fourth Monday of the month.</i>		

Application Deadline: 30 Days before hearing date (except January 2023)

Hearing Date: 4th Monday of every month (except September and December 2022)



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Zoning Hearing Board Application
for
Residential Zoning Districts

Directions: Submit nine (9) copies of the following application, plans and drawings, proof of ownership, list of abutting property owners, filing fee.

FILE NUMBER (*completed by Zoning Officer*): _____

1. **The undersigned hereby:** ☐ Requests a variance ☐ Requests a special exception
☐ Appeals the action of Zoning Officer ☐ Challenges the validity of the Zoning Ordinance or the Zoning Map

2. Name/Address of the Owner

Last Name:	First Name:	Phone:
Street:	City/State/Zip:	
Cell Phone:	Fax Number:	Email:

3. Name/Address of the Applicant

Last Name:	First Name:	Phone:
Street:	City/State/Zip:	
Cell Phone:	Fax Number:	Email:

4. Name/Address of the Attorney/Agent

Last Name:	First Name:	Phone:
Street:	City/State/Zip:	
Cell Phone:	Fax Number:	Email:

5. If applicant is not the owner, state applicant's authority to title interest to submit this application.

6. Address of premises: _____

7. Description of the premises involved. (Attach plan of the lot and the improvements both erected and proposed.)

8. Tax Parcel Number: _____

9. Present Zoning Classification: _____

10. Present Use: _____

11. Nature of Improvements: _____

a. Present: _____

b. Proposed: _____

12. If you are appealing from the action of the zoning officer complete the following:

a. The action taken was: _____

b. The date the action was taken: _____

c. The foregoing action was in error because: _____

13. If you are challenging the validity of a zoning ordinance or map, complete the following:

a. The ordinance or map challenged is as follows: _____

b. The challenge is ripe for decision because _____

c. The ordinance challenged is invalid because _____

14. If you are requesting a Special Exception, complete the following

a. Nature of Special Exception sought is: _____

b. The Special Exception is allowed under Article _____, Section _____, Subsection _____
Of the Warrington Township Zoning Ordinance. (If more than one exception is requested, list ordinance
references on separate page.

The nature of the unique circumstance and the unnecessary hardship justifying this request for a
c. Variance is:

15. If you are requesting a Variance complete the following.

a. Nature of Variance sought is: _____

b. The Variance is from Article _____, Section _____, subsection _____

The nature of the unique circumstance and the unnecessary hardship justifying this request for a
c. Variance is:

OWNER’S STATEMENT

The undersigned declares that he/she is the owner of the subject property and the information contained on this application is true and correct.

Owner

Date

Co-Owner

Date

NOTARIZATION IS REQUIRED FOR ANY APPLICANT OTHER THAN OWNER

The undersigned, being duly sworn according to law, deposes and says that he is the above named applicant, that he is authorized to and does take this affidavit on behalf of the owner, and that the foregoing facts are true and correct.

APPLICANT

COMMONWEALTH OF PENNSYLVANIA :
: SS.
:

COUNTY OF BUCKS

SWORN TO AND SUBSCRIBED BEFORE

ME THIS _____

DAY OF _____, YEAR OF _____.

NOTARY PUBLIC

Date Received

ZONING OFFICER’S ACCEPTANCE

The undersigned declares that the application is complete and the code reference is correct.

Zoning Officer

Date

Directions: The following is a list of the names and addresses of all persons owning property, which is located, adjacent to or across the roadway from the premises involved.

[illegible]