



Petition for Zoning Hearing Board

Township Case Number: Z-_____ Township Hearing Date: _____ 20____
Date Received: _____ Fee: \$800/Residential \$2,000/Commercial

Applicant Information

Applicant: Owner Equitable Owner Leasee

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Authorized Agent/Attorney: Same as Applicant

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Information

Owner: _____ Is the Deed Included? _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Tax Parcel ID: _____ Zoning District: _____

Residential: Commercial: Lot Size: _____

Sewer District: RHM CDCA Onsite

Petition Information

Type of Petition:

Variance Application Special Exception Interpretation Validity Challenge

Petition relates to: (check all that apply)

Use Lot Area Yard Set Back

Existing Building Proposed Building Addition Accessory Building

Other: _____

Is this Application related to a Land Development or Subdivision Application?

Yes No

If Yes, has an application for Land Development of Subdivision been submitted?

Yes No

Have any other applications been submitted in relation to this petition (such as building permits)?

No

Yes If yes, what? _____

Has a previous Application/Appeal ever been filed in connection with the property?

No

Yes If yes, when? _____

Project Narrative

Description of proposed project: _____

Zoning Section(s):

Zoning Code section(s) upon which request is based, the hardship for which you are seeking relief and reasons why the Board should grant the request: _____

Applicant Signature: _____ **Date:** _____



TOWNSHIP OF NEWTOWN

Newtown Township Zoning Instructions

- Zoning Hearings are heard on the third (3rd) Thursday of each Month.
- Applicants **MUST** apply for a hearing by 12:00 Noon 30 days prior to the date in the month in which the Hearing is requested.
- Required documents to schedule a hearing:
 - Completed Application
 - Property deed
 - Seven (7) copies of drawings
 - An **electronic copy** of all documents
 - Any additional relevant documents
 - Fees
- A Zoning Hearing Board Notice (“Yellow Board”) will be filled out by the Township and **taken by the Applicant** to post on the subject property for a period of at least 7 days prior to the hearing. **Proof of timely posting (a picture) is required** to be presented at the hearing. If no proof is presented, the hearing will be continued at the Applicant’s expense for failure to meet the requirements of the PA Municipalities Planning Code.
- Additional fees are charged where more than one hearing is required.
- Neighbors are notified of your request by mail and posting of the legal notice in the local newspaper and the Township building. They are permitted to appear or oppose your application.
- At the time of the Hearing the Applicant must be sworn in and give testimony to support their request.
- The **Burden of Proof** is on the Applicant. You must make your case!
- You may need the aid of an attorney or other professional help depending on the specific request.



TOWNSHIP OF NEWTOWN

Additional Zoning Hearing Board Application Suggestions

1. Discuss your proposal with appropriate township personnel (Zoning Officer/ Assistant Zoning Officer, Township Manager)
2. Be prepared to show a drawing to explain your project at the Hearing.
3. Pictures are worth a thousand words!
4. Bring a letter of support from your neighbors if your request will affect them.
5. Familiarize yourself with the Newtown Township Zoning Code. This is available on the Township website, www.newtowntownship.org
6. Attend a Zoning Hearing to see how the process works.