



# TOWNSHIP OF WARMINSTER

## DEPARTMENT OF LICENSES AND INSPECTIONS

910 W. Bristol Road • Warminster, Pennsylvania 18974 • (215) 443-5423 • Fax: (215) 443-7911

### GENERAL INSTRUCTIONS FOR ZONING HEARING BOARD APPLICANTS

1. All information requested on the application must be furnished with supporting documents.
  - a. Applications for Special Exception under Section 1605, must be accompanied by a notarized affidavit certifying that the property in question was held in separate and single ownership prior to October 3, 1960.
2. Applicant 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 any other capacity.
4. The following must accompany all application:
  - a. Residential: A non-refundable filing fee of \$600.00 is required for residential single family use and residential single family accessory uses.
  - b. Non-Residential: A non-refundable filing fee of \$1,800.00 is required for all non-residential and multi-family uses. In addition, a continuance fee of \$1,000.00 shall be paid at the time of the application. The continuance fee will be imposed if more than one hearing is required. The continuance fee will be refunded if multiple hearings are not required.
  - c. Eight (8) plot plans of the real estate affected, indicating the location and size of the improvements now erected and/or proposed to be erected thereon and one (1) electronic form of the plans.
5. 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 its amendments thereto. Such appeals must be made within 30 days after the date of the decision. A copy of the appeal petition must be served on the official making the decision at the same time that the appeal is filed with the Zoning Hearing Board.
  - b. To hear and decide Special Exceptions and Variances to the terms of the Zoning Ordinance and amendments thereto, as specifically set forth and permitted by the ordinance(s).
  - c. To hear and decide a challenge to validity of the Zoning Ordinance or map.
  - d. The Zoning Hearing Board reserves the right to continue any hearing.
6. All meetings of the Zoning Hearing Board shall be open to the public.
7. No decision by the Zoning Hearing Board shall relieve any applicant from the responsibility of obtaining any required permits in the manner prescribed by the Zoning Ordinance(s) and other required codes.
8. All checks are to be made payable to the order of Warminster Township.
9. All parties must supply eight (8) copies of any exhibit that will be submitted to the Zoning Hearing Board at the hearing.

**ZONING HEARING BOARD  
OF  
WARMINSTER TOWNSHIP**

*Eight (8) copies of this application, including all plans and drawings and one (1) electronic form of the plan, must be submitted to the Zoning Officer together with the application fee.*

CALENDAR NUMBER \_\_\_\_\_ (To be assigned by Zoning Officer) ZHB # \_\_\_\_\_

1. The undersigned hereby:
  - (a) \_\_\_\_\_ appeals from the action of the zoning officer (complete #2 through 12)  
(describe) \_\_\_\_\_
  - (b) \_\_\_\_\_ requests a special exception (complete # 2 through #11 and #14)
  - (c) \_\_\_\_\_ requests a variance (complete #2 through #11 and #15)
  - (d) \_\_\_\_\_ challenges the validity of a zoning ordinance or map (complete #2 through #11 and 13)
  
2. Owner Name(s) \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_
  
3. Applicant Name(s) \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_
  
4. Attorney or Agent \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
  
5. If applicant is not the owner, state applicant's authority to title interest to bring this application  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Has there been any previous zoning appeal, variance or special exception for this property: Yes No  
If Yes, please indicate the date thereof and nature of the relief granted:  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Description of the premises involved (attach plan of the lot and the improvements both erected and proposed)
  
8. Property Address \_\_\_\_\_
  
9. Property Size \_\_\_\_\_
  
10. Tax Parcel No. \_\_\_\_\_
  
11. Present zoning classification \_\_\_\_\_
  
12. Present Use \_\_\_\_\_
  
13. Nature of Improvements \_\_\_\_\_  
\_\_\_\_\_
  
14. Use in case of appeal from the action of the Zoning Officer:
  - (a) The action taken was: \_\_\_\_\_
  
  - (b) The date the action was taken was: \_\_\_\_\_
  
  - (c) The foregoing action was in error because: \_\_\_\_\_  
\_\_\_\_\_

15. Use in case of a challenge to the validity of a zoning ordinance or map:
- (a) The ordinance or map challenged is as follows: \_\_\_\_\_
  - (b) The challenge is ripe for decision because: \_\_\_\_\_
  - (c) The ordinance challenged is invalid because: \_\_\_\_\_
16. Use for request for a special exception:
- (a) Nature of special exception sought is: \_\_\_\_\_
  - (b) The special exception is allowed under Part \_\_\_\_\_ Subsection \_\_\_\_\_ Use \_\_\_\_\_ of the Warminster Township Zoning Ordinance  
(if more than one exception is requested, list ordinance references on separate page)
  - (c) The reason for the request is: \_\_\_\_\_
17. Use for request for a variance:
- (a) Nature of variance sought is: \_\_\_\_\_
  - (b) The variance is from Part \_\_\_\_\_ Subsection \_\_\_\_\_ Use \_\_\_\_\_ of the Warminster Township Zoning Ordinance
  - (c) The nature of the unique circumstance and the unnecessary hardship justifying this request for a variance is:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**OWNER** (If the Applicant is not the Owner, the Owner APPLICANT must sign the application.)

\_\_\_\_\_  
**APPLICANT**

COMMONWEALTH OF PENNSYLVANIA:

COUNTY OF \_\_\_\_\_ ss:  
 \_\_\_\_\_ :

The undersigned, being duly sworn according to law, deposes and says that he is the above 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**

Sworn to and Subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
 Notary Public

Date Received \_\_\_\_\_

Zoning Officer \_\_\_\_\_