

## **PROCEDURES FOR SEEKING RELIEF FROM REQUIREMENTS OF THE UPPER DARBY TOWNSHIP ZONING CODE**

If, after applying for a use and occupancy and/or building permit from the Department of Licenses & Inspection, it is denied due to not meeting the Township zoning ordinances, the following procedures should be followed when seeking relief from the zoning requirements.

After receiving the denial letter along with the fee schedule and filing deadline, fill out the enclosed zoning application.

Submit to the L&I Department the completed application form along with the proper fees and any other information requested in the denial letter including plot plans, floor plans, etc. When additional plans are requested, two sets should be submitted.

Submit along with the application a copy of the deed of the property if the owner is applying for zoning relief, a lease if a tenant of the property is applying for a zoning relief or an agreement of sale if a buyer is applying for zoning relief. Also, if a tenant is applying for zoning relief, a letter from the owner of the property must be submitted giving permission for the tenant to apply for zoning relief.

After all required information is submitted to the Township, the zoning relief request will be advertised in the local newspaper. Applications must be submitted to the Township roughly five weeks before the zoning hearing takes place so that the public advertising requirements are met. Zoning Hearing Board meetings are held on the last Thursday of each month except for holidays. Check with the Department of L&I to confirm the hearing date.

At least fifteen (15) days before the hearing date, pick up posters advertising zoning relief request from the Department of L&I. Posters must be posted in a visible place on the property for two (2) weeks before the hearing. If the poster(s) is destroyed or defaced during this time, contact the L&I Department for a new poster. Photographs must be taken of the poster(s) on the property to prove that the property was posted properly. These photographs must be brought to the hearing.

The Zoning Hearing Board will begin hearing cases at 7:00 P.M. in the Council Chambers on the second floor of the Municipal Building. The applicant should have all information ready to present their case to the board at this time. Cases are heard in the order in which applications were received with the L&I Department. Corporations applying for zoning relief must have legal representation with them at the hearing.

If zoning relief is granted, the applicant must reapply for all use and occupancy and/or building permits with the L&I Department within six (6) months of the zoning approval date.

May need State L&I approval.