



UPPER DARBY TOWNSHIP

DEPARTMENT OF LICENSES & INSPECTIONS

100 Garrett Road Room 109. Upper Darby, PA 19082 Phone: (610)734-7613

Email: jchast@upperdarby.org

ZONING HEARING BOARD APPLICATION PETITION FOR VARIANCE OR SPECIAL EXCEPTION

Application Number	
Zoned	

District	
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Complete the areas below

BELOW IS A LIST OF THE DOCUMENTATION THAT IS REQUIRED AT TIME OF APPLICATION:

You must have ALL of the documentation at the time of application. Check the applicable box below:

- ☐ **OWNER of Property:**
- Copy of your Deed (or) signed Agreement of Sale.
 - 8 ½ X 11 size legible drawing(s) of ALL work to be done on property with measurements.
- ☐ **TENANT / LEASEE of Property:**
- Copy of Lease Agreement
 - Letter from owner authorizing your zoning application submission
 - 8 ½ X 11 size legible drawing(s) of ALL work to be done on the property with measurements.

I. LOCATION	
Address:	

II. OWNER	
Name:	
Address:	
Email Address:	
Phone #	

III. APPLICANT			
Interest In Property:	<input type="checkbox"/> Owner	<input type="checkbox"/> Equitable Owner	<input type="checkbox"/> Tenant with Permission
Name:			
Address:			
Email Address:			
Phone #			



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IV. ATTORNEY	
Name:	
Address:	
Email Address:	
Phone #	

V. RELIEF REQUESTED					
<input type="checkbox"/> Use Variance	<input type="checkbox"/> Dimensional Variance	<input type="checkbox"/> Special Exception	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Appeal	<input type="checkbox"/> Challenge
Code Section	Explain Zoning Relief Requested				
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ZONING RELIF REQUESTED CONTINUED

On a separate sheet of paper, please describe all of the following items:

1. Briefly Describe the property (*e.g. size of lot, dimensions, etc.*), and the location (*e.g. nearby intersections, landmarks, etc.*) involved in the application.
2. Describe the present use of the property (*e.g. residential, retail, office, etc.*), including existing improvements (*e.g. house, garage, and shed; or office and parking lot*).
3. Describe the proposed improvements, additions, or change(s) of use. For physical changes to the lot or structures, indicate the size of proposed improvements, materials to be used, and general construction to be carried out. Attach plan or sketch for illustration.
4. Is the proposed change consistent with the character and type of development surrounding the location for which the request is made? Explain.
5. For any new expanded use (or use variance), describe how the property is suitable for the desired use. If the use of the property is not changing, write "N/A."
6. Will the proposed change impact traffic or parking in the surrounding area? Was a traffic study performed? Explain.



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7. For any request for a dimensional variance, describe the physical (*non-economic*) circumstances or conditions (e.g. *irregular lot size or shape*) peculiar to the property that requires zoning relief to enable reasonable use of the property. If a Dimensional variance is not requested, write "N/A."
8. Describe why the proposed variance represents the minimum relief necessary for reasonable use of the property. If a variance is not requested, write "N/A."

FEE SCHEDULE

Signs:	\$700.00 for up to 2 reliefs
Variances or Special Exceptions (except as otherwise set forth herein)	Residential: \$750.00 for up to 2 reliefs Commercial: \$1,200.00 for up to 2 reliefs
More than two types of relief: for each additional type of relief	\$150.00
Variances for Private Swimming Pools, Fences, Decks, Patios and Sheds	\$550.00 for up to two reliefs
All other appeals	\$550.00
Subdivisions. Where the property is being subdivided into or contains more than two units the applicant shall pay the following fee in addition to fees for relief required by either residential or commercial variances or special exceptions	3 to 5 units: \$300.00. 6 to 10 units: \$400.00. 11 to 20 units: \$500.00. 21 or more units: \$500.00 plus \$20.00 per each unit over 20.

Zoning application fee is **NONREFUNDABLE**. Check or Money order only payable to Upper Darby Township

FEE	\$	CHECK NUMBER	
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Submit documentation, questions, or concerns to:

Joshua Chast at (610) 734 – 7613 or by email: jchast@upperdarby.org

Print Full Name	Signature of Petitioner	Date

COMPLETE THE NEXT & FINAL PAGE



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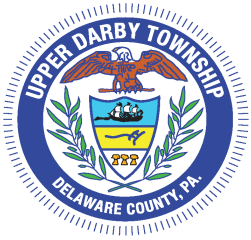
Read the following Information. Initial the boxes indicating you have read and understand the following information.

☐ 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 fourth Tuesday 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, in person, at 7:00 P.M. in the Township Meeting Room at the Upper Darby Township 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 twelve (12) months of the zoning approval date.



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