



MIDDLETOWN TOWNSHIP ZONING HEARING BOARD *APPLICATION FILING INSTRUCTIONS*

27 N. Pennell Road | Media, PA 19063
610-565-2700 | Fax 610-566-3640 www.middletowndelcopa.gov

Attached are the necessary application forms for filing an appeal to the Middletown Township Zoning Hearing Board.

The Zoning Hearing Board is an interpretive, quasi-judicial panel consisting of five citizens of Middletown Township appointed by Township Council to hear requests for special exceptions and variances from zoning ordinance requirements as well as other types of zoning appeals.

The Zoning Hearing Board generally meets on the fourth (4th) Wednesday of each month. Meeting dates in November, December and January can be affected by holidays and Council meetings; please refer to the Township website for the annual meeting schedule.

Completed applications must be filed with the Zoning Officer no later than twenty (20) days prior to the date of the meeting each month for inclusion on that month's hearing list. Filing an application by the deadline does not guarantee that the application will be listed on the next scheduled meeting agenda. Applicants are encouraged to contact the Zoning Officer prior to filing the application to determine the scheduling of the hearing date for the application.

At the conclusion of a hearing, the Zoning Hearing Board has, by law, forty-five (45) days in which to render its decision on an application. Typically, decisions are made at the meeting subsequent to the one at which the hearing was concluded.

The Township is required to provide public notice of each hearing. This is accomplished by publishing a legal notice in the Delaware County Daily Times on two occasions prior to the hearing. In addition, a notice is posted on the subject property, and nearby residents are notified by mail of the nature of the application and the date and time of the hearing.

Any interested party may appear at the hearing to ask questions of witnesses regarding details of their application and to make any comment appropriate to the matter being heard. In addition, each application is reviewed by Township Council at a public meeting for the purpose of determining whether Council wishes to appear at the hearing to present its position relative to the application.

Below are the nonrefundable fees for various types of applications, which are collected to offset some of the Township's expenses in processing the application and conducting a hearing. Checks are to be made payable to "Middletown Township".

Application Type	Fee
Residential	\$750
Commercial, Office, Multi-Family	\$1,500
Industrial, Quarry	\$1,500
Non-Profit Organization	\$750

Application Filing Procedures

1. Provide one (1) copy of a completed building permit application form (when applicable). In most instances the building permit application will have already been disapproved by the zoning officer.
 2. Provide one (1) copy of a completed Zoning Hearing Board Application. Please note that the signatures on this application are required to be notarized.
 3. In cases when the applicant is the equitable owner of the property (i.e. lessee or buyer), a copy of a valid agreement of sale or lease shall accompany the other applications to perfect the applicant's standing.
 4. Provide one (1) plot plan which shall include the following information:
 - A. The location, dimensions and proposed use of all buildings and structures as well as the distance of all buildings and structures to the property lines.* The zoning district designation and a north arrow should be noted on the plan.
 - B. The location and dimension of any curbing, sidewalks, and storm water management facilities.
 - C. The location, size, arrangement, and capacity of all areas to be utilized for motor vehicle access, parking, loading, and unloading.
 - D. The location, dimensions, and arrangement of areas devoted to buffer areas, landscaped planting strips, and lawn and tree areas provided for screening or ornamental purposes.
 - E. The location, dimension, and size of all signs, existing and proposed, as well as whether such signs are to be illuminated.
 - F. The pertinent additional information and data that will enable the Zoning Hearing Board to judge the character of the subject property and its relationship to the neighborhood.
 - G. In most cases, photographs of the property are helpful to show areas and features that cannot easily be depicted on plans. As any photographs submitted become part of the official record of the proceedings, they cannot be returned to the applicant. If you choose to present photographic evidence to support your application, they do not need to be presented in advance, but can be introduced at the hearing.
- * Middletown Township does not supply or verify property boundary or setback information. By signing the application, the applicant certifies that all information contained in the application is true and correct to the best of their knowledge. If the location of property lines is unknown or in question, a property survey should be performed prior to making application to the Zoning Hearing Board.



MIDDLETOWN TOWNSHIP APPLICATION TO ZONING HEARING BOARD

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Date _____

Application No. _____

Applicant _____ Address _____
(When there are a number of applicants the additional names shall be entered on the back of this application)

Phone: _____ Applicant Email Address: _____

Attorney (if any) _____ Address: _____

Phone _____ Attorney Email Address: _____

LOCATION OF PROPERTY _____ Zoning District _____

Deed Book _____ Page No. _____

Owners _____ Address _____

Agent _____ Address _____

If the applicant is not the agent or the owner, state his interest: _____

Application is made for a (variance) (special exception) from the following ordinance and/or section of ordinance:

State facts and/or basis of support of application (attach narrative if necessary) _____

Note: This application must be sworn to. The affidavit below must be executed before a Notary Public.

Where there are a number of Applicants the additional names shall be entered below.

Applicant _____ Address _____

Applicant _____ Address _____

Applicant _____ Address _____

Applicant _____ Address _____

Applicant Sign Here

COMMONWEALTH OF PENNSYLVANIA,
COUNTY OF DELAWARE,

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SS.

On this, the ____ day of _____, 20 ____, before me _____, the subscriber, a Notary Public for the Commonwealth of Pennsylvania, residing in Delaware County, personally appeared _____, who being duly _____ according to law, doth depose and say: that all the above statements and/or drawings and/or attached plans are true.

Notary Sign Here