East Norriton Township

ZONING HEARING BOARD PROCEDURES & GUIDELINES

1. Fully complete Zoning Hearing Board & Conditional Use Application Sections I. to VI. Please sign and date application.

2. Provide nine (9) copies of plans together with fee for residential relief or sixteen (16) copies of plans together with fee for commercial relief (see fee schedule below). Please make checks payable to East Norriton Township. **The site plan submitted with this application must be drawn to scale and it is highly recommended that it be prepared by a professional engineer or land surveyor.**

3. Deed and/or proof of equitable ownership.

4. Notification will be sent to Applicant and their Attorney (if applicable) with dates that the case will be heard by the Township's Planning Commission and Zoning Hearing Board.

5. Either the property owner or an attorney must represent an Applicant before the Zoning Hearing Board.

6. The Zoning Hearing Board may provide a verbal decision at the Hearing however, a written Decision will be prepared with forty-five (45) days of the date of the final Hearing. An original copy of the written Decision will be mailed to the Attorney and Applicant upon the written Decision being executed by the Zoning Hearing Board members within the forty-five (45) day period.

7. If an appeal is denied, applicant has thirty (30) days to appeal decision in Montgomery County Courts.

FEE SCHEDULE

Residential Fee: **$500.00** Other than Residential: **$1,750.00**

ATTACHMENTS

- Zoning Hearing Board & Conditional Use Application
- Resolution prohibiting the unauthorized practice of law

For questions please contact the Zoning Secretary of East Norriton Township at 610-275-2800, ext: 149.

2501 Stanbridge Street
East Norriton, PA 19401

610-275-2800 tel
610-277-1879 fax

www.eastnorritontwp.org

East Norriton Township
Zoning Hearing Board Application
Conditional Use Application

I. LOCATION	
Address	
Parcel #	Zoning District

II. OWNER	
Name	Address
Phone#	City, State, Zip

III. APPLICANT			
Interest In Property:	☐ Owner	☐ Equitable Owner	☐ Tenant with Permission
Name		Address	
Phone #		City, State, Zip	

IV. ATTORNEY	
Name	Address
Phone #	City, State, Zip

V. RELIEF REQUESTED					
☐ Use Variance	☐ Dimensional Variance	☐ Appeal	☐ Challenge	☐ Special Exception	☐Conditional Use

Code Section	Explain Relief Requested
§	
§	
§	
§	
§	

Applicant must submit appropriate number of application packages. The applicant acknowledges, agrees and consents to the introduction of a memo from the Township Planner by the Township Zoning Officer notwithstanding the fact that the Planner may not be present at the Hearing.

Applicant Signature: _____ **Date:** _____/___/_____

VI. APPLICATION FEE	(fees calculated based on the current fee schedule)
Application Fee: $	ZHB Application #:

EAST NORRITON TOWNSHIP ZONING HEARING BOARD
MONTGOMERY COUNTY, PENNSYLVANIA

RESOLUTION

RESOLUTION PROHIBITING THE UNAUTHORIZED PRACTICE OF LAW BEFORE THE ZONING HEARING BOARD OF EAST NORRITON TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA

WHEREAS, the unauthorized practice of law is a violation of 42 Pa. C.S. § 2524, which provides that a person who commits the unauthorized practice of law commits a misdemeanor of the third degree upon a first violation and a misdemeanor of the first degree upon the second or subsequent violation;

WHEREAS, the Montgomery Bar Association Unauthorized Practice of Law Committee issued an Opinion dated May 20, 2010, concluding that the appearance before a municipal quasi-judicial board by a person representing an applicant or appellant other than a duly licensed attorney at law in the Commonwealth of Pennsylvania constitutes the unauthorized practice of law; and,

WHEREAS, the Zoning Hearing Board of East Norriton Township, Montgomery County, Pennsylvania, desires to prohibit the unauthorized practice of law in proceedings before the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Zoning Hearing Board of East Norriton Township, Montgomery County, Pennsylvania, shall prohibit the unauthorized practice of law in any matter before it which involves the presentation of an application and/or appeal under the provisions of the Pennsylvania Municipalities Planning Code and the Zoning Ordinance of East Norriton Township, Montgomery County, Pennsylvania, by requiring that a person representing an applicant or appellant before the Board shall be a duly licensed attorney-at-law in the Commonwealth of Pennsylvania.

DULY PRESENTED AND ADOPTED, by the East Norriton Township Zoning hearing Board at a public meeting held on the 13th day of July, 2010.

EAST NORRITON TWP. ZONING HEARING BOARD

Evelyn Melchiorre

Evelyn Melchiorre, Chairperson

Lois M. Campana

Lois M. Campana

Joseph Gavanus, Jr.

Joseph Gavanus, Jr.

HFR/sp #7271 General File 6-17-10