

Attachment To Petition Before the Zoning Hearing Board Application Submittal Requirements

Article XVII, Section 84-72 "Appeals to the Board" of the West Goshen Township Zoning Code.

An application for consideration before the West Goshen Zoning Hearing Board shall be submitted on a form provided by the Township. **Eight (8) copies of all materials** are required which comply with the following procedures:

- ___ Application. The application must be complete, including the name and address of the applicant, the title owner, and/or the equitable owner of the property. If the applicant is the equitable owner of the property an Agreement of Sale or Lease must accompany the application. ***The property owner must sign the application.***
- ___ Narrative. A reasonably accurate description of the present improvements and the proposed additions shall accompany the application, indicating the size of such proposed improvements, materials and general construction information.
- ___ Plan. Plans shall be drawn to scale and include a **zoning table**, with sufficient information to display compliance with the area, bulk, and setback requirements and design standards. Adjacent uses and structures shall be displayed on the plan. ***Plans shall be prepared by a registered engineer or registered land surveyor, indicating the location and size of the lot as well as existing and proposed improvements.***
- ___ (8) Eight copies of attachments and explanatory materials (if applicable). Where certificates of compliance from other agencies are required, such as Federal Emergency Management Agency in flood plain relief applications, the same shall accompany the application.
- ___ Application Fee (see Fee Schedule below)
- ___ **All plans and exhibits must be in a form that can be folded for placement in a file. They will not be accepted if pasted on poster board.**

Zoning Hearing Fees

Applicant should refer to the West Goshen Township fee schedule for the most current fees.

EXPIRATION OF SPECIAL EXCEPTION & VARIANCES

West Goshen Code, Section 84-72.M

Unless otherwise specified by the Zoning Hearing Board, a special exception or variance shall expire if the applicant fails to file a subdivision application, a land development application, a building permit or, if no building permit is required, a use and occupancy permit, as applicable, within six months from the date of authorization of the Board.

- (1) Where such application is made within six months, the same shall be prosecuted with the due diligence by the applicant, and the six-month time limitation shall be deemed extended only during the pendency of such application.
- (2) The applicant may apply to the Zoning Officer for a single extension not to exceed six months from the date said special exception or variance would have otherwise expired, provided that the application is mad within the six-month period after the grant by the Zoning Hearing Board for the original variance or special exception and not thereafter.

For links to the West Goshen Township Code go to www.westgoshen.org