

Township of Upper Moreland

117 Park Avenue

WILLOW GROVE, MONTGOMERY COUNTY, PENNSYLVANIA 19090

Telephone (215) 659-3100 Ext. 1032/1033 / Fax (215) 659-8899



Paul E. Purtell
Director of Code Enforcement

ZONING HEARING REQUIREMENTS

1. Complete application for: Building, Sign or Use Registration Permit
2. Complete application to Zoning Hearing board and Sign Rules & Regulations Sheet.
3. Fees: Single Family Dwelling \$400.00
Two Family Dwelling or Duplex \$500.00
Commercial Institutional, \$750.00
Industrial or Multiple Dwelling
4. Complete Copy of Deed
5. Plot Plan: **3 Copies, Plot Plan – MUST BE TO SCALE;**

If future land development is proposed, sheet size shall be one of the following:
15 x 18, 18 x 30 or 24 x 36, folded.
6. All applications involving new construction, building expansion or change of use must contain:
 1. Elevations and/or construction plans of structure to include Front, side and rear.
 2. Floor plan of new area.
3 Copies of Floor Plans, etc. if GREATER THAN 11" x 17"
7. Applicant must attend ZHB meeting and/or have legal representation. If legal representation is selected an authorization letter must accompany application at time of submittal.
All non-residential applications require legal representation at time of submission & must represent applicant(s) at hearing
8. Property will be posted prior to the Zoning Hearing Board Meeting. It is the responsibility of the applicant to maintain the notice. See notice for details.
9. A fee of \$200 for each residential and \$400 for all non-residential hearings continued or rescheduled by appellant or applicant.
10. **If the application is approved by the Zoning Hearing Board, the applicant must resubmit the building, sign permit or zoning use permit for review to the Code Enforcement Office.**
11. Any property on the UMT Historic Resource Inventory must first receive recommendation from the UMT Historic Commission.



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117 Park Avenue
Willow Grove, PA 19090
215-659-3100
215-659-8899 (fax)
www.uppermoreland.org

Upper Moreland Township Zoning Hearing Board Application

I. LOCATION

Address		Block	Unit	Current Zoning
Parcel #	Current use		Proposed use	

II. OWNER

Name	Address
Phone #	City, State, Zip

III. PETITIONER

☐ SAME AS OWNER

Name	Address
Phone #	City, State, Zip

IV. REQUEST

<input type="checkbox"/> Appeal	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Special exception		
Variance relating to: <input type="checkbox"/> Setbacks <input type="checkbox"/> Height <input type="checkbox"/> Building Coverage <input type="checkbox"/> Impervious Coverage <input type="checkbox"/> Use				
<input type="checkbox"/> Other specify:				
Title	Chapter	Article	Section	Subsection

Petitioner believes the Board should approve this request because: (include grounds for appeal, or reasons [with respect to both law and fact] for granting the request. If hardship is claimed, state the specific hardship.)

Petitioner name (print): _____

Petitioner signature: _____ Date: ____/____/____

V. ZONING FEE

<input type="checkbox"/> Single family residential: \$400	<input type="checkbox"/> Commercial, industrial, institutional or multiple dwelling: \$750
<input type="checkbox"/> Two family dwelling: \$500	<input type="checkbox"/> Other

VI. HEARING INFORMATION

Hearing #	Hearing date
Fee paid date	Hearing advertisement date

Z O N I N G

Upper Moreland Township Zoning Hearing Board
117 Park Avenue
Willow Grove, PA 19090

Rules and Regulations

Preface

Pursuant to P.S. 10906 (c), the Zoning Hearing Board adopts the following Rules and Procedures in addition to those contained in the Upper Moreland Zoning Ordinance and the Pennsylvania Municipalities Planning Code.

A. Continuances/Postponements

1. When an applicant postpones a scheduled hearing and requests a continuance, the applicant shall pay a continuance fee of \$200 for residential applications and \$400 for all non-residential applications. This fee is required because of the additional costs of new pictures, advertising, posting and sending new notices to neighbors.
2. It is recommended that a postponement request be received in writing ten (10) days prior to the scheduled hearing date. If such notice is less than ten (10) days, then the applicant accepts the matter may not be heard for a minimum of three (4) weeks additional from date of postponement in order to allow time for re-advertisement and notice.
3. Any request for a continuance or a postponement must be in writing. The application will not be rescheduled unless an explicit request for rescheduling is also submitted in writing concomitant with the continuation request or at a later time. Any request for continuance by the applicant automatically extends the required time for hearing under the laws of the Commonwealth.
4. If the matter has been continued/postponed upon applicant's request and the applicant does not request a rescheduling within ninety (90) days of the first scheduled hearing, the application shall be considered withdrawn by the applicant.
5. If an application has been deemed withdrawn as described in number four above or has been withdrawn by the applicant, there shall be a refund of eight percent (80%) of the application fee paid. If the matter has been heard whether or not the record has been closed, there shall be no refund.

Sign In Sheet

The applicant's witnesses and applicant's attorney, if any, must sign in on the sign in sheet on the night of the hearing. Persons in opposition who wish to testify and be heard with regard to an application shall also sign in on the night of the hearing. Copies of the sign in sheet shall be available upon request to the Zoning Hearing Board secretary during normal business hours.

Communication with Board

Applicants are not to have any ex parte communication with the Zoning Hearing Board members.

Regular Meetings

1. Regular meetings shall be held at 7:00 P.M. on the second Thursday of each month.
2. The Board, in its discretion, will hear no more than six hearings per evening.
3. The Board, in its discretion, shall not conduct hearings later than 11:00 P.M. Any matters which may not have been heard or finished on the scheduled night because of this time constraint will be continued to the next regularly scheduled hearing date at no cost to the applicant.
4. No meetings shall be heard in August.
5. The Board has the discretion to hear applications in any order, not necessarily in the order advertised.

I have received and read the following Rules and Procedures of the Zoning Hearing Board of Upper Moreland Township.

Signature

Date