



HILLTOWN TOWNSHIP

13 West Creamery Road
P.O. Box 260
Hilltown, PA 18927
(215) 453-6000 Fax: (215) 453-1024
www.hilltown.org

APPEAL TO ZONING HEARING BOARD
HILLTOWN TOWNSHIP

Please note: It is recommended that all applicants make an application for a Subdivision/Land Development and/or apply for a Zoning Permit and receive a review from the Township prior to submitting an application to the Zoning Hearing Board.

<u>TOWNSHIP USE:</u> Appeal #: _____ Date Filed: _____ Received By: _____

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION

PLEASE ATTACH ALL REQUESTED DOCUMENTATION. FAILURE TO COMPLETE ALL SECTIONS OR ATTACH ALL REQUESTED DOCUMENTATION MAY RESULT IN A DENIAL OF YOUR APPLICATION. YOUR INITIALS BELOW INDICATE THAT YOU HAVE A COMPLETE UNDERSTANDING OF THE SAME.

THE TOWNSHIP WILL NOT ACCEPT APPLICATIONS UNLESS INITIALED BELOW.

Date: _____ _____ *Initials*

1. Applicant:
 - a. Name: _____
 - b. Mailing Address: _____

 - c. Phone Number: _____ Email: _____
 - d. State whether the Applicant is: *(Check one or more if applicable)*
 Owner of Legal Title
 Owner of Equitable Title
 Tenant with the Permission of Legal Title
2. Applicant's Attorney: (if any)
 - a. Attorney's and Firm Name: _____
 - b. Mailing Address: _____

 - c. Phone Number: _____ Fax No.: _____
 - d. Email Address: _____

HILLTOWN TOWNSHIP
ZONING AND BUILDING DEPARTMENT

3. Property Information:

- a. Present Zoning Use Classification: _____
- b. Tax Parcel Number: _____
- c. Location: (with reference to nearby intersections or prominent features):

4. Present Use: _____

5. Proposed Use:(if different) _____

6. Classification of Appeal: *(Check one or more if applicable)*

- A. Request for a Variance (Zoning Ordinance §160-104.A)
- B. Request for Special Exception (Zoning Ordinance §160-104.B)
- C. Interpretation of Law
- D. Appeal from action of the Zoning Officer (Attach all related correspondence)
- E. Other (Please specify)

7. Cite Zoning Ordinance sections applicable to, and summarize, relief request:
(use separate paper if necessary)

8. Have any previous appeals been filed regarding this property: _____ Yes _____ No

a. If yes, please explain: _____

b. Prior Appeal Number: _____

I (We) hereby certify that the above information is true and correct to the best of my (our) knowledge, information or belief.

Name: _____ Date: _____

Name: _____ Date: _____

**HILLTOWN TOWNSHIP
ZONING AND BUILDING DEPARTMENT**

The following need to accompany this application:

1. Six (6) copies of the application
2. Six (6) copies of the deed (MUST BE ATTACHED TO APPLICATION)
3. Six (6) copies of the plans (MUST BE ATTACHED TO APPLICATION)
 - a. Commercial Properties: plan(s) must be prepared by a professional engineer or surveyor.
 - b. Residential Applications: The Board will accept any plans which are complete and accurate. If the plan(s) are not prepared by a professional engineer or surveyor, the person who prepared the plan must be ready to state under oath, that the plan(s) are complete and accurate. The plan(s) must contain all the information relevant to the Appeal, including but not limited to the following:
 - The related to a street
 - The dimensions and area of the lot
 - The dimensions and location of existing buildings or improvements
 - The dimensions and locations of proposed uses
 - Building(s) or improvements
4. Six (6) copies of any and all information you feel explains or is supportive of your application
5. The required filing fee, (listed below), is not returnable once the Appeal is accepted.

<u>Application to Zoning Hearing Board</u>	<u>FEE</u>
A. Residential Use	\$550.00
B. Residential Development (3 or More Lots)	\$1,000.00
C. Non-Residential Use	\$1,500.00
D. Multiple Hearing-Additional Testimony Only	50 % of Original Fee
E. Court Ordered Remand Hearing	50% of Original Fee
F. Legal Non-Profit Corporation	25% of Non-Residential Use Fee

This application must be completed by the applicant or his/her agent and submitted along with one copy of the plan, one digital copy of the plan, and required fee (see fee schedule on back) for subdivision and land development reviews mandated by the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended.

MUNICIPALITY: _____

NAME OF PROPOSAL: _____

LOCATION: _____

TAX PARCEL NO.: _____

APPLICANT: _____

ADDRESS: _____

OWNER OF RECORD: _____

ADDRESS: _____

PRESENT LAND USE: _____

PLAN TYPE: Land Development Subdivision

PLAN CLASS: Major Minor

Municipal Sketch

TOTAL ACREAGE: _____

TELEPHONE: _____

DEVELOPMENT TYPE: Agricultural Commercial

Conversion Industrial Institutional

Lot Line Change Residential

PROPOSAL:

NONRESIDENTIAL: Number of Leaseholds: _____

RESIDENTIAL: Number of lots or units: _____

Proposed new building area: _____
Gross square feet (floor area)

WATER SUPPLY: Public
(Check one) Community On-site
 Individual On-lot

SEWERAGE: Public
(Check One) Community
 Individual On-lot

The following documentation is required for every plan submission, at the applicable level, in addition to a completed application form.

Please check the appropriate state of plan submission:

- | | |
|---|---|
| <input type="checkbox"/> Sketch Plan <i>or</i> | <input type="checkbox"/> One copy of plan |
| <input type="checkbox"/> Revised Sketch Plan | <input type="checkbox"/> One digital file of plan |
| <input type="checkbox"/> Preliminary Plan <i>or</i> | <input type="checkbox"/> One copy of preliminary plan/revised preliminary plan |
| <input type="checkbox"/> Revised Preliminary Plan | <input type="checkbox"/> One digital file of preliminary plan/revised preliminary plan |
| | <input type="checkbox"/> Review fee (see schedule on back) |
| | <input type="checkbox"/> Proof of variances, special exception, conditional uses, or other agreements |
| | <input type="checkbox"/> Sewage Facilities Planning Module, one copy, one digital copy |
| | <input type="checkbox"/> Transportation Impact Study, one copy, one digital copy |
| <input type="checkbox"/> Final Plan <i>or</i> | <input type="checkbox"/> One copy of final plan/revised final plan |
| <input type="checkbox"/> Revised Final Plan | <input type="checkbox"/> One digital file of final plan/revised final plan |
| | <input type="checkbox"/> Review fee (see schedule on back) |
| | <input type="checkbox"/> Conditions of preliminary approval |

If proposal is made by applicant or agent directly to the Bucks County Planning Commission (BCPC), the following certification is required to assure that all plans submitted to the BCPC are also submitted to the municipal government for review.

I hereby certify that this plan has been submitted for review to the Township/Borough of _____ and that, if the plan is withdrawn from consideration by the municipality, it will also be withdrawn from the BCPC review process via written notification. Members of the BCPC and staff are authorized to enter land for site inspection if necessary.

Print Name of Applicant

Signature of Applicant

Date

BCPC USE ONLY

BCPC File No.: _____

Date Received: _____

Fee Paid: _____

BUCKS COUNTY PLANNING COMMISSION FEE SCHEDULE FOR REVIEWS

The following fees will be charged by the Bucks County Planning Commission for subdivision and land development reviews as authorized by Act 194 amending Act 247, the Pennsylvania Municipalities Planning Code. These fees are effective January 1, 2018. Plans will not be accepted for review without the appropriate fee and completed application form. If you need assistance in calculating application fee(s), please call us at 215-345-3400.

Residential subdivisions, land developments, and conversions *(Including Tentative Planned Residential Development Plans)*

				Base Fee	+			
up to	2	lots or units	=	\$160				
3	up to	10	lots or units	=	\$100	+	\$65	for each lot/unit over 2
11	up to	25	lots or units	=	\$600	+	\$45	for each lot/unit over 10
26	up to	50	lots or units	=	\$1,200	+	\$40	for each lot/unit over 25
51	up to	100	lots or units	=	\$1,800	+	\$20	for each lot/unit over 50
101	+		lots or units	=	\$2,400	+	\$15	for each lot/unit over 100
Please show your calculations:								

Nonresidential land developments

				Base Fee	+			
0	up to	5,000	square feet	=	\$300	+	\$45	for every 1,000 gross sq. ft. of floor area, or fraction thereof
5,001	+		square feet	=	(no base fee)	+	\$0.15	per square foot, or fraction thereof, not to exceed \$5,000
Please show your calculations:								

Nonresidential subdivisions

up to	2	lots or units	=	\$225	
3	up to	10	lots or units	=	\$125 per lot
11	+		lots or units	=	\$100 per lot
Please show your calculations:					

Curative Amendments (not municipal curative amendments) \$2,000

Private Petitions for Zoning Change (not municipal petition) \$1,500

For the purposes of this Fee Schedule the definitions in Article II of the Pennsylvania Municipalities Planning Code of subdivision and land development shall be used.

There is **no fee** for review of a sketch plan or final plan submission (unless otherwise noted below).

All fee charges are intended to cover the entire review process from preliminary to final stages **except** as follows:

- 1) **Each resubmission of a plan with minor revisions** shall be subject to an additional fee, not to exceed the required fee listed in the tables above or \$225.00, whichever is less. A subdivision which proposes no more than two lots may be resubmitted with minor revisions one time without a charge for the review.
- 2) **Each resubmission of a plan involving a major revision or change in program** from the original submission shall be required to pay an additional fee as required in the tables above. A major revision or change in program may include, but is not limited to, a change in use, dwelling type, density, lot layout, street layout, or site layout.
- 3) **Each plan submitted for review two years after the first submission** shall be subject to an additional fee, not to exceed the required fee listed in the tables above or \$160.00, whichever is less, if the plan contains only minor revisions. If there are major revisions to the plan, the submission will require a fee in accordance with the fee schedule above. Major changes are as noted in #2 above.
- 4) **Proposals submitted which contain a mix of uses** will be subject to the appropriate fee for each use.

MEETINGS WITH THE STAFF of the Bucks County Planning Commission to discuss applications either prior to or during the formal development application are encouraged and are free of charge. Appointments can be made by contacting 215-345-3400.

SIGNING OF PLANS FOR RECORDING:-The Bucks County Planning Commission now signs plans electronically. If you have municipally-signed plans with an official BCPC number you can go directly to the Bucks County Recorder of Deeds to record your plan. Please contact the Recorder of Deeds at 215-348-6209 should you have any questions about recording your plan.

REQUESTS FOR ADDITIONAL COPIES OF REVIEW: Copies of the Bucks County Planning Commission review of this proposal will be sent to the applicant, municipality, and municipal engineer. If you wish to have copies sent to other persons, please type names and addresses below:
