



**YEADON BOROUGH
OFFICE OF CODE ENFORCEMENT**

600 Church Lane Yeadon Pa 19050
PH # 610-284-3110 FAX 610-284-2138

Zoning Hearing Board Application

Applicant Name: _____ (Phone #) _____ (Fax) _____

I am / We are Owner Equitable Owner Tenant Other

Address: _____

Owners Name: _____ (Phone #) _____ (Fax) _____

Owners Address: _____

Location Of Property Involved: _____

Pursuant to Title 12, Section 1254.06 to the Code of the Borough of Yeadon, a public hearing is hereby requested by the applicant to consider the following:

- An appeal from the decision of the Code Officer An appeal of a Zoning Enforcement Notice
- A request for a variance A request for a special exception A Unified appeal

List all variances and or special exception that you are requesting including applicable code section and subsections:

- Signage Minimum yard setback Notice Addition Flood Plain
- Use (Describe the proposed use) _____
(Section: _____ Subsection: _____) (Section: _____ Subsection: _____)

Attach additional sections and or subsections if necessary

Name of Legal Counsel (if represented): _____

Address: _____ (Phone #) _____ (Fax) _____

My (Our) signature(s) authorize(s) permission to post my (our) property and permission to the Zoning Hearing Board and their representatives to enter thereon for inspection purposes:

(Signature of Owner) (Date)

I (We) certify the information provided on this application and supporting documentation and plans are true and correct to the best of my (our) knowledge, information and belief.

(Signature of Applicant/Appellant) (Date) (Signature of Applicant/Appellant) (Date)

APPLICATION INSTRUCTION SHEETS

Please submit and provide the following information for orderly processing:

Submit a completed application form and the required filing fee payable to “Borough of Yeadon” as required .

Submit a copy of a deed, rental agreement or lease to use the property.

Application and Filing fee must be received in the Code Office by the “Application Due Date” as outlined on page (5) of this packet.

Provide (10) copies of all drawings and plans showing all the information as required under “Plan Requirements” as outlined on page (3) of this packet.

Drawings and plans should be drawn and prepared by a professional engineer, architect or surveyor.

If prepared by a non-professional, the preparer must sign the drawings and plans and appear at the ZHB hearing to state under oath that they are complete and accurate.

Applications will not be accepted unless completely filled out and all required information supplied.

Zoning Officer will check the submission for completeness and will notify the applicant of any deficiencies.

If the application is complete, a hearing date will be scheduled

CONDUCT OF HEARINGS

Unless otherwise noted, all Zoning Hearing Board Meetings will start at 7:30 p.m.

The Zoning Hearing Board is a quasi-judicial panel composed of five (5) Borough residents. Decision of the ZHB may be appealed to the Delaware County Court of Common Pleas, within 30 days following the decision date. Although the hearings are somewhat informal in nature, they are conducted in an orderly fashion with a court stenographer in attendance to record all testimony. All applicants will be expected to adhere to the following guidelines at the hearing:

A complete presentation of all relevant facts should be made. You should demonstrate the equities in your favor and any legal support, of which your application may warrant. These facts should be made known to the ZHB. Failure to do so *could result in* an adverse decision.

Any supporting documents photographs, petitions, letters, etc. you feel may aid the ZHB in its eventual decision may be offered into evidence. **They are always helpful!**

Those in attendance will be permitted to ask questions and cross-examine any of your witnesses; you will be permitted to cross-examine any adverse witnesses.

If you are a "stranger to court-like procedures" or are uncomfortable in making this type of presentation you may wish to seek legal or other professional representation. You may also want to consider attending a ZHB meeting prior to your scheduled date in order to experience the process.

Hearings in progress may be continued at the discretion of the ZHB, upon request or at the ZHB's initiative.

If you have any questions or would like additional information, contact the Zoning Officer at Yeadon Borough Hall, 600 Church Lane, 3rd Floor, Yeadon, PA 19050, Telephone (610) 284-3110.

PLAN REQUIREMENTS

PLOT PLANS (the following information must be on all Plot plans unless otherwise waived by the Zoning Officer)

- _____ Name of owners.
- _____ Address of property.
- _____ Date of preparation of drawing.
- _____ Name of preparer.
- _____ Zoning Classification of the property.
- _____ North arrow.
- _____ Scale of not less than 1"= 20' in case of larger projects, not less than 1"= 40'.
- _____ Entire property including property lines, their courses and distances.
- _____ Existing structures with dimensions of all sides.
- _____ Date of construction of existing structures. (Or best estimate)
- _____ New proposed structures with dimensions of all sides.
- _____ Distances of existing and proposed structures from property lines.
- _____ Nearest existing structures on adjacent properties, within 100' of property lines.
- _____ Names and addresses of adjacent property owners.
- _____ Existing trees over 6" in diameter affected by any proposed construction.
- _____ Existing and proposed roads, driveways, and parking areas showing numbered parking spaces and traffic flow arrows
- _____ Capacity calculation of any off-street parking as required by ordinance.
- _____ Setback lines for buildings and parking areas
- _____ Areas of existing and proposed (individual figure for each structure) and percentages of lot coverage of existing and proposed structures.
- _____ Calculation of ratio of area of additions to area of existing structures
- _____ Building heights, existing and proposed.
- _____ Location and size of signs, existing and proposed
- _____ Location and type of outdoor lights, existing and proposed

- _____ Surface dimensions of paved areas, existing and proposed
- _____ Landscaping, existing and proposed Floodplain Conservation District Line (if applicable)
- _____ Floodplain Conservation District Line (if applicable)

ALL PLANS MUST BE FOLDED

PLANS FOR ANY PROPOSED NEW BUILDINGS OR STRUCTURES

- _____ Provide (10) copies of all drawings showing floor plans of all proposed building structures at scale of not less than 1/8"=1' and the location of any proposed uses.
- _____ Provide (10) copies of all drawings showing elevations of proposed building structures at scale of not less than 1/8"=1' showing heights, exterior materials, and signs.
- _____ Plans and elevations of existing building structures at scale of not less than 1/8"=1' with dimensions where additions are proposed.

ALL PLANS MUST BE FOLDED

GENERAL INFORMATION

- _____ In addition to the (10) required copies of each drawing (plot plans and building plans), it would be helpful if 2 additional copies could be large enough, darkened / shaded or highlighted with color to make easy reading at the Zoning Hearing Board Meeting from a distance of thirty (30) feet.

