



## Borough of Doylestown Building and Zoning Department

57 West Court Street, Doylestown, PA 18901

215.345.4140

# ZONING HEARING BOARD APPLICATION PACKAGE

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## GENERAL PROCEDURES/ INSTRUCTIONS

1. All information requested on the application must be furnished with supporting documents.
2. Applicant or legal counsel must be present at hearing. Otherwise the petition will be dismissed unless postponed by the Zoning Hearing Board upon cause shown or upon their motion.
3. At all hearings, proof of title to the property affected must be available to the Zoning Hearing Board, whether the applicant's interest be as owner, tenant, purchaser or in other capacity.
4. The following **MUST** accompany all applications:
  - a. **Eighteen (18)** plot plans of the real estate affected showing the location and size of the improvements now erected and/or proposed to be erected thereon.
  - b. **Eighteen (18)** copies of the completed Doylestown Borough Zoning Hearing Board application.
  - c. A list of all property owners within a 200 foot radius of the subject property boundaries, including name, address, and tax map parcel numbers.
  - d. Electronic file of plan and application (all pages) in pdf format on CD.
  - e. A filing fee as follows: (made payable to the Borough of Doylestown)

|                  |         |                    |
|------------------|---------|--------------------|
| Residential:     | \$1,500 | No Escrow**        |
| Non Residential: | \$2,250 | \$1, 000.00 Escrow |
| Continuance Fee: | \$300   |                    |

\*\* In accordance with the Pennsylvania Municipalities Planning Code, the applicant and the municipality shall equally share and split the cost of the required Court Stenographer. This cost shall be invoiced to the applicant after the hearing is closed and the decision is rendered, and shall be in addition to the filing fees.

In a case where a mixed-use is proposed, the fee shall be determined by the nature of business to be considered by the Zoning Hearing Board.  
have been submitted.

**NOTE:** No application will be received by the Zoning Officer until all of the above documentation and fees

5. The Zoning Hearing Board has the following powers:
  - a. To hear and decide appeals from a decision or determination of any administrative official in the enforcement of the Zoning Ordinance and amendments thereto.
  - b. To grant, upon application in specific cases, Special Exceptions to the terms of the Zoning Ordinance and amendments thereto, where such a Special Exception is authorized by the Zoning Ordinance for the district within which the subject premises lies; where the use and/or premises conform to the standards and criteria set forth by the Zoning Ordinance as pre-requisites for the granting of such Special Exception; and where the public interest will not be unduly injured by the grant of such Special Exception. The burden of proof of the "unnecessary hardship" as defined by the courts shall rest on the applicant. The circumstances must be unique and applicable to the applicant's particular property and no other. The possibility of the applicant earning a greater financial return if a Variance were granted does not in itself constitute sufficient reason for such a Variance.
6. All meetings of the Zoning Hearing Board are open to the public.
7. No decision by the Zoning Hearing Board relieves any applicant from the responsibility for obtaining any required permits in the manner prescribed by the Zoning Ordinance(s).

## ZONING HEARING BOARD APPLICATION

Fee: (Non-Residential \$2250.00 and \$1000.00 Escrow, Residential \$1500.00 No Escrow) Paid: \_\_\_\_\_

Date Received: \_\_\_\_\_

Eighteen (18) copies of this application, including all plans and drawings, **plus one electronic copy**, must be submitted to the Zoning Officer together with the application fee.

1. **Property Address** \_\_\_\_\_
2. **Tax Parcel ID** \_\_\_\_\_ **Date of Present Deed:** \_\_\_\_\_
3. **Appellant/Applicant**  
Name, Phone, Email: \_\_\_\_\_  
Mailing address: \_\_\_\_\_
4. **Property Owner**  
Name, Phone, Email: \_\_\_\_\_  
Mailing address: \_\_\_\_\_
5. **Attorney**  
Name, Phone, Email: \_\_\_\_\_  
Mailing address: \_\_\_\_\_
6. The undersigned hereby: (check all applicable item or items)
  - A. ☐ Appeals from the action of the Zoning Officer
  - B. ☐ Requests a Special Exception
  - C. ☐ Requests a Variance
  - D. ☐ Challenges the validity of a zoning ordinance or map
7. If the applicant is not the owner, state applicant's authority to title interest to bring application (equitable owner, agent, lessee, etc.)  
\_\_\_\_\_
8. Description of the premises involved. Attach plan of the lot and the improvements both erected and proposed.  
\_\_\_\_\_
9. **Present Zoning Classification** \_\_\_\_\_
10. **Present use:** \_\_\_\_\_ **Lot size:** \_\_\_\_\_

11. Proposed use: \_\_\_\_\_

12. Nature of existing improvements: \_\_\_\_\_

13. Nature of this application:

A. ☐ Appeal from the action of the Zoning Officer: (please specify)

1. The action taken was: \_\_\_\_\_

2. The date the action was taken was: \_\_\_\_\_

3. The action was in error because: \_\_\_\_\_

8. ☐ Request for a Special Exception (please specify)

1. The nature of the Special Exception sought: \_\_\_\_\_

C. ☐ Request for a Variance: (please specify)

Requesting a variance from Doylestown Borough Zoning Ordinance:

Article: \_\_\_\_\_ Section: \_\_\_\_\_ Subsection: \_\_\_\_\_

Explanation of variance sought: \_\_\_\_\_

List all sections and variances if more than one is sought:

\_\_\_\_\_  
\_\_\_\_\_

D. ☐ Challenge to the validity of a zoning ordinance or map: (please specify)

1. The ordinance or map challenged is: \_\_\_\_\_

2. The challenge is ripe for decision because: \_\_\_\_\_

3. The ordinance challenged is invalid because: \_\_\_\_\_

14. Have there been any previous zoning appeals, variances, or special exceptions for this property?

Yes ☐ No ☐ If yes please provide date, nature and outcome of each:

\_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**APPLICATION ASSISTANCE POLICY (All applicants must read and sign)**

It is the policy of the Borough Council of Doylestown to provide assistance, through the Borough Staff, to those filing a Zoning Hearing Board application. This is meant to help applicants through the administrative paper work necessary to file an application to the Zoning Hearing Board.

By way of this assistance, the Borough does not guarantee the completeness or accuracy of the information given nor does it intend for this assistance to be construed as any form of representation of the applicant. It is the applicant's responsibility to make sure the information provided is correct, accurate, and complete. Further, the applicant should understand that the Borough Staff cannot participate in the hearing to provide assistance to the applicant and therefore, the applicant should be thoroughly familiar with his/ her case and be comfortable presenting such to the Board. If in the event an applicant does not feel comfortable with their case, they should seek legal counsel. State law requires that only a licensed attorney can represent an applicant before a Zoning Hearing Board.

Finally, it should be noted that the Borough Staff does not sit on the Zoning Hearing Board and has no part in the actual decision of this Board.

I, \_\_\_\_\_ acknowledge reading and understanding the above  
policy. Date: \_\_\_\_\_

**AFFIDAVIT OF AUTHORIZATION (Complete if applicant is other than owner)**

**COMMONWEALTH OF PENNSYLVANIA - COUNTY OF BUCKS**

The undersigned, being duly sworn according to law, deposes and says that he is the above named applicant, that he is authorized to and does take this affidavit on behalf of the owner, and that the foregoing facts are true and correct

\_\_\_\_\_  
Applicant

Sworn to and subscribed before me this

- day of \_\_, 20\_\_

Notary Public

**WAIVER**

Doylestown Borough Zoning Hearing Board  
Borough of Doylestown  
57 West Court Street  
Doylestown, PA 18901

I/We hereby waive the provision that the hearing before the Zoning Hearing Board of Doylestown Borough be held within sixty (60) days of the filing of the application as required in the Pennsylvania Municipalities Planning Code.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date of Signature(s)