



260 Lewis Road
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INSTRUCTIONS FOR APPLICANTS BEFORE THE PENN TOWNSHIP ZONING HEARING BOARD

- All sections of the application must be completed, including but not limited to, the specific section or sections of the Penn Township Zoning Ordinance from which relief is requested and a complete description of the structure of activity for which relief is requested. The application must be notarized.
- When submitting the completed application, a \$1500.00 check is required and will be held in an escrow account.
- The application will not be considered complete until township staff have reviewed it for compliance with the application requirements and the time for the holding of the hearing will not begin until that date
- The solicitor for the Penn Township Zoning Hearing Board will review the application and contact the applicant to set up a hearing date.
- The Penn Township Planning commission will review the application at its regularly scheduled meeting and make a recommendation to the Board of Supervisors concerning the position that the township should take on the application. It is a good idea for you to attend the planning commission meeting on the date when your application will be considered. It is also a good idea for you to attend the Board of Supervisor's meeting at which the board will consider whether to oppose your application, remain neutral with no position or support it.
- The hearing before the zoning hearing board is a record hearing, a court reporter takes testimony. You will be required to testify under oath and should have pictures, drawings or plans to support your application. Close neighbors have a right to be parties to the hearing and can present testimony and evidence. The board may make a decision at the time of the first hearing or continue the hearing for more testimony and/or a decision.