



BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 ● Phone 215-862-3347 ● Info@NewHopeBorough.org

ZONING HEARING BOARD APPEALS APPLICATION GENERAL INSTRUCTIONS

1. All information requested on the attached application must be furnished with supporting documents.
2. The legal advertisement of the public hearing scheduled by the Board to consider your application will be based exclusively upon the information contained in the application. Any omissions or inaccuracies will be the sole responsibility of the applicant.
3. The applicant or their representative must be present at the hearing. Otherwise the petition will be dismissed, unless continued by the Zoning Hearing Board.
4. Indicate under **Section 1** the nature of your appeal or request to the Board. For each block checked in Section 1, provide all information requested in applicable **Sections 9 through 13**.
5. The following must accompany all applications:
 - a. A filing fee and a continuance fee in accordance with the fee schedule in effect at the time of application. The fee schedule can be found on the Borough website www.NewHopeBorough.org > Government > Fee Schedule – **Section 2 – Zoning Hearing Board Application**
 - b. Sixteen (16) copies of the following:
 - 1) The completed application.
 - 2) A plot plan drawn to scale showing the real estate affected, indicating the location and size of all improvements now erected, and the location and size of all proposed improvements to be erected. The plot plan is also required to plot the location of existing impervious coverage, structures and the like. The plan is required to list all proposed coverage numbers for both the building coverage and the impervious coverage, as well as plot all building setback lines, required landscaped buffers, steep slope areas and floodplain areas as applicable.

The plan must be completed by a Professional Engineer or Land Surveyor. The date of the plan may not be more than one (1) year old.
 - 3) All previous Zoning Hearing board decisions concerning the property.
 - 4) A deed, lease, or agreement of sale or other document that establishes the authority of the applicant to seek relief from the Zoning Hearing Board.
 - 5) Any other documents necessary to support the requested relief.

- c. Provide a listing all properties within one hundred (100) feet of the property in question, including those located opposite the property across an adjoining road or street. **Complete the form provided in Section 16**, which shall include the tax map parcel number of each property and the name and **mailing address** for each property owner.

Alternately, you may submit a thumb drive with address information on a spreadsheet using the following format:

Parcel Number	Owner Name	Street Address	City	State	Zip
27-010-000-001	John & Mary Smith	4321 Shde Tree Lane	New Hope	PA	18938

You may use the **Bucks County Planning Commission Parcel Viewer** to identify the adjoining parcels:

[Bucks County Parcel & Floodplain Viewer \(arcgis.com\)](#)

-Search by parcel number, then click on “View Parcel Information” for owner information recorded with the Bucks County Board of Assessment.

You may also use **the Bucks County Board of Assessment Property Search Site:**

[Bucks County, Pennsylvania | Board of Assessment \(buckscountyboa.org\)](#)

-Select ‘Property Records’ from the navigation menu and search for owner information by property address or Parcel ID.

6. If Applicant wishes to provide ADDITIONAL exhibits after application has been submitted, Ten (10) paper copies and an electronic version, **must be submitted the night of the hearing**. The Borough will not accept documentation in the days before the meeting.
7. The Zoning Hearing Board shall have exclusive jurisdiction to hear and render final adjudications in the following matters.
- Substantive challenges to the validity of any land use ordinance, except those brought before the governing body pursuant to sections 609.1 and 916.1 (a)(2) of the Pennsylvania Municipalities Planning Code, as amended.
 - Challenges to the validity of a land use ordinance raising procedural questions or alleged defects in the process of enactment or adoption which challenges shall be raised by an appeal taken within 30 days after the effective date of the said ordinance.
 - Appeals from the determination of the Zoning Officer, including, but not limited to, the granting or denial of any permit, or failure to act on the application therefore, the issuance of any cease and desist order or the registration or refusal to register any nonconforming use, structure or lot.
 - Appeals from a determination by a Municipal Engineer or the Zoning Officer with reference to the administration of any flood plain or flood hazard ordinance or such provisions within a land use ordinance.

- e. Applications for variances from the terms of the zoning ordinance and flood hazard ordinance or such provisions within a land use ordinance, pursuant to Section 910.2 of the Pennsylvania Municipalities Planning Code, as amended.
 - f. Applications for special exceptions under the zoning ordinance or flood plain or flood hazard ordinance or such provisions within a land use ordinance, pursuant to Section 912.1 of the Pennsylvania Municipalities Planning Code, as amended.
 - g. Appeals from the determination of any officer or agency charged with the administration of any transfers of development rights or performance density provisions of the zoning ordinance.
 - h. Appeals from the Zoning Officer's determination under Section 916.2 of the Pennsylvania Municipalities Planning Code, as amended.
 - i. Appeals from the determination of the Zoning Officer or Municipal Engineer in the administration of any land use ordinance or provision thereof with reference to sedimentation and erosion control and storm water management insofar as the same relate to development not involving Article V or VII applications, as specified in the Pennsylvania Municipalities Planning Code, as amended.
8. All meetings of the Zoning Hearing Board are open to the public.
9. No decision by the Zoning Hearing Board relieves the applicant from the responsibility for obtaining required permits in the manner prescribed by the Zoning Ordinance or other ordinances of the Borough.



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**ZONING HEARING BOARD OF NEW HOPE BOROUGH
APPLICATION**

An electronic version AND **Sixteen paper copies** of this application, including all plans and drawings, must be submitted to the Zoning Officer together with the application fees and continuance fees.

No application will be accepted without an adequate plan of the subject premises.

Property Address _____ Parcel Number 27 - _____

----- FOR OFFICE USE ONLY -----		Docket Number	
Date Application Received		Fee	
Date Application Accepted		Accepted By	

1. Classification of Application (check one or more as applicable)

A	Request for VARIANCE [Pennsylvania Municipality Planning Code (PA MPC), Sections 909.1(a)(5) and 910.2]
B	Request for SPECIAL EXCEPTION [PA MPC, Sections 909.1(a)(6) and 912.1]
C	APPEAL of determination of the Zoning Officer, Township Engineer, or other Township officer or agency [PA MPC, Sections 909.1.(a)(3), (4), (7) and (8)]
D	SUBSTANTIVE CHALLENGE TO THE VALIDITY of the Zoning Ordinance or Map (i) by a landowner regarding the prohibition or restriction on the use or development of landowner’s land, or (ii) by a person aggrieved by the use or development permitted on land of another [PA MPC, Sections 909.1.(a)(1), 916.1.(a), and 916.1.(b)]
E	Requests other relief within the jurisdiction of the Zoning Hearing Board as established in §909.1(a) of the Pennsylvania Municipalities Planning Code.

2. Owner of Property:

Name(s) _____

Name(s) _____

Address _____

City/St/Zip _____

Phone _____

Cell Phone _____

Email _____

3. Applicant:

Name(s) _____

Name/Firm _____

Address _____

City/St/Zip _____

Phone _____

Cell Phone _____

Email _____

4. Classification of Applicant (check one or more as applicable: (Attach documents in support of your authority))

A	Owner of Legal Title – Copy of Deed must be attached as Exhibit
B	Owner of Equitable Title – Agreement of Sale must be attached as Exhibit
C	Tenant with the permission of the Owner of Legal Title – Lease must be attached as Exhibit
D	Other (please describe):

5. Attach plot plan of property drawn to scale, indicating location and size of improvements both proposed and presently existing and including a compass reference.

CHECKLIST

	Plans – Sixteen (16) paper copies are required
	Other Documents – Sixteen (16) paper copies are required
	Electronic copies of all plans & documents submitted via flash drive or emailed to Zoning@NewHopeBorough.org

6. Present Zoning Classification of Property:

Zoning Classification: (or circle one)

R-1	R-2	R-B	R-C	PRD	CC	LC	HC	SC	LI	MU
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Historic District: (or circle one)

YES	NO	Flood Zone (<input checked="" type="checkbox"/> or circle)				YES	NO
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Lot Size: _____

7. PRESENT Use of Property

Describe present uses of property

Describe current buildings and other improvements

8. Describe how the PROPOSED use or construction differs from what is permitted:

Proposed Use or Construction

Permitted by Borough Code

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9. If you are appealing from a determination of the Zoning Officer, complete the following:

- a. The action taken was: _____
- b. The date action was taken: _____
- c. Attach a copy of any written order issued by the Zoning Officer in connection with this matter.
Written order attached: _____ YES _____ NO
- d. The foregoing action was in error because: _____
- e. If you allege the existence of a non-conforming use, state the nature of such use and the date on which it began: _____

10. If you are challenging the validity of a zoning ordinance or map, complete the following:

- a. Identify the provision of the ordinance or map which you believe to be invalid: _____

- b. The provision challenged is invalid because: _____

11. If you are requesting a special exception, complete the following:

- a. Nature of special exception sought is: _____

- b. The special exception is allowed under: ARTICLE: _____ SECTION: _____
SUBSECTION: _____
of the New Hope Borough Zoning Ordinance. **(If more than one exception is requested, list ordinance references on separate pages)**
- c. Reason for the request: _____

12. If you are requesting a variance, complete the following:

- a. Nature of variance sought is: _____

- b. The variance is from: ARTICLE: _____ SECTION: _____
SUBSECTION: _____
of the New Hope Borough Zoning Ordinance. **(If more than one exception is requested, list ordinance references on separate pages)**
- c. The nature of the unique circumstances and the necessary hardship justifying this request for a variance are:

13. If you are requesting other relief within the jurisdiction of the Zoning Hearing Board, complete the following:

a. Nature of the relief is: _____

b. If you are requesting relief from a determination of a Borough Official, attach a written copy of that determination and state the reason the determination was in error, including reference to applicable statutes or ordinances:

14. Representation:

a. _____ I am not represented by an attorney in connection with this application.

b. _____ I am represented by: _____, Esquire
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Email: _____

IN CONNECTION WITH THIS APPLICATION

15. Verification:

I verify that the statements made in the foregoing Zoning Hearing Board Application are true and correct to the best of my knowledge and belief. The Undersigned understands that false statements made herein are subject to the penalties of 18 Pa. CSA Section 4904, relating to unsworn falsification to authorities.

Date _____

Applicant

Applicant

16. List of Properties – (To be completed by Applicant) Provide parcel number, names and **MAILING** addresses of all persons owning properties that adjoin, or are located across a public road from, the subject property, and all other properties within a 100 ft. radius of the subject property lines. Complete the address blocks following the **EXAMPLES** provided. **Use the top portion OF THIS PAGE FOR 18938 MAILING ADDRESSES.** For MAILING addresses outside of 18938, use **BOTTOM PORTION** of page.
 See General Instructions #5C to submit this information via spreadsheet.

RE: 27-010-000-001 JOHN & MARY SMITH 4321 SHADE TREE LANE NEW HOPE, PA 18938 <i>EXAMPLE FOR 18938</i>	RE: 27- NEW HOPE, PA 18938	RE: 27- NEW HOPE, PA 18938
RE: 27- NEW HOPE, PA 18938	RE: 27- NEW HOPE, PA 18938	RE: 27- NEW HOPE, PA 18938
27- NEW HOPE, PA 18938	RE: 27- NEW HOPE, PA 18938	RE: 27- NEW HOPE, PA 18938
RE: 27- NEW HOPE, PA 18938	RE: 27- NEW HOPE, PA 18938	RE: 27- NEW HOPE, PA 18938
RE: 27- NEW HOPE, PA 18938	RE: 27- NEW HOPE, PA 18938	RE: 27- NEW HOPE, PA 18938
RE: 27- 010-000-001 JOHN & MARY SMITH 100 JONESTOWN RD BEST TOWN, MD 99999 <i>EXAMPLE OUT OF TOWN</i>	RE: 27-	RE: 27-
RE: 27-	RE: 27-	RE: 27-
RE: 27-	RE: 27-	RE: 27-
RE: 27-	RE: 27-	RE: 27-