



**City of Chester Zoning  
Hearing Board**

CITY OF CHESTER  
PLANNING DEPARTMENT  
CITY HALL, 1 FOURTH STREET  
CHESTER, PA 19013  
Phone: 610.447.7707

# Instructions for Appeals to the Zoning Hearing Board (ZHB)

**Note:** In order to file an appeal to the Zoning Hearing Board an applicant must first submit a zoning permit application, which is then evaluated by the Planning Department. If the Planning Department determines that the proposal described in the zoning permit application does not satisfy the Zoning Ordinance, the applicant has the option to amend the application to bring it into compliance with the Ordinance or file an appeal to the Zoning Hearing Board. See filing instructions below and Article 1363 of the Zoning Ordinance.

## INSTRUCTIONS:

1. Complete the ZHB "Application for Appeal" or "Application for Special Exception" Form. Provide all the information requested on the form. Include complete addresses and accurate telephone numbers. Indicate where contact person(s) can be reached during normal business hours. Clearly print or type the information.
2. Attach one (1) original and seven (7) copies of the application and the following supporting documentation to the the ZHB "Application for Appeal" or "Application for Special Exception" Form:
  - Proof of legal interest in the property.** Provide one of the following:
    - deed;
    - current lease;
    - an agreement of sale-if purchased within the last 6 months or if purchase pending; or
    - a receipt from the Sheriff, if purchased at Sheriff's sale within the last year
  - Color Photographs of the property printed on 8.5" x 11" paper.** Photographs must show:
    - Each sign notice poster;
    - Exterior of the entire property to include the front, side and rear of the structures, all stories of the structures on the property and along each street frontage for its entire width
    - Interior of the property, where appropriate; and
    - Adjoining properties on the block
  - Site Plan.** A Site Plan shall be submitted, which shall contain the information required in Section 1363.03(d),(2),(3), and (4) of the Zoning Ordinance. If a fully engineered subdivision or land development plan will be required, it may be submitted separately, such as after a special exception is approved. The following requirements also apply:
    - Minimum sheet size: 11" x 17"; maximum sheet size: 24" x 36"
    - Plan scale: 1"=10', 20', or 40'
    - Sign drawings, if proposing an accessory sign (see sign application for details)
3. Enclose the required application fee (see City's fee schedule) with money order payable to the City of Chester.
4. Submit application by 4PM the last Wednesday of the month for the next month's zoning hearing board meeting. Meetings are generally the fourth Wednesday of the month. Only complete submissions will be added to the hearing agenda. If an applicant wishes to postpone or cancel an appeal, a written request is required 24 hours prior to the Zoning Hearing Board for which they were to appear. A fee of \$50.00 will be charged to reschedule.
5. Attend the scheduled Zoning Hearing Board hearing for the application.



City of Chester Zoning Hearing Board

# Application for Special Exception

SUBMIT COMPLETE APPLICATION TO:

**CITY OF CHESTER  
PLANNING DEPARTMENT  
CITY HALL, 1 FOURTH STREET  
CHESTER, PA 19013**

*FOR OFFICE USE ONLY*

DATE RECEIVED: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

1ST ADVERTISEMENT: \_\_\_\_\_

2ND ADVERTISEMENT: \_\_\_\_\_

CHECK/MONEY ORDER NO.: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

**APPLICANT MUST COMPLETE ALL INFORMATION BELOW. PRINT CLEARLY. SEE INSTRUCTIONS FOR REQUIREMENTS.**

**LOCATION OF PROPERTY (LEGAL ADDRESS):**

**PROPERTY OWNER'S NAME:**

**PROPERTY OWNER'S ADDRESS (INCLUDE CITY, STATE, AND ZIP):**

**PHONE:**

**EMAIL:**

**APPLICANT (IF DIFFERENT FROM THAT OF OWNER):**

**APPLICANT'S ADDRESS (INCLUDE CITY, STATE, AND ZIP):**

**FIRM/COMPANY:**

**PHONE:**

**EMAIL:**

**RELATIONSHIP TO OWNER:**

TENANT/LESEE

ATTORNEY

DESIGN PROFESSIONAL

CONTRACTOR

EXPEDITOR

OTHER \_\_\_\_\_

**SPECIAL EXCEPTION APPEAL:**

USE PERMITTED BY SPECIAL EXCEPTION

USE NOT SPECIFICALLY REGULATED

CONVERSION OF INSTITUTIONAL BUILDING

DEMOLITION OR MODIFICATION OF LISTED HISTORIC BUILDING

EXPANSION/CONSTRUCTION INVOLVING NON-CONFORMITIES

OTHER \_\_\_\_\_

**PLEASE RESPOND TO EACH OF THE FOLLOWING CRITERIA AS REQUIRED FOR THE GRANTING OF A SPECIAL EXCEPTION:**

**Will the special exception cause congestion or hazards in public streets or transportation systems beyond what would normally be expected from the proposed use? Explain.**

**Will the proposed use substantially negatively change the character of any surrounding residential neighborhood? Explain.**

**Will the special exception burden the water, sewer, school, park or other public facilities beyond what would be normally expected from the proposed use? Explain.**

**Will the special exception create a significant hazard to public health and safety? Explain.**

**ADDITIONAL DETAILS (If necessary, attach additional description text on a separate sheet):**

**CERTIFICATION**

I hereby certify that I am authorized by the owner to make the foregoing application. I further certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein I am subject to such penalties as may be prescribed by law.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date (Month/Day/Year)