



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

Instructions for Zoning Appeals

Note: In order to file an appeal to the Zoning Hearing Board or City Council (for conditional uses only) 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 "Application for Appeal", "Application for Special Exception", or Application for Conditional Use" 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 :
"Application for Appeal" , "Application for Special Exception", or "Application for Conditional Use" 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. **For Applications to the Zoning Hearing Board**, submit application by 4PM the last Friday of the month for the next month's zoning hearing board meeting. Meetings are generally the third 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. **For Applications for Conditional use, a hearing before Council will be scheduled within 60 days following the submission of the application.**

6. Attend the scheduled Zoning Hearing Board hearing or City Council hearing for the application.



City of Chester

Application for Appeal

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 THAN 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 _____

APPEAL TYPE:

APPEAL OF A DECISION BY THE ZONING OFFICER

CHALLENGE OF THE ZONING ORDINANCE OR MAP

VARIANCE FROM THE ZONING ORDINANCE

OTHER _____

REASONS FOR APPEAL:

FOR A VARIANCE REQUEST ONLY, PLEASE PROVIDE AN EXPLANATION OF EACH OF THE FOLLOWING CRITERIA AS REQUIRED FOR THE GRANTING OF A VARIANCE:

Does compliance with the requirements of the zoning ordinance cause an unnecessary hardship due to the size, shape, contours or physical dimensions of your property? Did any action on your part cause or create the special conditions or circumstances? Explain.

Will the variance you seek represent the least modification possible of the ordinance provision to provide relief from the requirements of the zoning ordinance? Explain.

Will the variance you seek increase congestion in public streets or in any way endanger the public? Explain.

Will the variance you seek substantially or permanently harm your neighbors' use of their properties or impair an adequate supply of light and air to those properties? Explain.

Will the variance you seek substantially increase traffic congestion in public streets or place undue burden on water, sewer, school, park or other public facilities? Explain.

Will the variance you seek create environmental damage, pollution, erosion, or siltation, or increase the danger of flooding? Explain.

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)

City of Chester