



Community Development
Department

ZONING HEARING BOARD AGENDA

**Thursday, April 16, 2015
7: 30 P.M.**

1. Call to Order
2. Appeal #2932 -The applicant, David Semerjian Builders, LLC, property located at 415 and 501 Maplewood Avenue, 255 Highland Avenue – Lots 4 and 5, Central Avenue – Lot 15 and 16, and 253 Highland Avenue and zoned R5, seeks a variance, in order to construct 12 townhomes which is a permitted use, from Section 280-35(B)(9) regarding Impervious Coverage or contends that the relief is permitted as of right since it is not increasing the existing non-conformity on Impervious Coverage. Applicant further seeks any other zoning or alternative relief required pursuant to the Plans presented with this Application.
3. Appeal #2940 - The applicant, The Agnes Irwin School, property located at 672 Conestoga Road and zoned R1/R2, seeks a Special Exception pursuant 280-101(A) of the Zoning Code to occupy the Premises for the same use as currently used by the current owner. In the alternative applicant contends that the relief is permitted by-right pursuant to a Special Exception granted to the former owner of the Premises. Applicant further seeks any other zoning or alternative relief required pursuant to the Plans presented with the Application.
4. Appeal #2941- The applicants, Peter McKenna and Peter Flint, property located at 125 Bloomingdale Avenue and zoned CO, seeks Special Exceptions pursuant to Sections 280-101(A)(2) regarding expansions of a non-conforming use and 280-105(F) regarding parking in the front-yard setback to convert the existing 3 apartments to 3 condominium units. In the alternative applicant seeks a variance from 280-42. Applicant further seeks any other zoning or alternative relief required necessary for the conversion of the apartments to condominiums pursuant to the Plans presented with the Application.
5. Appeal #2943 - The applicant, Lisa Choi – Sooki-Garment Care & Tailoring, property located at 201 North Aberdeen Avenue and zoned R4, seeks a special exception to change a non-conforming use (Retail) to another non-conforming use (Personal Service) as per Section 280-101.A and A(1). Applicant further seeks any other zoning or alternative relief required pursuant to the Plans presented with the Application.
6. Appeal #2945 - The applicant, Insomnia Cookies, property located at 1084 East Lancaster Avenue and zoned C1, seeks relief from Section 280-122.C(5)(a)[1] of the Zoning Code regarding pole signs.

The next meeting of the ZHB is scheduled for May 21, 2015 at 7:30 p.m. Applications for the May 21, 2015 meeting must be submitted on or before April 21, 2015.

AMENDED

ZONING HEARING BOARD APPLICATION

TOWNSHIP OF RADNOR

301 IVEN AVENUE

WAYNE, PA 19087

610-688-5600

FAX: 610-971-0450

www.radnor.com

www.radnor.com

TOWNSHIP USE ONLY
APPEAL # <u>2932</u>
FEE: _____
DATE RECEIVED: <u>3/17/15</u>

GENERAL INFORMATION: Applicants are strongly encouraged to review the "Requirements and Information for Appeals to the Zoning Hearing Board" that are attached to his application. Ten (10) copies of this application and required attachments must be filed with the Community Development Department not less than thirty (30) calendar days prior to the hearing. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING**

REQUIRED FEE DUE AT FILING: Please refer to the Consolidated Fee Schedule, as amended, on our website at www.radnor.com for a copy of our current fees.

TYPE OR PRINT

Property Address: 415&501 Maplewood Ave, 255 Highland Ave-Lots 4&5, Central Ave-Lot 15&16, 253 Highland Ave, Wayne, PA

Name of applicant: David Semerjian Builders LLC

Telephone number: 484-437-5771 Email: DavidSemerjian@msn.com

Property Owner (if different than above): See Attached

Property address: _____

Telephone number: _____ Email: _____



Attorney's name:

Nicholas J. Caniglia, Esquire

Address: 125 Strafford Avenue, Suite 110, Wayne, PA 19087

Telephone number: 610-688-2626 **Email:** NCaniglia@aol.com

Relief requested and/or basis for appearing before the Zoning Hearing Board including *specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)*

See Attached

Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: *(attach additional pages if necessary)*

None

Property Owners:

1. 415 Maplewood Avenue – Folio #36-06-03777-00 – Albertina D’Antonio and Henry D’Antonio Deed of Trust
2. 255 Highland Avenue (Lot 4) – Folio #36-06-03568-00 – Albertina D’Antonio and Henry D’Antonio Deed of Trust
3. 255 Highland Avenue (Lot 5) – Folio #36-06-03569-00 – Albertina D’Antonio and Henry D’Antonio Deed of Trust
4. Central Avenue (Lot 15) – Folio #36-06-03316-01 – Albert V. D’Antonio and Mary T. D’Antonio
5. Central Avenue (Lot 16) – Folio #36-06-03316-02 – Albert V. D’Antonio and Mary T. D’Antonio
6. 501 Maplewood Avenue – Folio #36-06-03778-00 – James A. D’Antonio and Albert V. D’Antonio
7. 253 Highland Avenue (Lot 3) – Folio #36-06-03567-00 – Harry L. Callands and E. Delma Callands

Relief requested and/or basis for appearing before the Zoning Hearing Board including specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)

The Premises are zoned R-5 Residential. A portion of the Premises is currently used for commercial purposes which is a non-conforming use. The Premises is also non-conforming as to Impervious Coverage. Applicant proposes to construct 12 townhomes which is a permitted use, thereby eliminating the non-conforming use and reducing the non-conformity on Impervious Coverage, and additionally will provide stormwater management where none currently exists. Applicant seeks a variance from Section 280-35(B)(9) regarding Impervious Coverage or contends that the relief is permitted as of right since it is not increasing the existing non-conformity on Impervious Coverage. Applicant further seeks any other zoning or alternative relief required pursuant to the Plans presented with this Application.

Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: (attach additional pages if necessary)

None to applicant’s knowledge.

Brief narrative of proposed improvements:

The Premises consists of seven separate lots zoned R-5. The Premises are currently being used as a paving and excavation business together with two existing residences. Five of the lots are vacant. The current Impervious Coverage of the Premises is 37.88%. Applicant proposes the construction of 12 townhomes which is a permitted use. Applicant proposes reducing the Impervious Coverage to 37.22% together with the Township required stormwater management for the site where none currently exists.

List of Witnesses and Summary of Testimony:

Applicant and engineer will testify as to existing conditions and proposed improvements.
Applicant reserves the right to present other witnesses at the hearing.

Brief narrative of improvements: *(attach additional pages if necessary)*

See attached

ATTACHMENTS: Ten (10) copies of each of the following must be provided:

1. **Engineered plan or survey of the property drawn to scale, prepared by a registered architect, engineer or surveyor licensed in Pennsylvania, containing the following information:**
 - a) **lot lines and lot dimensions described in metes and bounds (in feet);**
 - b) **total lot area;**
 - c) **location of easements and rights of way, including ultimate rights of way;**
 - d) **location of all setback lines for existing and proposed structures;**
 - e) **location of steep slopes, floodplains, riparian buffers, wetlands, and other pertinent features;**
 - f) **location of existing and proposed improvements;**
 - g) **table of zoning data including zoning district, required setbacks, existing and proposed building coverage, impervious coverage, height, and other pertinent zoning restrictions, and any degree of compliance or noncompliance; and**
 - h) **all other features or matters pertinent to the application.**

PLANS SHALL NOT EXCEED 24" X 36" , AND MUST BE NEATLY FOLDED TO NO GREATER DIMENSION THAN 8 1/2" X 11" AT FILING

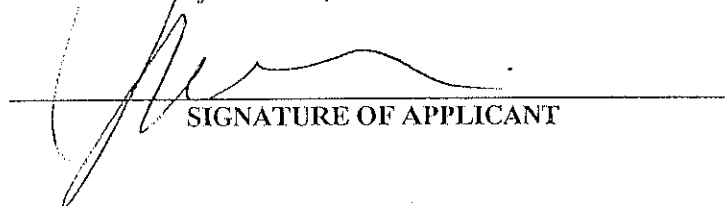
2. **List of witnesses and summary of their testimony attached.**
3. **Photographs of the property at issue and all adjoining properties.**
4. **Copies of any written professional reports, including traffic studies, land planning studies,**

appraisals, floodplain analyses, economic forecasts or other written reports, which the applicant wishes to present at the hearing (*note: the author of the study or a qualified representative of the entity who prepared the study must appear at the meeting and be available for cross-examination*).

5. Copy of deed, lease, agreement of sale, or other authorization to file the appeal. (*note: leases or agreements of sale either must expressly permit the tenant or buyer to file an appeal, or must be accompanied by a by a letter from the owner clearly authorizing tenant or buyer to file the appeal*).

ADDITIONAL REQUIREMENTS

1. Will this application involve the subdivision of land? Applications that involve the subdivision of land are referred to the Planning Commission for review and recommendation. *Applicants will be notified of the date and time of the Planning Commission meeting*
2. Will briefs or memoranda of law be filed in accordance with requirements of the Zoning Hearing Board? (*note – 10 copies of any brief or memorandum of law to be submitted by the applicant must be received by the Community Development Department no later than 14 days before the hearing*).
3. Will the applicant (or duly authorized officer of the applicant, if applicant is not a natural person) be present at the hearing. If not, then power of attorney, notarized and in recordable form, authorizing the person who will testify on behalf of the applicant, and to bind the applicant in any proceedings of the Board must be presented at or before commencement of the hearing. Attorneys, agents, or other representatives of the applicant may not appear and testify on behalf of the applicant without power of attorney. Forms of power of attorney are available in the Community Development Department. (*note: failure to provide power of attorney will result either in the appeal being discontinued, or being dismissed, at the discretion of the Board*)


SIGNATURE OF APPLICANT

AN ADDITIONAL FEE F \$150 SHALL BE CHARGED FOR ANY CONTINUANCE REQUESTED BY THE APPLICANT. THIS FEE SHALL BE PAID PRIOR TO THE RESCHEDULING OF THE HEARING.

ZONING HEARING BOARD APPLICATION
TOWNSHIP OF RADNOR
301 IVEN AVENUE
WAYNE, PA 19087
610-688-5600
FAX: 610-971-0450
www.radnor.com
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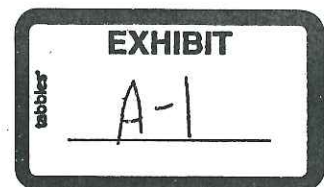
TOWNSHIP USE ONLY	
APPEAL #	<u>2940</u>
FEE:	<u>900</u>
DATE RECEIVED:	<u>3/17/15</u>

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TYPE OR PRINT

Property Address: 672 Conestoga Road, Villanova, PA
Name of applicant: The Agnes Irwin School
Telephone number: 610-525-9884 Email: kmccullough@agnesirwin.org
Property Owner (if different than above): American Sunday School Union a/k/a InFaith
Property address: 672 Conestoga Road, Villanova, PA
Telephone number: _____ Email: _____



Attorney's name:

Nicholas J. Caniglia, Esquire

Address: 125 Strafford Avenue, Suite 110, Wayne, PA 19087

Telephone number: 610-688-2626

Email: NCaniglia@aol.com

Relief requested and/or basis for appearing before the Zoning Hearing Board including *specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)*

See Attached

Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: *(attach additional pages if necessary)*

See attached

Relief requested and/or basis for appearing before the Zoning Hearing Board including specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)

The Premises is zoned R-1/R-2 Residential. Applicant seeks a Special Exception pursuant 280-101(A)(1) of the Zoning Code to occupy the Premises for the same uses as currently used by the current owner. In the alternative applicant contends that the relief is permitted by-right pursuant to a Special Exception granted to the former owner of the Premises. Applicant further seeks any other zoning or alternative relief required pursuant to the Plans presented with this Application.

Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: (attach additional pages if necessary)

Appeal Number 282 (June 23, 1952) – Granted a Special Exception to use the Premises as Convalescent Home for no more than 16 patients and 29 residents.

Appeal Number 373 (February 8, 1954) – Granted relief to increase the number of patients to 25.

Appeal Number 666 (April 9, 1959) – Denied further expansion.

Appeal Number 1076 (September 4, 1969) – Granted a Special Exception to the Vanguard School to use the premises for office and administrative purposes.

Brief narrative of proposed improvements:

The Premises is split zoned R-1/R-2. It consists of 6.18 acres with a 14,141 square foot building. It is currently occupied by American Sunday School a/k/a InFaith which uses the premises for administrative offices and a small two-bedroom care-takers apartment. In 1969 a Special Exception was granted to the Vanguard School to use the premises in the same manner as currently used by InFaith. Applicant seeks to occupy the premises for the same purposes as currently used by InFaith and in accordance with the 1969 zoning decision. There will be no additions to the Premises.

List of Witnesses and Summary of Testimony:

Representatives of Applicant as to proposed use.

Representatives of current owner as to current use.

Applicant reserves the right to present other witnesses at the hearing.

Brief narrative of improvements: *(attach additional pages if necessary)*

See attached

ATTACHMENTS: Ten (10) copies of each of the following must be provided:

1. Engineered plan or survey of the property drawn to scale, prepared by a registered architect, engineer or surveyor licensed in Pennsylvania, containing the following information:
 - a) lot lines and lot dimensions described in metes and bounds (in feet);
 - b) total lot area;
 - c) location of easements and rights of way, including ultimate rights of way;
 - d) location of all setback lines for existing and proposed structures;
 - e) location of steep slopes, floodplains, riparian buffers, wetlands, and other pertinent features;
 - f) location of existing and proposed improvements;
 - g) table of zoning data including zoning district, required setbacks, existing and proposed building coverage, impervious coverage, height, and other pertinent zoning restrictions, and any degree of compliance or noncompliance; and
 - h) all other features or matters pertinent to the application.

PLANS SHALL NOT EXCEED 24" X 36" , AND MUST BE NEATLY FOLDED TO NO GREATER DIMENSION THAN 8 ½" X 11" AT FILING

2. List of witnesses and summary of their testimony attached.
3. Photographs of the property at issue and all adjoining properties.
4. Copies of any written professional reports, including traffic studies, land planning studies,

appraisals, floodplain analyses, economic forecasts or other written reports, which the applicant wishes to present at the hearing (*note: the author of the study or a qualified representative of the entity who prepared the study must appear at the meeting and be available for cross-examination*).

5. Copy of deed, lease, agreement of sale, or other authorization to file the appeal. (*note: leases or agreements of sale either must expressly permit the tenant or buyer to file an appeal, or must be accompanied by a by a letter from the owner clearly authorizing tenant or buyer to file the appeal*).

ADDITIONAL REQUIREMENTS

1. Will this application involve the subdivision of land? Applications that involve the subdivision of land are referred to the Planning Commission for review and recommendation. *Applicants will be notified of the date and time of the Planning Commission meeting*
2. Will briefs or memoranda of law be filed in accordance with requirements of the Zoning Hearing Board? (*note – 10 copies of any brief or memorandum of law to be submitted by the applicant must be received by the Community Development Department no later than 14 days before the hearing*).
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SIGNATURE OF APPLICANT

For The Acres Farm School

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ZONING HEARING BOARD APPLICATION

TOWNSHIP OF RADNOR

301 IVEN AVENUE

WAYNE, PA 19087

610-688-5600

FAX: 610-971-0450

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TOWNSHIP USE ONLY	
APPEAL #	<u>2941</u>
FEE:	<u>550</u>
DATE RECEIVED:	<u>3/17/15</u>

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REQUIRED FEE DUE AT FILING: Please refer to the Consolidated Fee Schedule, as amended, on our website at www.radnor.com for a copy of our current fees.

TYPE OR PRINT

Property Address: 125 Bloomingdale Avenue, Wayne, PA

Name of applicant: Peter McKenna and Peter Flint

Telephone number: _____ Email: mckennabuilding@verizon.net

Property Owner (if different than above): Frank M. Ware, Jr. Trust

Property address: _____

Telephone number: _____ Email: devonn913@aol.com

A-1

Attorney's name:

Nicholas J. Caniglia, Esquire

Address: 125 Strafford Avenue, Suite 110, Wayne, PA 19087

Telephone number: 610-688-2626 **Email:** NCaniglia@aol.com

Relief requested and/or basis for appearing before the Zoning Hearing Board including *specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)*

See Attached

Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: *(attach additional pages if necessary)*

See attached

Relief requested and/or basis for appearing before the Zoning Hearing Board including specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)

Applicant seeks Special Exceptions pursuant to Sections 280-101(A)(2) regarding expansion of a non-conforming use and 280-105(F) regarding parking in the front-yard setback to convert the existing 3 apartments to 3 condominium units. In the alternative applicant seeks a variance from 280-42. Applicant further seeks any other zoning or alternative relief required necessary for the conversion of the apartments to condominiums pursuant to the Plans presented with this Application.

Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: (attach additional pages if necessary)

Appeal No. 650 dated October 23, 1958 for professional offices.

Appeal No. 1847 dated November 20, 1986 for addition to accessory structure which did not increase non-conformity.

Appeal No. 1918 dated June 16, 1988 to reinstate prior relief under 1847.

Brief narrative of proposed improvements:

The Premises is zoned CO-Commercial Office. The premises has been used since it was constructed prior to 1900 for residential purposes. It was used until the 1940s as a single-family residence. Between 1940-1965, the premises was converted to provide for single residential units on each of the three floors. The premises was rezoned to CO-Commercial Office in 1965. Prior to that time multiple family use was permitted in the zoning district. Currently the premises does not provide for any on-site parking spaces. Applicant proposes providing parking which conforms with the Code and, therefore, requires relief from the front yard parking requirement.

List of Witnesses and Summary of Testimony:

The family of the current owners of the premises will provide testimony regarding the residential uses of the premises.

Representatives of Applicant as to proposed use.

Applicant reserves the right to present other witnesses at the hearing.

Brief narrative of improvements: *(attach additional pages if necessary)*

See attached

ATTACHMENTS: Ten (10) copies of each of the following must be provided:

1. Engineered plan or survey of the property drawn to scale, prepared by a registered architect, engineer or surveyor licensed in Pennsylvania, containing the following information:
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 - c) location of easements and rights of way, including ultimate rights of way;
 - d) location of all setback lines for existing and proposed structures;
 - e) location of steep slopes, floodplains, riparian buffers, wetlands, and other pertinent features;
 - f) location of existing and proposed improvements;
 - g) table of zoning data including zoning district, required setbacks, existing and proposed building coverage, impervious coverage, height, and other pertinent zoning restrictions, and any degree of compliance or noncompliance; and
 - h) all other features or matters pertinent to the application.

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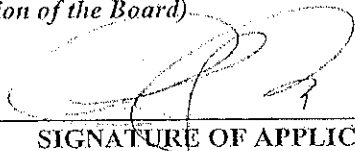
2. List of witnesses and summary of their testimony attached.
3. Photographs of the property at issue and all adjoining properties.
4. Copies of any written professional reports, including traffic studies, land planning studies,

appraisals, floodplain analyses, economic forecasts or other written reports, which the applicant wishes to present at the hearing (*note: the author of the study or a qualified representative of the entity who prepared the study must appear at the meeting and be available for cross-examination*).

5. Copy of deed, lease, agreement of sale, or other authorization to file the appeal. (*note: leases or agreements of sale either must expressly permit the tenant or buyer to file an appeal, or must be accompanied by a by a letter from the owner clearly authorizing tenant or buyer to file the appeal*).

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3. Will the applicant (or duly authorized officer of the applicant, if applicant is not a natural person) be present at the hearing. If not, then power of attorney, notarized and in recordable form, authorizing the person who will testify on behalf of the applicant, and to bind the applicant in any proceedings of the Board must be presented at or before commencement of the hearing. Attorneys, agents, or other representatives of the applicant may not appear and testify on behalf of the applicant without power of attorney. Forms of power of attorney are available in the Community Development Department. (*note: failure to provide power of attorney will result either in the appeal being discontinued, or being dismissed, at the discretion of the Board*)



SIGNATURE OF APPLICANT

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ZONING HEARING BOARD APPLICATION

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WAYNE, PA 19087

610-688-5600

FAX: 610-971-0450

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TOWNSHIP USE ONLY	
APPEAL #	<u>2943</u>
FEE:	<u>900</u>
DATE RECEIVED:	<u>3/17/15</u>

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TYPE OR PRINT

Property Address: 201 N. Aberdeen Avenue, Wayne PA 19087

Name of applicant: Lisa Choi - Sooki-Garment Care + Tailoring

Telephone number: 484-523-2660 Email: lisa.choi@yahoo.com

Property Owner (if different than above): Ben Sparango

Property address: P.O Box 428, Villanova, PA 19085-0428

Telephone number: 610-348-4247/610-813-2093 Email: service@epmhomerentals.com

Attorney's name: _____

Address: _____

Telephone number: _____

Email: _____

Relief requested and/or basis for appearing before the Zoning Hearing Board including specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)

I respectfully request the grant of a special exception from a prior non-confirming use (Retail) to another nonconforming use (Personal Service) as per Section 280-101.A and A(1). The nonconforming use was caused by a change in nonconforming use as per Ordinance 280-101A and A(1). The nature of business is an off-site dry cleaner and on-site tailor. There will be no chemical emissions, machine noise, or dust caused by the operation of this business. Hours of operation: 8am-6pm Monday - Friday, Saturday 8am-4pm, closed on Sundays. The prior tenant's business was a children's consignment shop. My daily use would be less than the consignment store in terms of traffic generated and noise. Thus, the proposed use would be less detrimental to the neighborhood and surroundings than the use I hope to replace.

Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: (attach additional pages if necessary)

In Appeal No. 2608, this Honorable Board granted an approval of an application following prior disapproval by the zoning officer for conversion of the first floor unit 203N from commercial to a residential use. The approval was granted on March 23 2004. (Order attached.) To my knowledge, no other decisions by this Board are in the formal records of this Township.

Brief narrative of improvements: *(attach additional pages if necessary)*

No external expansion of the building is requested. At some point in the future I hope to improve the interior by building two small dressing rooms to provide privacy for my customers to change into clothing they wish for me to tailor. At this time however, I have not engaged in planning for new dressing rooms.

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TOWNSHIP USE ONLY	
APPEAL #	<u>2945</u>
FEE:	<u>\$ 900.00</u>
DATE RECEIVED:	<u>3/17/15</u>

GENERAL INFORMATION: Applicants are strongly encouraged to review the "Requirements and Information for Appeals to the Zoning Hearing Board" that are attached to his application. Ten (10) copies of this application and required attachments must be filed with the Community Development Department not less than thirty (30) calendar days prior to the hearing.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING

REQUIRED FEE DUE AT FILING: Please refer to the Consolidated Fee Schedule, as amended, on our website at www.radnor.com for a copy of our current fees.

TYPE OR PRINT

Property Address: 1084 E. Lancaster Ave. Rosemont, PA 19010

Name of applicant: Insomnia Cookies

Telephone number: 917-603-0629 Email: dave@insomniacookies.com

Property Owner (if different than above): Ivymont Rosemont Associates, LP

Owner address: 551 W. Lancaster Ave. Suite 212 Haverford, PA 19041

Telephone number: 610-525-3901 Email: lmeshon sr@montrc.com

Attorney's name:

n/a

Address:

Telephone number:

Email:

Relief requested and/or basis for appearing before the Zoning Hearing Board including *specific citation to any and all sections of the Zoning Code relevant to the appeal. (attach additional pages if necessary)*

We are seeking relief from section 280-122 C5 a(1) of the Radnor Zoning Code regarding pole signs. The code permits a total of twenty five square feet of signage. The existing sign is twenty square feet and we would like to add 12.25 square feet more of signage - 7.25 square feet of what is allowed.

Description of previous decisions by the Zoning Hearing Board pertinent to the property, or attach copies of decisions: *(attach additional pages if necessary)*

none.

Brief narrative of improvements: *(attach additional pages if necessary)*

We are looking to add onto the existing sign in lieu of adding additional signage to the building. The existing overall signage for the building (63 1/3 square feet) is well under the allotted 320 sq. ft. for the building. By granting this variance ~~for~~ of an additional 7 1/4 sq. ft. we will be able to maintain the overall clean look of the property.

ATTACHMENTS: Ten (10) copies of each of the following must be provided:

1. Engineered plan or survey of the property drawn to scale, prepared by a registered architect, engineer or surveyor licensed in Pennsylvania, containing the following information:
 - a) lot lines and lot dimensions described in metes and bounds (in feet);
 - b) total lot area;
 - c) location of easements and rights of way, including ultimate rights of way;
 - d) location of all setback lines for existing and proposed structures;
 - e) location of steep slopes, floodplains, riparian buffers, wetlands, and other pertinent features;
 - f) location of existing and proposed improvements;
 - g) table of zoning data including zoning district, required setbacks, existing and proposed building coverage, impervious coverage, height, and other pertinent zoning restrictions, and any degree of compliance or noncompliance; and
 - h) all other features or matters pertinent to the application.

PLANS SHALL NOT EXCEED 24" X 36", AND MUST BE NEATLY FOLDED TO NO GREATER DIMENSION THAN 8 1/2" X 11" AT FILING

2. List of witnesses and summary of their testimony attached.
3. Photographs of the property at issue and all adjoining properties.
4. Copies of any written professional reports, including traffic studies, land planning studies,

appraisals, floodplain analyses, economic forecasts or other written reports, which the applicant wishes to present at the hearing (*note: the author of the study or a qualified representative of the entity who prepared the study must appear at the meeting and be available for cross-examination*).

5. Copy of deed, lease, agreement of sale, or other authorization to file the appeal. (*note: leases or agreements of sale either must expressly permit the tenant or buyer to file an appeal, or must be accompanied by a letter from the owner clearly authorizing tenant or buyer to file the appeal*).

ADDITIONAL REQUIREMENTS

1. Will this application involve the subdivision of land? Applications that involve the subdivision of land are referred to the Planning Commission for review and recommendation. *Applicants will be notified of the date and time of the Planning Commission meeting*
2. Will briefs or memoranda of law be filed in accordance with requirements of the Zoning Hearing Board? (*note – 10 copies of any brief or memorandum of law to be submitted by the applicant must be received by the Community Development Department no later than 14 days before the hearing*).
3. Will the applicant (or duly authorized officer of the applicant, if applicant is not a natural person) be present at the hearing. If not, then power of attorney, notarized and in recordable form, authorizing the person who will testify on behalf of the applicant, and to bind the applicant in any proceedings of the Board must be presented at or before commencement of the hearing. Attorneys, agents, or other representatives of the applicant may not appear and testify on behalf of the applicant without power of attorney. Forms of power of attorney are available in the Community Development Department. (*note: failure to provide power of attorney will result either in the appeal being discontinued, or being dismissed, at the discretion of the Board*)



SIGNATURE OF APPLICANT

AN ADDITIONAL FEE OF \$200 SHALL BE CHARGED FOR ANY CONTINUANCE REQUESTED BY THE APPLICANT. THIS FEE SHALL BE PAID PRIOR TO THE RESCHEDULING OF THE HEARING.