



Lower Gwynedd Township
1130 N. Bethlehem Pike, P.O. Box 625
Spring House, PA 19477
(215)646-5302- phone
(215)646-3357-fax
www.lowergwynedd.org

**Request for a Conditional Use Hearing Before the
Lower Gwynedd Township Board of Supervisors**

Instructions for the Completion of this Application

1. An original and twenty (20) copies of this application as well as all pertinent documents, plans, and drawings must be submitted to the Lower Gwynedd Township Zoning Officer with the appropriate filing fee. In addition, an electronic version of the complete submission including drawings/plans must be submitted via email or an external hard drive. A submission is not considered complete and will not be processed until the Township is in receipt of all the required components.
2. Each application must be accompanied by a plot plan of the property showing the exact dimensions of the property, the names of all immediately adjacent property owners, all of the setbacks of the pertinent zoning district, the existing improvements on the property, the proposed improvements on the property, the total area of the lot in square feet, any water courses or rights of way which may extend through the property, and any other information pertinent to the specific issues to be raised before the Board of Supervisors. Except in cases where the Zoning Officer deems it unnecessary, every such plan is to be prepared and signed by a registered architect, surveyor or engineer. At the hearing itself, the applicant shall provide five (5) legal sized duplicates of any large, mounted exhibits so that duplicates may be folded and placed in the permanent Township files for this application. Any exhibits that are to be shown on the monitors must be provided to staff one day prior to the hearing.
3. Filing Fees will be set by resolution of the Lower Gwynedd Township Board of Supervisors and will be amended from time to time. Please refer to the attached fee schedule section pertaining to Conditional Use Hearings.
4. After the initial full hearing (3 hours) on an application, each additional hearing needed to complete the testimony (whether or not such testimony is being offered by the applicant, by protestants or by the Township itself) shall require an additional filing fee as per the attached fee schedule to cover the Township's additional costs. The failure to deliver the additional filing fee prior to the scheduled

hearing date shall be construed as the intention of the applicant to withdraw his application.

5. Lower Gwynedd Township shall not be deemed to have accepted this application for filing until all information required by the Application Form, as well as, supporting plans and other documentation have been submitted and received by the Zoning Officer. The date of the effective filing of the Application shall be noted by the Zoning Officer on the Application itself.
6. A complete application will be delivered to the required review agents and the Board of Supervisors shall schedule and hold a public hearing within a sixty (60) day period (unless otherwise waived or extended with consent of applicant) and act upon the application within the allowed forty-five (45) days.



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Conditional Use Appeal to Board of Supervisors

1. Date: _____

2. Classification of Appeal (check all that apply):
 Request for a Conditional Use
 Other (specify): _____

3. Applicant:
Name: _____
Mailing Address: _____

Phone Number: _____
Email Address: _____
State owner of legal title, if other than Applicant: _____

4. Applicant's Attorney:
Name: _____
Mailing Address: _____

Phone Number: _____
Email Address: _____

5. Property:
Location: _____
Present Zoning Classification: _____
Area: _____
Frontage: _____
Depth: _____
Description of the current use and the existing improvements on the
property: _____

Description of the proposed use and the proposed improvements (if
different):

6. Legal grounds for appeal:

7. State each section of the zoning ordinance involved in this application:

8. Has any previous appeal or application been filed in connection with this
property?

Yes No If yes, date and specifics: _____

9. Is public water available to this property?

Yes No

Is public sewer available to this property?

Yes No

10. Does this Application involve a proposed subdivision?

Yes No

If yes, has a subdivision plan been filed with the Township?

Yes No

Signature of Applicant

WAIVER

I/We hereby waive the provision that the hearing before the Board of Supervisors of Lower Gwynedd Township be held within 60 days of the application, as stipulated in the Pennsylvania Municipalities Planning Code.

Authorized Signature

Printed Name

Date

EXTENSION OF TIME
CONDITIONAL USE REQUEST

Date: _____

Township Manager
Lower Gwynedd Township
1130 North Bethlehem Pike
Spring House, PA 19477

RE: Property Address: _____

Current Use: _____

Requested Use: _____

On _____, I filed an official application for Conditional Use approval for the above referenced property and paid all appropriate fees. I understand that the Township's Zoning Ordinance and the Pennsylvania Municipalities Planning Code ("MPC") require that the Board of Supervisors hold the initial hearing on this application within 60 days of filing all appropriate fees and applications.

Please be advised that, notwithstanding any contrary provision of the Township's Zoning Ordinance or the MPC, this letter will serve as notice to the Township that the requirement that the initial hearing on this request by the Board of Supervisors take place within 60 days is hereby waived, without limitation as to time.

Should it become necessary to limit the amount of time for the Board of Supervisors to take action on my request, I may revoke this extension of time in writing, sent regular mail and certified mail to the Township, return receipt requested, and the Township shall be obligated hold a hearing on the Conditional Use application within the time then required by the MPC, starting from the date of the Township's receipt of the notice described in this paragraph.

If the Township, in its sole discretion, determines that insufficient progress is being made with regard to the progress of the Conditional Use application, the Township may also revoke this extension of time in writing, sent regular mail and certified mail, return receipt requested. I understand that the Township will advertise and hold a public hearing on the application within the time then required by the MPC, starting from the date of the Applicant's receipt of the notice described in this paragraph.

For the purposes stated herein, written notice shall be deemed received, if sent regular mail and certified mail, on the date of the written receipt on the certified mail return receipt, or, three (3) days after the date indicated on the notification letter in the event the certified mail is returned as "refused", "unclaimed", or is otherwise returned without indication of receipt.

Sincerely,
