



WEST POTTS GROVE TOWNSHIP

980 Grosstown Rd Stowe PA 19464
Phone No.: 610-323-7717 Fax No.: 610-323-4124
Email: info@westpottsgrove.org
Website: westpottsgrove.org



REQUEST FOR REZONING MAP CHANGE APPLICATION

Applicant's(s) Name

Street Address

City, State & Zip Code

() _____
Phone Number

Email Address

_____ Appeal Number	
_____ Hearing Dates	
_____ Application Fee	_____ ck#
_____ Date Stamp Received (For Official Use Only)	

The following is a list of questions designed to assist you and the Board of Commissioners in the efficient and speedy review of your Request for Rezoning Map Change. Please thoroughly answer all questions which are applicable to your appeal. If you believe the question does not pertain to your appeal, please indicate on this form by answering "Not Applicable". **All questions must be answered to consider this form complete.**

A complete site plan and construction documents must be attached to this application. Please refer to the **West Pottsgrove Township Request for Rezoning Map Change Procedures and Policy for this requirement**. Please return this form to the Township Manager when you file your application is complete. Please type or print clearly.

Please complete the following questions:

1. What is the applicant's interest in the premises affected? (i.e. owner, equitable owner, tenant.)

2. If the applicant is represented by an attorney or counsel please provide their full name, address, phone and fax number.

3. If the property owner is not the applicant, list the full name, address and phone number of the property owner. If the applicant is not the property owner, the applicant must provide a signed and notarized letter from the property owner stating his/her permission to allow the applicant to represent the property owner at the Board of Commissioners with this Request for Rezoning Map Change.

- 4. Please provide the requested information about the property involved in this Request for Rezoning Map Change as described below:**

Location: _____
(Street Address)

Tax Map ID#: _____ Lot Size: _____

Present Use: _____ Zoning District: _____

Date of when Present Use began: _____ Date of acquisition of this property by the owner: _____

Please list each structure and it's use currently located on this property:

5. What type of sewage and water facilities are available on the property? _

6. Are there any outstanding state or federal violations cited on this property at the time of this application? _____
If yes, please explain these violations below:

7. Has any previous zoning appeal been filed in connection with this property? _

If yes, _____

(List applicant's name, date & nature of appeal)

8. State in narrative form the nature of your appeal including the primary relevant facts intended to be presented to the Board of Commissioners. Please include a description of all explosive or toxic materials to be stored on this site. Please reference to your attachment if additional space is needed.

9. What is the exact use proposed for the property if rezoned? List hours of operation, number and type of employees, business equipment to be used or stored at the site, nature of normal business operations. (Please reference to your attachment if additional space is needed.)

10. Describe the landscaping proposed for this property is planned, if any. Please indicate the type of landscape buffering proposed, if any.

11. What is the character of the buildings and uses on abutting properties and what is the general character of the surrounding neighborhood? (Please reference to your attachment if additional space is needed.)

12. What will the impact of be on existing traffic patterns and volumes for this Request for Rezoning Map Change? Also, please specify the number of parking spaces and unloading areas as specified in the West Pottsgrove Township Zoning Ordinance. (Please reference to your attachment if additional space is needed.)

13. What will the impact of this use be on the existing stormwater infrastructure? Has a copy of the stormwater grading plan been reviewed by the Montgomery County Conservation District, if applicable?

14. What degree will the proposed use emit smoke, dust, odor or other air pollutants, noise, vibration, light, electrical disturbances, water pollutants, or chemical pollutants? Such evidence may include the proposed use of proven special structural or technological innovations. Please provide specific and detailed information on all of the aforementioned topics. Please reference to your attachment if additional space is needed.

15. Will the rezoning if granted by the Board of Commissioners, alter the essential character of the neighborhood or district in which the property is located, or substantially or permanently impair the appropriate use of development of adjacent property, or be detrimental to the public welfare? Please give reasons for your answers to the aforementioned questions by explaining below: (Please reference to your attachment if additional space is needed.)

16. (I) (WE) believe that the Board of Commissioners should approve this request because: (include the grounds for the Request for Rezoning Map Change or reasons both with respect to case law and fact for granting this use requested. Please reference your attachment if additional space is needed.)

17. Comments, Other Relevant Information or Additional Space for Answering Questions. Please indicate if additional attachments are with this appeal application:

I hereby certify that all of the above statements contained in this Request for Rezoning Map Change application and any papers or plans submitted with this Request for Rezoning Map Change to the West Pottsgrove Township Board of Commissioners herewith are true and correct to the best of my knowledge and belief.

Date_____ (Print Name of applicant(s))

Date_____ (Signature of applicant(s))

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF MONTGOMERY

As subscribed and sworn to before me this_____ day of _____, 20__

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year aforesaid.

(SEAL)

NOTARY PUBLIC



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REQUEST FOR A REZONING MAP CHANGE PROCEDURES AND POLICY

PROCEDURAL INFORMATION:

1. A landowner who desires to rezone a parcel of land within West Pottsgrove Township may submit their request to the West Pottsgrove Township (Township) Board of Commissioners with a written request that this request for a rezoning map change be processed in accordance with the applicable provisions of the PA. Municipalities Planning Code (M.P.C.). All rezoning map changes to the West Pottsgrove Township Board of Commissioners shall be made in writing on the rezoning map change application form provided by the Township Manager. The completed application, fees, with the required proposed zoning map changes and other required information, shall be submitted to the Township Manager. The applicant is responsible for seeing that a Township official notes the date of receipt on the rezoning map change application.
2. **If you wish to receive an informal review of your rezoning request prior to the scheduling of a public hearing, please complete the application and attach all supporting documentation and proposed mapping changes. The fees will only be charged if the initial reaction to the proposed rezoning change is determined to be acceptable by the West Pottsgrove Township Board of Commissioners to hold a public hearing on the proposed rezoning map change.**
3. Under the provisions of the M.P.C. only an equitable landowner or a tenant with written permission of the landowner shall file a rezoning map change. **The applicant must include a copy of the deed and the latest Agreement of Sale with the application.**
4. A minimum of two (2) complete copies plus an electronic copy of any required zoning map change and supporting documentation shall be submitted to the Township Manager. The plan must be done as required in Section 302 of the Subdivision and Development of Land Ordinance. The Township Manager shall refuse to officially accept an incomplete application, which does not provide sufficient information to determine compliance with all Township ordinances.
5. The Township Board of Commissioners shall not act to approve or deny a rezoning map change unless they have received the reports of the Township Manager, the Planning Commission, and the Montgomery County Planning Commission.
6. The Township Board of Commissioners consists of five members who hear all rezoning map changes. If the applicant(s) requests a continuance, the request will be granted provided the applicant(s) agrees in writing to waive the provision under the M.P.C. requiring that a hearing be held within 60 days of the date of the applicant's request for a hearing. If the applicant(s) elects to proceed with a two-member board and the Board's vote is split (i.e. one member voting for and one member against), the appeal is deemed to be denied.
7. The decision of the Township Board of Commissioners shall be in writing and shall be directly communicated to, delivered to, or mailed to the last known address of the applicant or his/her representative. The Township Board of Commissioners are permitted forty-five (45) days to render a written decision following the last hearing at which testimony was given or oral arguments were made, or legal memos or briefs filed, whichever is last to occur. A signed copy of the written decision will be sent by certified mail to the applicant not later than the day following its date.

PROCEDURAL POLICY:

1. The Township Board of Commissioners usually meets the first and third Thursday of each month at 7:00 p.m. in the Public Meeting Room of the West Pottsgrove Township Municipal Building.
2. Notice of hearing shall be given in accordance with the M.P.C. Such notice shall be given to the applicant by written notice mailed by certified mail. The township will send a written notice by regular first-class mail to these property owners. Public notice of the hearing shall include notice that the validity of the ordinance or map is in question and shall specify the place and time where the public may examine a copy of the request and its accompanying materials. The Township a minimum of seven (7) days before the hearing shall conspicuously post notice of such hearing on the affected tract of land. The applicant is responsible for the maintenance of the notice. If the notice is removed or destroyed, the property owner must immediately obtain another notice and conspicuously post it.
3. *A complete appeal application for a public hearing requires that all appeal fees are paid, site plans comply with all regulations, and all appropriate and relevant sections of the application are fully completed. All materials must be received on or before the submission deadline. If an application is not fully completed, the application will not be accepted, and the case will not be heard at the next regularly scheduled meeting of the Township Board of Commissioners and/or the Planning Commission.*
4. All requests for rezoning map changes are referred to the Planning Commission for an advisory report. The Planning Commission usually meets the third Thursday of each month at 7:00 p.m. in the Township Building. The applicant will receive an agenda via email and must attend the meeting. The Planning Commission will submit its findings and recommendations to the Township Board of Commissioners prior to the rezoning map change hearing.
5. **SUBMISSION DEADLINE – REQUEST FOR A REZONING MAP CHANGE**, completed applications and plans must be received thirty (30) days before the Planning Commission meeting. If the site plan is in total compliance with the requirements of the ordinance, only then will the appeal be submitted to the Township Planning Commission and Township Board of Commissioners. The Township Board of Commissioners shall consider the plans and explanatory material submitted by the landowner and shall also consider:
 - The impact of the proposal upon roads, sewer facilities, water supplies, schools, and other public service facilities.
 - If the proposal is for residential use, the impact of the proposal upon regional housing needs and the effectiveness of the proposal in providing housing units of a type actually available to and affordable by classes of persons otherwise unlawfully excluded by the challenged provisions of the ordinance or map.
 - The suitability of the site for the intensity of use proposed, by the site's soils, slopes, woodland, wetlands, floodplains, aquifers, natural resources, and other natural features.
 - The impact of the proposed use on the site's soils, slopes, woodlands, wetlands, floodplains, aquifers, natural resources and other natural features, the degree to which these are protected or destroyed, the tolerance of the resources to development and any adverse environmental impacts.
 - The impact of the proposal on the preservation of agriculture and other land uses which are essential to public health and welfare.
6. **REQUEST FOR A REZONING MAP CHANGE FEE ----- \$5,000.00 including one-half of the stenographers cost per meeting. Make the Check Payable to: WEST POTTS GROVE TOWNSHIP**