



Application # \_\_\_\_\_  
Date Received \_\_\_\_\_  
Fee \$ \_\_\_\_\_

### ZONING HEARING BOARD APPLICATION

*Willistown Township  
688 Sugartown Road  
Malvern, PA 19355*

Phone 610.647.5300 Fax 610.647.8156

**Property Address/Site Location:**

Property Owner \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Zoning District \_\_\_\_\_ Tax Parcel(s) # \_\_\_\_\_

Applicant (if different) \_\_\_\_\_ Telephone Number \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Attorney Information:**

Attorney for Applicant \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_

**Relief Requested:**

Variance \_\_\_\_\_ Special Exception \_\_\_\_\_ Appeal Decision of the Zoning Officer \_\_\_\_\_  
Validity Challenge of Ordinance or Map \_\_\_\_\_

**Articles and Sections of the Zoning Ordinance pertaining to the relief requested:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Submittal Items**

- 1. Attach narrative explaining your request in detail.
- 2. Submit two (2) sets of plans, one (1) electronic (PDF).
- 3. Check made out to "Willistown Township": \$1,000 (Residential) / \$1,500 (Non-Residential).

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Property Owner's Name \_\_\_\_\_

**PLANNING COMMISSION REVIEW IS REQUIRED – YOUR ATTENDANCE IS NECESSARY**  
**Contact the Planning & Zoning Director at 610.647.5300 x252 to schedule your appearance.**  
*No application will be considered or referred to the Zoning Hearing Board until the application fee has been paid and reviewed for completeness by the Zoning Officer.*

## Application Instructions & Procedures

- ✓ The application must be filled out in full. If information or submittal items are missing, the application will be deemed incomplete and returned to the applicant.
- ✓ The application MUST be signed by the property owner.
- ✓ An attorney is not required but the Zoning Hearing Board is a quasi-judicial board and proceedings are done as such.
- ✓ Please fill out all sections of the zoning ordinance that relief is sought.
- ✓ The following items must be included with the completed application:
  - Detailed narrative of the relief sought citing the appropriate zoning section.
  - Two (2) copies of all plans and exhibits.
  - One (1) electronic copy of all plans and exhibits in PDF format.
  - Check made out to “Willistown Township” with the appropriate fee.
    - \$1,000 – Residential
    - \$1,500 – Non-Residential
- ✓ Once the application is submitted the Township has 60 days to schedule a hearing.
- ✓ The following notifications/postings of the hearing are done by the Township:
  - Mailing sent to all properties 500’ on the same street.
  - Mailing sent to all properties 150’ on adjacent streets.
  - Subject property has a notice posted on the property.
  - Notice of the hearing is published in the Daily Local News.
  - Notice of the hearing is posted on the Township website.
- ✓ All Zoning applications are heard in front of the Willistown Township Planning Commission prior to the Zoning Hearing. The applicant must make arraignments to be placed on the Planning Commission agenda by contacting the Planning & Zoning Director at 610- 647-5300 x252.
- ✓ The Zoning Hearing Board has 45 days to render a decision following the close of the hearing(s).
- ✓ Any continuation requested by the applicant will be charged a \$500 fee.

NOTE: The Zoning Hearing Board or Zoning Officer(s) cannot give legal advice or gauge how a decision will be rendered.