

**EAST GOSHEN TOWNSHIP**  
**ZONING HEARING BOARD APPLICATION**

1580 PAOLI PIKE WEST CHESTER, PA 19380-6199  
PHONE (610)-692-7171 FAX (610)-692-8950

Name of Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Acreage: \_\_\_\_\_

**Purpose of Application (check one)**

- Variance ( Type:  Use Variance  Dimensional Variance)
- Special Exception
- Appeal determination of the Zoning Officer
- Other \_\_\_\_\_

**Sections of Zoning Ordinance in which relief is sought:**

**Description of the Zoning Relief requested and the future use of the property:**

**Description of the Hardship:**

We hereby acknowledge that we have read this application and state that the above is correct and agree to comply with all provisions of the East Goshen Township Zoning Ordinance applicable to this project and property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\*Please review the formal application and review procedures on page three.**

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This checklist outlines the steps and items needed to insure completeness of the application and to insure the application follows the process and conforms to the timeframe outlined by the state of Pennsylvania and East Goshen Township. This checklist is broken into two parts, the Application process and the Review Process. The application process must be completed in its entirety prior to the applications advancement into the Review Process.

Applicant Name: \_\_\_\_\_

**Application Process Checklist (Administration use only):**

- | <u>Item</u>   | <u>Date Complete</u> |
|---|----------------------|
| 1. Completed Township Application Form: .....       | _____                |
| 2. All related materials submitted: .....           | _____                |
| 3. Township application and review fees paid: ..... | _____                |

Application accepted on \_\_\_\_\_ by \_\_\_\_\_

Official Signature \_\_\_\_\_ Title \_\_\_\_\_

**Review Process Checklist**

- | <u>Item</u>   | <u>Date</u>   |
|---|---------------|
| 1. Start date: .....  | _____         |
| 2. Date of first formal Planning Commission Meeting following complete application: ..... | _____         |
| 3. Date sent to CCPC: .....   | _____         |
| 4. Date sent to Township Engineer: .....  | _____         |
| 5. Date presented to Planning Commission: .....   | _____         |
| 6. Date sent to CB: .....   | _____         |
| 7. Date sent To MA: .....   | _____         |
| 8. Date sent to HC: .....   | _____         |
| 9. Date sent to PRB: .....  | _____         |
| 10. Date sent to TAB: .....   | _____         |
| 11. Date by which the PC must act: .....  | _____         |
| 12. Date by which Board of Supervisors must act: .....                                    | _____         |
| 13. Drop Dead Date; (Day 60): .....   | _____         |
| 14. Zoning Hearing Date: .....  | _____         |
| 15. Dates of public advertisement: .....  | _____ & _____ |

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**Procedures for the processing and review of Subdivision, Land Development, Conditional Use, Variance, and Special Exception Applications**

**August 19, 2002**

**2<sup>nd</sup> Revision: March 2, 2006**

1. In order for any application to be considered by the Planning Commission it must be submitted to the Township with all required documentation as per the Township Code and with all applicable fees paid. The Township will use a checklist to verify all required documentation has been submitted. Until the application is complete the application will not be considered "filed" by the Township staff. The Planning Commission will acknowledge receipt of the application at their next regularly scheduled meeting.
2. All materials to be considered at the next regular meeting of the Planning Commission must be submitted with at least eleven (11) copies to the Township Staff by not later than close of business the previous Tuesday. Any materials submitted after that time will be held for the following meeting and not provided to the Commission at the upcoming meeting.
3. The application review cycle for Subdivision and Land Development Applications shall begin with the next regular meeting of the Commission after the complete application is filed. The application review cycle for Conditional Use, Variance, and Special Exception Applications shall begin the day a complete application is filed with the Township.
4. Applicants should not distribute material to the Commission during a meeting unless it is directly related to the initial presentation of the application. All materials for the Planning Commission, including any material to be used at a meeting, must be delivered to the Township Staff not later than close of business the previous Tuesday.
5. The burden of supplying necessary materials to the Planning Commission in a timely manner is on the applicant. Late delivery of material may require an extension on the part of the applicant or a recommendation for denial of the application by the Planning Commission.
6. Formal application presentations to the Planning Commission will only be made at the regular meeting after the complete application is submitted and accepted by the Township staff.
7. The application will remain on the Planning Commission's agenda until such time as the Commission has made its recommendation to the Board of Supervisors and or Zoning Hearing Board.
8. Applicants are encouraged to attend each Planning Commission meeting in order to answer questions or address issues concerning their application.
9. Applications will be voted on only during the regular Planning Commission meetings.
10. The Chairman, in his sole discretion, may waive or modify any of this procedure.

**Zoning Hearing Board Procedural Rule for Hearing Continuances: ADOPTED: May 13, 2009**

1. The Zoning Hearing Board may grant one application for hearing continuance. Subject to the limited circumstances referenced in paragraph 2 below, the rescheduled hearing shall be held unless the applicant withdraws the application.
2. The continuance after the first one shall only be granted in an extraordinary circumstance.
3. The Zoning Hearing board has the sole discretion whether to grant any continuance.