

**USE REGISTRATION**

Please note that this is not an application to the Zoning Hearing Board. This form is to register the proposed use. The next steps to be taken will be outlined in the response.

**PLEASE PRINT OR TYPE WHEN ANSWERING QUESTIONS**

Date: \_\_\_\_\_

Property

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

Property owner's name and address: \_\_\_\_\_

Applicant's name and mailing address (if different from above) :

Applicant Phone Number: \_\_\_\_\_

Applicant Fax Number: \_\_\_\_\_

Current Use of

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

New Use of

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

Is there existing off-street parking? No \_\_\_\_ : Yes \_\_\_\_ (if yes how many) \_\_\_\_\_

Please check all that apply –

My home or business is a: \_\_\_\_ corner property \_\_\_\_ row home; \_\_\_\_ detached dwelling  
\_\_\_\_ semi-detached dwelling; \_\_\_\_ existing business

Does your proposed use involve any new construction? No \_\_\_\_ Yes \_\_\_\_ (You must include a sketch plan with accurate dimensions including lot size, building dimensions, location of structures, where the proposed construction will be, and any other information that you may find relevant.

Are you replacing an existing structure? No \_\_\_\_; Yes \_\_\_\_

If Yes, will the new structure be the same size as the old one? No \_\_\_\_; Yes \_\_\_\_

If No, you must include a sketch as stated in the previous question.

Are you adding/removing apartments or rooms? No \_\_\_\_: Yes \_\_\_\_ (if yes please provide a sketch showing the requirements stated in the new construction question)

Does your proposed use involve erecting a fence? No \_\_\_\_; Yes\_\_\_\_:  
How high is the fence? \_\_\_ - \_\_\_\_\_ feet (Include sketch of where it will be on your property and its height)

Does your proposed use involve signs? No \_\_\_\_; Yes \_\_\_\_ (if yes, you must include a sketch showing size of the sign, where it will go on the building, and state if it is lit, rotating, free standing, etc.)

Is this application for a business? No \_\_\_\_; Yes \_\_\_\_ if yes, please answer the following)

Are you a business relocating to the Borough? No \_\_\_\_: Yes \_\_\_\_\_

How many employees do you have or will you have? \_\_\_\_\_

Please state what type of business you are (ex. insurance, nonprofit): \_\_\_\_\_

Please use the additional space to state anything that you think will help us in making a determination:

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Al hereby certify that the statements contained herein are true and correct to the best of my knowledge. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept any permit for which this application is made, the owner shall be made aware of all the condition of the permit. I understand that if I knowingly make any false statement herein, I am subject to such penalties as may be prescribed by law.

Applicant Signature:

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**IMPORTANT NOTE FOR PROPERTY OWNERS AND APPLICANTS:**

This following may not pertain to everyone. It will only pertain to individuals or parties that will need to seek some type of relief from their proposed use. The following is for information purposes only. The formal zoning determination from the Planning Department will clearly state if you need to seek relief. If you desire to seek relief and make a formal application before the Zoning Hearing Board or Borough Council, upon the Planning Department's receipt of said application will you be notified if you are in compliance with Resolution 04-103. If found to be in compliance of 04-103, your application will be accepted and you may appear before the Zoning Hearing Board of Borough Council. If you (or the property owner) are not in compliance with 04-103, your application will be denied.

As per Resolution 04-103, if as a result of this zoning application, an individual or party desires to seek relief before either the Zoning Hearing Board or Borough Council, then said individual or party must be in compliance with all of the Borough laws, Resolutions, Ordinances, Rules and Regulations to be entitled for any special relief, assistance or special ruling and/or legislation.

What the above means: If the property owner or the applicant are in violation of any Borough law or regulation, they may not go before the Zoning Hearing Board or Borough Council until they are in compliance with this law or regulation. Example: If an individual owes rental fees to the Borough through the Building and Code Department and needs to seek a Special Exception for another prop-

erty that they own within the Borough, this individual will not be able to seek relief until all rental fees are paid in full.

The Borough of Norristown, through its department of Planning, is announcing the availability of FY'2002 Community Development Block Grant.

The Borough of Norristown's Planning Department is responsible for administering the CDBG and HOME programs in accordance with requirements of the 1974 Housing and Community Development Act, as amended; (24 CFR Part 570.), the National Affordable Housing Act of 1990; the Federal Regulations published in the Federal Register on December 16, 1991 (24 CFR Part 92 HOME Investment Partnerships Program), and revisions thereto.