



# MUNICIPALITY OF NORRISTOWN

A HOME RULE MUNICIPALITY

235 EAST AIRY STREET  
NORRISTOWN, PENNSYLVANIA 19401-5048  
(610) 272-8080

PLANNING DEPARTMENT

PHONE (610)270-0451

FAX (610)270-2892

## 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: \_\_\_\_\_

Applicants name and mailing address (if different from above): \_\_\_\_\_

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

Current Use of Property: \_\_\_\_\_

Proposal: \_\_\_\_\_

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 Municipality? 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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"I 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 conditions 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: \_\_\_\_\_

**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 Municipal 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 Municipal 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 Municipal Council, then said individual or party must be in compliance with all of the Municipal 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 Municipal law or regulation, they may not go before the Zoning Hearing Board or Municipal Council until they are in compliance with this law or regulation. Example: If an individual owes rental fees to the Municipality through the Building and Code Department and needs to seek a Special Exception for another property that they own within the Municipality, this individual will not be able to seek relief until all rental fees are paid in full.

**MUNICIPALITY OF NORRISTOWN  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 08-103 OF 2008**

**A RESOLUTION OF THE MUNICIPALITY OF NORRISTOWN CREATING A  
SCHEDULE OF FEES CONCERNING ZONING MATTERS IN ACCORDANCE  
WITH THE MUNICIPALITY OF NORRISTOWN'S ZONING ORDINANCE.**

**WHEREAS**, the Municipality of Norristown has not updated its fee structure for many years; and

**WHEREAS**, the Municipal Council intends to update its fee structure and consolidate previously established fees into one document,

**NOW, THEREFORE, BE IT RESOLVED** that the Norristown Municipal Council hereby establishes the following fee schedule:

**1. Zoning Permit Fees**

Whenever the use of a property in Norristown changes, the owner or tenant must obtain a zoning permit prior to occupying the space. Fees cover the cost of review by the Zoning Officer.

- |      |                          |         |
|------|--------------------------|---------|
| i.   | Single family residence  | \$ 5.00 |
| ii.  | Multi-Family residential | \$15.00 |
| iii. | Commercial               | \$20.00 |

Once the zoning review is complete, a U & O inspection must be completed and a use and occupancy permit issued.

**2. Zoning Hearing Board Fees**

Zoning applicants whose use for a building or other space is denied by the Municipal Zoning Officer may appeal the Zoning Hearing Board. A fee is charged to cover administrative costs, transcription, legal and other costs associated with the hearing.

- |     |                        |            |
|-----|------------------------|------------|
| i.  | Residential Fee        | \$ 575.00  |
| ii. | Multi-Unit Residential | \$1,110.00 |

iii. Commercial Fee \$1,225.00

### 3. Subdivision and Land Development

Whenever a parcel of land is divided into two or more lots, or when two or more lots are combined, the property owner must develop a plan and have it reviewed and approved by the Norristown Planning Commission. In addition, whenever a new building or addition is to be constructed, plans for these improvements must also come before the Norristown Planning Commission. There are two categories of charges: Administrative fees and Escrow Deposits.

A. Subdivision	Application Fee	Escrow Deposit
• Two Residential lots	\$300.00	\$1,500.00
• Three or more residential lots	\$150.00 + \$100/lot	\$4,000.00
• Two commercial/industrial lots	\$300.00	\$2,500.00
• Three or more commercial/ Industrial lots	\$300.00 + \$100/lot	\$4,000.00

B. Land Development	Application Fee	Escrow Deposit
• Residential, commercial, industrial	\$300 + \$50/acre	
• 0 – 1.0 acres		\$2,500.00
• 1.1 – 2.0 acres		\$3,750.00
• 2.1 – 3.0 acres		\$5,000.00
• 3.1 – 10.0 acres		\$6,000.00
• 10.1 and over		\$7,500.00

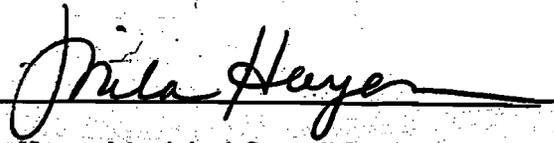
### C. Conditional Use Fees

Certain uses in the Municipality are allowed only by approval of Council. In these situations the applicant must come before Council at a public hearing. Fees

associated with these hearings cover the cost of advertisement, legal, staff and transcription.

- Single family residential \$ 575.00
- Multi-Family residential \$1,110.00
- Commercial \$1,225.00

**RESOLVED AND ENACTED** by Municipal Council of the Municipality of Norristown, this 15<sup>th</sup> day of January A.D., 2008.



Mila Hayes, Municipal Council President

ATTEST:



David Forrest, Municipal Administrator