

MUNICIPALITY OF
NORRISTOWN
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MUNICIPALITY OF NORRISTOWN USE REGISTRATION FORM



***Instructions:** Please print or type when answering questions.

Also 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.

Date: _____

Property Address: _____

Property Owner Name: _____

Property Owner Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Email Address:** _____

Applicant Name (if different from above): _____

Applicant Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Email Address:** _____ **Fax Number:** _____

Is this an ownership change? Yes No

Current Use of Property: _____

Proposed Use of Property: _____

Is this an application for a business? Yes No

Is this a new business? Yes No

Business Name: _____ **Doing Business As (DBA):** _____

Business Mailing Address (if different from above): _____

City: _____ **State:** _____ **Zip:** _____

Description of Business: _____

Is there existing off-street parking? Yes No

Number of Employees: _____

Is this business relocating to Norristown from a different municipality? Yes No

My home or business is a: (Please check all that apply)

Corner property Row home Detached dwelling Semi-detached dwelling

Does your proposed use involve any new construction? Yes No

(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? Yes No

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

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

Are you adding/removing apartments or rooms? Yes No

(If yes, please provide a sketch showing the requirements stated in the new construction question)

Does your proposed use involve erecting a fence? Yes No

How high is the fence? _____ (Please include sketch of where it will be on your property and its height)

Does your proposed use involve signs? Yes No

(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, or free standing, etc.)

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

“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:

The 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 14-103. If found to be in compliance of 04-103, your application will be accepted and you may appear before the Zoning Hearing Board or 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. 15-109 of 2015

FEE SCHEDULE

VII. ZONING AND LAND DEVELOPMENT

1. Zoning Permit Fees (Non-refundable)

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

a. Single Family Residence	\$20.00
b. Multi-Family Residence (up to five units)	\$30.00
c. Multi-Family Resident (over five units)	\$50.00
d. Commercial	\$50.00

Once the zoning review is complete, a use and occupancy inspection must be completed and a use and occupancy permit issued (see VI. **CODE ENFORCEMENT, BUILDING AND ZONING-Section 4**).

2. Zoning Hearing Board Fees

Zoning Applicants with use for building or other space is denied by the zoning officer may appeal to the Zoning Hearing Bard. A fee is charged to cover administrative costs, transcription, legal and other costs associated with holding a hearing:

a. Residential Fee	\$575.00
b. Multi-use Residential Fee	\$1,110.00
c. Commercial Fee	\$1,225.00

3. Sub-division and Land Development

Whenever a parcel of land is divided into two (2) or more lots, or when two (2) 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 come before the Norristown Planning Commission.

There are two (2) categories of charges: Administrative fees and Escrow Deposits. Administrative Fees cover the cost of the application review and administration by Planning Department staff. Administrative fees are not refundable. Escrow deposits are intended to cover the cost of professional services the Planning Department requires to property review the application. This includes engineering fees and legal fees. Unused escrow funds are returned to the applicant. If the funds escrowed are insufficient to cover expenses, the Municipality reserves the right to require the applicant to provide an additional escrow deposit. For example, if the additional engineering reviews are requires because the applicant's plans were deficient, the Municipality may require additional escrow funds.

MUNICIPALITY OF NORRISTOWN

Montgomery County, Pennsylvania

Resolution No. 15-109 of 2015

FEE SCHEDULE

VII. ZONING AND LAND DEVELOPMENT (Continued)

3. Sub-division and Land Development (Continued)

Subdivision	Application Fee	Escrow Deposit
Two residential lots	\$300.00	\$2,000.00 PLUS \$500.00/ lot
Three or more residential lots	\$450.00 PLUS \$200.00/ lot	\$4,500.00 PLUS \$650.00/ lot
Two commercial/ industrial lots	See Land Development	
Three or more commercial/ industrial lots	See Land Development	
Land Development	Application Fee	Escrow Deposit
Residential, commercial, industrial	\$750.00 PLUS \$150.00/acre	\$2,600 PLUS \$325.00/1,000 square feet of building area

A plan review must be completed for all fire detection and suppression systems. The Municipality shall, at its sole discretion, determine when plan reviews for other projects are required.

a. Residential Plans	\$70.00/hour
b. Commercial Plans	\$110.00/hour
c. Administrative Fee	\$25.00

Certain uses in the Municipality are allowed only by the 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 expenses.

a. Single Family Residential	\$575.00
b. Multi-Family Residential	\$1,100.00
c. Commercial	\$1,225.00