



# MUNICIPALITY OF NORRISTOWN

A HOME RULE MUNICIPALITY

235 EAST AIRY STREET  
NORRISTOWN, PENNSYLVANIA 19401-5003  
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**FAX:**

FINANCE: (610) 270-0445  
ADMINISTRATION: (610) 275-0687  
PUBLIC WORKS: (610) 279-3603  
PLANNING: (610) 270-2892  
CODE/BLDG.: (610) 279-7548

File No. \_\_\_\_\_

## APPLICATION TO THE ZONING HEARING BOARD

(Please print or type)

1. Application for: \_\_\_\_\_ Variance from Section \_\_\_\_\_  
 \_\_\_\_\_ Special Exception from Section \_\_\_\_\_  
 \_\_\_\_\_ Interpretation (Explain) \_\_\_\_\_  
 \_\_\_\_\_

2. Name and Address of Applicant: \_\_\_\_\_  
 \_\_\_\_\_ Phone # \_\_\_\_\_

3. Name and Address of Property Owner: \_\_\_\_\_  
 \_\_\_\_\_

4. Address of Property: \_\_\_\_\_

5. Zoning Classification of Property: \_\_\_\_\_

6. Present Use of Property: \_\_\_\_\_

7. Proposed Use of Property: \_\_\_\_\_

8. Reasons Application Should Be Granted: \_\_\_\_\_  
 \_\_\_\_\_

9. Description of Improvements and/or Use: General Construction Thereof \_\_\_\_\_

10. The Undersigned do(es) hereby make application to the Zoning Hearing Board as indicated and affirms that the information contained herein is true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (Applicant)

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 (Owner)

\$ \_\_\_\_\_ Filing Fee Received, Date \_\_\_\_\_ By: \_\_\_\_\_

**(FILING FEE IS NON-REFUNDABLE)**

Jayne Musonye, Zoning Officer



**MUNICIPALITY OF NORRISTOWN**

**ZONING HEARING BOARD APPLICATION CHECKLIST**

- \_\_\_\_\_ 1. **Nine (9) copies of the completed application form (yellow form only).**
- \_\_\_\_\_ 2. **Nine (9) copies of the plan. The following information shall be required on the plan:**

  - \_\_\_\_\_ **A. Location of the property.**
  - \_\_\_\_\_ **B. Location, placement and size of the main structure, accessory structures, and other facilities.**
  - \_\_\_\_\_ **C. Total building coverage and area devoted to each use.**
  - \_\_\_\_\_ **D. Location of roads, parking facilities and pedestrian walkways.**
  - \_\_\_\_\_ **E. Lay-out of each unit and the area occupied each unit (where applicable).**
- \_\_\_\_\_ 3. **Three (3) photographs showing the front view, side view and the surrounding area.**
- \_\_\_\_\_ 4. **Check (amount determined by the fee schedule) payable to the Municipality of Norristown.**

**MUNICIPALITY OF NORRISTOWN**  
**DEADLINES AND MEETING SCHEDULE**

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**DEADLINE FOR ZONING HEARING APPLICATION SUBMISSION:**

4:00 P.M. on the 25<sup>th</sup> of each month. (If the deadline falls on a weekend or holiday, applications will be accepted until 12:00 noon on the next working day) All applications must be complete.

**MEETING SCHEDULE:**

Zoning Hearing Board Meeting: 4<sup>th</sup> Tuesday of each month at 7:00 P.M.

All meeting dates may be changed due to holidays or conflicts with other meetings. Changes are advertised in the legal section of the Times Herald. Always confirm meeting dates when submitting an application.

# ZONING AND SUBDIVISION/LAND DEVELOPMENT FEE SCHEDULE

(ADOPTED 2/20/17)

## VII. Zoning and Land Development

### 1) Zoning Permit Fees (Non-refundable)

- |  |         |
|--|---------|
| a) Single Family Residence                   | \$20.00 |
| b) Multi-family residence (up to five units) | 30.00   |
| c) Multi-family residence (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 that is denied by the zoning officer may appeal to the Zoning Hearing Board. A fee is charged to cover administrative costs, transcription, legal and other costs associated with holding a hearing.

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|------------------------------|----------|
| 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.

Fees are required at the time of submission for both the preliminary and final plan submissions. If the applicant intends to request a waiver from Section 301 of the SALDO and submit a preliminary/final plan, the required escrow deposit is 1 ½ times the escrow for preliminary plan submission.

There are two (2) categories of charges: Administrative fees and Escrow deposits. Administrative Fees cover the cost of the application review and administration by the Planning department staff. Administrative fees are not refundable. Escrow deposits are intended to cover the cost of professional services the Planning Department requires to properly review the application. If the escrow funds are reduced to \$1,000 or less, the Municipality, at its discretion, may request an additional escrow deposit necessary to complete the planning review process.

SUBDIVISION	APPLICATION FEE	ESCROW DEPOSIT
Two residential lots	\$300.00 \$450.00 Plus	\$2,000 PLUS 500.00 per lot \$4,500 PLUS
Three or more residential lots	\$200.00 per lot See Land Development	\$650 per lot
Two commercial/industrial lots	See Land Development	
Three or more commercial/ industrial lots	See Land Development	

LAND DEVELOPMENT	APPLICATION FEE	ESCROW DEPOSIT
Residential up to two (2) units	\$750.00	\$3,000
Residential three (3) units and above	\$750.00 + 150.00 per unit	\$3,000 + \$325 per unit
Commercial and industrial	\$750.00 + \$350.00 per additional building	\$3,000 + 325 per additional building

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.

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|---------------------------------|--------|
| a) Residential Plans (per hour) | 70.00  |
| b) Commercial Plans (per hour)  | 110.00 |
| c) Administrative Fee           | 25.00  |

4) Conditional Uses

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 hearing cover the cost of advertisement, legal, staff and transcription expenses.

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|----------------------------|----------|
| a) Single Family Residence | 575.00   |
| b) Multi-family Residence  | 1,100.00 |
| c) Commercial              | 1,225.00 |