



# Municipality of Norristown

## Conditional Use Application

File No: \_\_\_\_\_

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

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

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

Applicant

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

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

Contact Person: \_\_\_\_\_

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

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

Property Owner

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

Type of Review:  Subdivision Plan

Land Development

Zoning Amendment

Brief Project Description: \_\_\_\_\_

Zoning District: \_\_\_\_\_ No. of Lots/ Units: \_\_\_\_\_ Acreage: \_\_\_\_\_

The undersigned does hereby make application to Municipal Council of the Municipality of Norristown as indicated above and affirms that the information contained herein is true and correct.

Applicant \_\_\_\_\_

Owner \_\_\_\_\_

Received By: \_\_\_\_\_

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

Application Fee: \_\_\_\_\_

Check No.: \_\_\_\_\_

## **CONDITIONAL USE REVIEW**

### **DEADLINE AND MEETING SCHEDULE**

#### **DEADLINE FOR APPLICATION SUBMISSION**

**Application must be submitted thirty (30) days prior to Planning Commission meeting. All applications must be complete.**

#### **MEETING SCHEDULE:**

- 1. Planning Commission Meeting: 2<sup>nd</sup> Tuesday of each month, at 7:00 p.m. (The Planning Commission is required to provide Municipal Council with a recommendation for approval or denial)**
- 2. Municipal Council Committee Meeting: 3<sup>rd</sup> Tuesday of each month, at 6:30 p.m.**
- 3. Municipal Council Regular Meeting: 1<sup>st</sup> Tuesday of each month, at 7:30 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.**

**MUNICIPALITY OF NORRISTOWN**

**CONDITIONAL USE APPLICATION CHECKLIST**

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- \_\_\_\_\_ 1. Fifteen (15) copies of the completed application form
- \_\_\_\_\_ 2. Fifteen (15) copies of the plan drawn at a scale of 1" = 10';  
1" = 20'; or 1" = 40'. 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**  
**Montgomery County, Pennsylvania**

**Resolution No. 19-160 of 2019**

**FEE SCHEDULE**

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**Section VII. Zoning and Land Development**

Before the use or occupancy of a property in the Municipality of Norristown changes, including the installation of accessory structures and fences or the placement of a sign occurs, the owner or tenant must obtain a zoning permit. Fees associated with zoning permits cover the cost of administrative and other related review and processing costs. Any change in use or occupancy or the placement of a sign, without first obtaining the appropriate zoning permit shall be subject to an assessment of double the permit fees described below.

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

a. Single Family Residence	\$20.00
b. Multi-Family Residence (up to three units)	\$30.00
c. Multi-Family Residence (over three units)	\$50.00
d. Commercial	\$50.00
e. Signs - up to 12 SF	\$20.00
f. Signs – 13 SF up to 24 SF	\$35.00
g. Signs – over 24 SF	\$50.00
h. Fences – residential	\$20.00
i. Fences – commercial	\$30.00
j. Sheds – residential (up to two sheds)	\$20.00
k. Other residential accessory uses/structures	\$20.00
l. Commercial accessory structures	\$50.00

Subsequent to the issuance of a zoning permit, a use and occupancy inspection must be conducted and a permit issued (See VI Code Enforcement).

A property owner or applicant has the right to appeal the Zoning Officer's zoning permit determination to the Zoning Hearing Board. Additionally, certain uses are only permitted by Special Exception when granted by the Zoning Hearing Board. A fee is charged to cover administration costs, transcription, legal and other costs associated with a hearing before the Zoning Hearing Board.

**2) Zoning Hearing Board Fees**

a. Residential	\$575.00
b. Multi-Family Residential (up to two residential units)	\$750.00
c. Mixed Use Residential (up to two residential units)	\$900.00
d. Multi-Family Residential (three units and above)	\$1,110.00
e. Mixed Use Residential (three residential units and above)	\$1,225.00
f. Commercial Fee	\$1,225.00
g. Mixed Use Commercial	\$1,500.00

**MUNICIPALITY OF NORRISTOWN**  
**Montgomery County, Pennsylvania**

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**FEE SCHEDULE**

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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 fees related to subdivision and land development applications. Administrative fees cover the processing and review costs of applications as well as public notices, meeting attendance, plan distribution, and coordination of plan reviews by municipal professionals. Administrative fees are not refundable. Escrow fees are applied to the legal and engineering costs of plan reviews by municipal professionals. Unused escrow fees are returned to the applicant. Should the escrow fee balance be reduced to \$1000.00 or less, the Municipality reserves the right to request additional escrow fees.

**3) Sub-division and Land Development Fees**

<u>Subdivision Application Fees</u>	<b>Application Fee</b>	<b>Escrow Deposit</b>
Sketch Plan Submission	\$200.00	
Minor Plan Submission:		
Lot Line Adjustment	\$300.00	\$2,000.00
Simple Conveyance	\$300.00	\$2,000.00
Minor Subdivision	\$400.00	\$3,000.00 PLUS \$500.00/ Lot
Preliminary Plan Submission:		
Four or more lots	\$450.00	\$4,500.00 PLUS \$650.00/ Lot
Final Plan Submission:		
Four or more lots	\$450.00	\$4,500.00 PLUS \$650.00/ Lot
<u>Land Development Application Fees</u>	<b>Application Fee</b>	<b>Escrow Deposit</b>
Minor Land Development	\$450.00	\$3,500.00 PLUS \$325.00/1000 SF of Building Area
Preliminary Plan Submission	\$750.00 PLUS	\$3,000.00 PLUS \$150.00/ Acre \$325.00/ 1000 SF of Building Area

MUNICIPALITY OF NORRISTOWN  
Montgomery County, Pennsylvania

Resolution No. 19-160 of 2019

FEE SCHEDULE

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<u>Land Development Application Fees</u>	<b>Application Fee</b>	<b>Escrow Deposit</b>
Final Plan Submission	\$750.00 PLUS	\$3,000.00 PLUS \$150.00/ Acre \$325.00/ 1000 SF of Building Area

Certain uses in the Municipality are permitted as conditional uses and require approval by Municipal Council. Upon submission of a conditional use application, Council must conduct a conditional use hearing. Conditional use application fees cover administrative, advertising, legal, transcription and other costs associated with the conditional use hearing.

**4) Conditional Use Application Fees**

a. Residential	\$575.00
b. Mixed Use Residential (up to two residential units)	\$750.00
c. Multi-Family Residential (three units and above)	\$1,110.00
d. Commercial – single use	\$1,225.00
e. Commercial – multiple uses	\$1,500.00
f. Murals	\$300.00

**5) Drainage Plan Fees – SEE STORMWATER ORDINANCE**

**6) Annual Sign Assessments**

Owners of property on which a sign is erected shall pay the Municipality an annual license fee as follows:

a. Signs less than 12 SF	\$15.00
b. Signs 12 SF to 24 SF	\$30.00
c. Signs in excess of 24 SF	\$1.75 / SF