

ERECTED INTO A TOWNSHIP IN 1733
TOWNSHIP OF WORCESTER
AT THE CENTER POINT OF MONTGOMERY COUNTY
PENNSYLVANIA

1721 Valley Forge Road
P.O. Box 767
Worcester, PA 19490

Phone (610) 584-1410
Fax (610) 584-8901

Requirements for Board of Supervisors & Zoning Hearing Board Application(s):

- (1) **Completed and executed application & affidavit.** Please provide fourteen (14) copies of the application.

If applying for a conditional use application in conjunction with the Land Preservation Overlay Zoning District please provide the following:

- Evidence of availability of public water & sewer
- Yield plan

- (2) **Plot Plan:** Please provide fourteen (14) copies of the plan. Additionally, please provide an electronic “**pdf**” version of the plan if larger than **11”x17”**.

The plan may be prepared by a professional engineer or surveyor, however the Board shall accept any plan which is complete and accurate. In the event the plan has not been prepared by a professional engineer or surveyor, the individual whom prepared the plan must be prepared to state, under oath at the formal hearing, that the plan is complete and accurate.

The plan must contain all information relevant to the appeal, including but not limited to the following:

- The property related to a street
- Parcel number
- Dimensions and area of the lot
- Dimensions and location of existing buildings or improvements; and
- Dimensions and locations of proposed uses, buildings or improvements

- (3) **Deed** to prove ownership, **Agreement of Sale** to prove equitable ownership, or an **Affidavit** allowing Tenant to apply for necessary relief.
- (4) **Filing fee(s)**, which must accompany this Appeal, are not returnable once the Appeal is accepted. Please refer to the attached fee schedule concerning your application.
- (5) All checks shall be payable to the order of **Worcester Township**.
- (6) **Subpoenas/Subpoenas Duces Tecum** may be obtained at a cost of \$3.00 each.

NOTICE(s)

Zoning Hearing Board Applications are reviewed by the Worcester Township Board of Supervisors at their public meetings held on the first Monday of the month at 9:00 A.M. and the third Wednesday of the month located at 7:30 P.M. located at the Worcester Township Community Hall located at 1031 Valley Forge Rd, Worcester, PA 19490.

Board of Supervisors and Zoning Hearing Board Applications are reviewed by the Worcester Township Planning Commission at their public meetings held on the second and fourth Thursday of the month at 7:30 P.M. located at the Worcester Township Community Hall located at 1031 Valley Forge Rd, Worcester, PA 19490.

Failure to appear before the Board of Supervisors or Planning Commission may result in insufficient information being available to evaluate your application. Furthermore, this may result in a vote and/or recommendation to oppose your application.

Please contact the Planning & Zoning Department at (610) 584-1410 for verification of the date of review.

Please refer to the Worcester Township Website for all Zoning Hearing Board Hearings and Application Deadlines at **[www. worcestertwp.com](http://www.worcestertwp.com)**.

Disclaimer:

Applicants are encouraged to seek the advice of an attorney prior to submitting an Application to the Board of Supervisors or Zoning Hearing Board. Hearings are proceedings to determine your rights with respect to the subject property. You may not be represented by a non-lawyer in proceedings before the Worcester Township Zoning Hearing Board.

Due to certain circumstances, a particular application may be either withdrawn or continued at the request of applicant or a party, pursuant to the discretion of the Worcester Township Board of Supervisors or Zoning Hearing Board.