



West Conshohocken Borough
112 Ford Street
West Conshohocken, PA 19428
(610) 828-9747 Fx (610) 828-9646

ZONING APPLICATION FILING PROCEDURES

1. Zoning hearings are held on the second Monday of each month as needed. Applications must be received and accepted a minimum of thirty (30) days prior to the desired hearing.
2. All items on the zoning application are to be completed. Applicant should list "not applicable" for any items which do not apply to their specific proposal.
3. All applications must be signed and notarized.
4. Applications must be accompanied by the applicable filing fee and escrow deposit as follows. Two separate checks should be made payable to West Conshohocken Borough.
5. Applications must be accompanied by a site plan. The site plan must be drawn in sufficient detail to adequately described the proposed project. The Zoning Officer may determine that a site plan is unnecessary to determine of compliance with the zoning ordinance and;/or that plans be sealed by a registered architect or engineer.
6. Applications must be accompanied by a deed or an executed agreement of sale.
7. Other information as requested by the zoning officer must be provided with the application.
8. Applicants must submit nine (9) copies of the completed application including supporting materials, and one electronic copy of the application and supporting materials if requested.
9. Incomplete applications will not be considered received by the Borough or scheduled for a hearing until all outstanding issues are resolved and all materials received.
10. Applications are considered completed when all necessary information is filled out; the application is signed and notarized; all required supporting information is submitted; and the filing fee and escrow deposits are submitted.



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11. Special procedures for conditional use application

- a. Applicant seeking conditional use approval from West Conshohocken Borough Council are advised that recommendations from the West Conshohocken Planning Commission and the Montgomery County Planning Commission are required prior to the scheduling of a hearing. Planning Commission reviews on average take a minimum of thirty days. Applicant should take this time frame into consideration when making their submissions.
- b. Complete extension notice for conditional use application
- c. Three copies of the conditional use applications must be submitted.
 - One electronic copy
 - Two hard copies
- d. Conditional use application must be signed and notarized.

Applicants with questions regarding zoning procedures or who require assistance in completing an application may contract the Zoning Administration's Office at 610-828-9747



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APPLICATION FOR THE ZONING HEARING BOARD
APPLICATION NO. _____

Date: _____

Reason for Application:

Special Exception _____ Dimensional Variance _____ Use Variance _____

Appeal of Zoning Violation Notice _____ Appeal of Zoning Officer's Decision _____

1. Applicant Name _____
Applicant Address _____
City _____ State _____ Zip _____
Phone Number _____ Email: _____
2. Owner Name _____
Owner Address _____
City _____ State _____ Zip _____
Phone Number _____ Email: _____
3. Location of Premises _____
4. Dimensions of Lot _____
5. Present Zoning Classification _____
6. The Improvements thereon are: _____
and present use of land/building _____
7. If this is an application for a Special Exception, state specific sections of the West Conshohocken Borough Zoning Ordinance upon which the applicant relies: _____

8. If this is an appeal from a decision of the Building Inspector/Zoning Officer seeking a Variance from the terms of the West Conshohocken Borough Zoning Ordinance, state specific sections of the Ordinance as to which the variance is being sought: _____

9. The (Special Exception) (Variance) requested is as follows: _____



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10. Describe what is proposed of real estate in question _____

11. There must be attached hereto a plot plan, accurately drawn to scale, of the real estate in question, indicating the location and dimension of the tract and improvements erected thereon as well as those proposed to be erected.

12. There must be paid herewith as established by Borough Council a nonrefundable filing fee.
PLEASE MAKE CHECK OUT TO WEST CONSHOHOCKEN BOROUGH.

STATE OF PENNSYLVANIA:

COUNTY OF MONTGOMERY:

_____, being duly sworn/affirmed according to law,
deposes and says that he/she is the applicant above named and that the facts set forth in the foregoing application/appeal and all documents or exhibits submitted therewith, are true and correct to the best of his/her knowledge, information and belief.

APPLICANT/APPELLANT: _____

Subscribed and sworn to (or affirmed) before me
on this _____ day of _____, 202 ,
proved to me on the basis of satisfactory evidence
to be the person(s) who appeared before me.

Seal

Signature

SPECIAL INSTRUCTIONS:

All applications should include the original and 9 copies and all supporting documents shall be filed with the zoning officer at West Conshohocken Borough, 112 Ford Street, West Conshohocken PA. Only the original application/appeal shall be verified by Affidavit

Your application will be scheduled for a hearing at the next scheduled meeting of the West Conshohocken Borough Zoning Hearing Board.