



Charlestown Township

11 General Warren Blvd., Suite 1, Malvern, PA 19355

(610) 240-0326 Fax: (610) 240-0328

admin2@charlestown.pa.us

Zoning Hearing Board Application

Application (office use)

Application No.: _____

Date Application Received: _____

Fee Received: _____

Escrow Deposit Received: _____

Amount: _____ Check #: _____

Amount: _____ Check #: _____

Applicant

Applicant: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Owner (if different from above)

Owner: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Attorney (if applicable)

Attorney: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Property

Location _____

Zoning District: _____ Lot Size in Acres: _____

Tax Parcel #: _____ Subdivision/Land Dev. #: _____

Description of property and improvements: _____

Description of proposed use: _____

Reason for Application (select one):

Specific Action of Zoning Officer Appealed from _____

Variance(s) from Ordinance Section(s) _____

Specific Exception(s) Requested pursuant to Ordinance Section(s) _____

Request for interpretation of Provision(s) of Ordinance: _____

Other Appeal _____

Applicable Sections of Zoning Ordinance _____

I acknowledge that this application is not deemed complete until reviewed and accepted by the Township.

Signature of Applicant: _____

Signature of Owner (If different): _____

Application Instructions

1. Complete the application form and return it with 14 copies of your plan to the Township Office.
2. Include \$500.00 application fee and \$1,000.00 escrow deposit. The unused balance of the escrow deposit will be returned to you.
3. Before your hearing is scheduled before the Zoning Hearing Board, you must first appear before the Board of Supervisors and briefly review your application. The Township Secretary will notify you of the time and place for this meeting.
4. If you revise your application and/or plans after meeting with the Supervisors, you must submit 14 copies of the revised materials to the Township Office and be scheduled for an additional meeting before the Supervisors prior to the hearing.
5. Refer to Article 19 of the Zoning Ordinance for further instructions.
6. ***For Building Permit Applications Only:*** If your application is approved, you then proceed with filing a Building Permit Application. Please note that you must ***build your project according to the approved plans.*** If you vary from your plans you may inadvertently violate your zoning decision.