



LOWER SOUTHAMPTON TOWNSHIP

1500 DESIRE AVENUE
FEASTERVILLE, PA 19053
[215]357-7300



PROCEDURES FOR APPLICATION TO ZONING HEARING BOARD

COMPLETED APPLICATIONS:

Applicant must completely fill out Application, including completed signatures by the applicant and property owner. All application documentation filed with Lower Southampton Department of Licenses and Inspections must be submitted as nine (9) separate packets, one (1) original and eight (8) copies. Your application will not be accepted and not scheduled for a Hearing, until all necessary information and documents are provided with the completed application.

LEGAL ADVICE:

Lower Southampton Township Department of Licenses and Inspections cannot complete the application for you, or provide legal advice. Please seek the advice of an attorney regarding questions you may have about the application packet.

FILING DEADLINES:

The Zoning Hearing Board generally meets the first and third Thursday of each month. In order to be scheduled for a Hearing you must file, and have the completed application packet accepted by the second week in the prior month.

DEEDS:

Copies of the Deed for the subject property can be obtained from the Recorder of Deeds office in the Bucks County Courthouse in Doylestown, Pennsylvania.

PLOT, FLOOR & ELEVATION PLANS:

Plot plans, floor plans and elevation plans must comply with the requirements of the Zoning Ordinance. Incomplete or insufficient plans may be the basis for the refusal of the Department to accept the application or may be the basis for a refusal by the Zoning Hearing Board to grant the required relief.

MAILING ADDRESSES:

Mailing addresses can be obtained using www.bucksgis.maps.arcgis.com 300ft perimeter
Applicant will be responsible for the mailing and providing proof of mailing affidavit.

ZONING ORDINANCES:

In order to properly complete the application, you may need to refer to sections of the Lower Southampton Zoning Ordinance. Copies of the Zoning Ordinance are available for sale at the receptionist desk. There is also a copy available for public inspection in the Zoning Department and the Lower Southampton Public Library. Please be advised that the employees of the Department of Licenses and Inspections are not authorized to assist you in completing the application or in explaining the Zoning Ordinance. Should you have any questions, it is recommended that you seek advice of an attorney.

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FEE SCHEDULE:

ALL APPLICATIONS MUST BE ACCOMPANIED BY TWO (2) SEPARATE CHECKS
ONE (1) FOR APPLICATION FEE & ONE (1) FOR ESCROW FEE (where applicable)

RESIDENTIAL VARIANCE

Variance for Single lot
a) Application Fee \$ 600.00

COMMERCIAL VARIANCE

Variance for Commercial Property
a) Application Fee \$ 2,900.00
b) Escrow Fee \$ 300.00

RESIDENTIAL APPEAL OF DECISION

Appeal of Zoning Officer's Decision
for Single Family Resident (Single Lot)
a) Application Fee \$ 600.00

COMMERCIAL APPEAL OF DECISION

Appeal of Zoning Officer's Decision
for Commercial Property
a) Application Fee \$ 2,700.00
b) Escrow Fee \$ 300.00

RESIDENTIAL UCC APPEAL HEARING

a) Application Fee \$ 475.00

COMMERCIAL UCC APPEAL HEARING

a) Application Fee \$ 2,600.00

CHALLENGE TO THE VALIDITY OF AN ORDINANCE

a) Application Fee \$ 3,500.00
b) Escrow Fee \$ 5,000.00

CHANGE OF ZONING CLASSIFICATION

a) Application Fee \$ 4,000.00
b) Escrow Fee \$ 5,000.00

**ITEMS ARE REQUIRED TO BE SUBMITTED IN THIS ORDER AND PREPARED INTO
A TOTAL OF NINE (9) INDIVIDUAL PACKETS – ONE (1) ORIGINAL & EIGHT (8) COPIES**

CHECK OFF ALL APPLICABLE ITEMS INCLUDED WITH APPEAL SUBMISSION.

- 1) 8 COPIES OF APPEAL APPLICATION
- 2) 8 COPIES OF PLOT PLAN
- 3) 8 COPIES OF ZONING OFFICER'S REJECTION LETTER
- 4) 8 COPIES OF TAX MAP
- 5) 8 COPIES OF DEED
- 6) 8 COPIES OF SALE OR LEASE AGREEMENT
- 7) 8 COPIES OF PROPOSED STRUCTURE
- 8) 8 COPIES OF DEED SEARCHES (If your application is for Non-Confirming use)
- 9) 8 COPIES OF ANY EXHIBITS INCLUDING PICTURES
- 10) 8 COPIES OF MAILING ADDRESSES (300ft perimeter)
- 11) TWO (2) CHECKS: One (1) Hearing Application Fee / One (1) Escrow
– attach to original packet

INCOMPLETE APPLICATIONS/SUBMISSIONS WILL NOT BE ACCEPTED.