

**NETHER PROVIDENCE TOWNSHIP
214 SYKES LANE, WALLINGFORD, PA
INFORMATION TO ZONING HEARING BOARD APPLICANTS**

The Zoning Hearing Board meets on the third Monday of each month, except in January, February and June when they meet on the second Monday of the month. The meeting is held in the Township Building, Upstairs Meeting Room, at 7:30 pm.

APPLICATION PROCESS

We do not have an application. Instead submit a letter to the Zoning Officer outlining your request. Please state which sections of the code you are referring. Make clear the type of structure you intend to construct if a structure is proposed. That is, are you building a family room? Is it a one car or two-car garage?

With this letter you must submit a plot plan and your payment. The fees are as follows:

- **For single, single-family dwelling use of residential property.....\$500**
- **All others \$750**

Please include in the letter a daytime phone number and email address.

Keep in mind the Zoning Hearing Board meets once a month -- no exceptions. In order to be placed on the agenda you must submit your request accompanied by a check three weeks prior to the requested hearing date. For example, if you desire to be listed on the March agenda you must submit your request by the last Monday in February.

THE HEARING NIGHT IN FRONT OF THE ZONING HEARING BOARD

Six community volunteers plus a Solicitor sit on the Zoning Hearing Board. If possible, bring seven copies of your exhibits thereby allowing each member to have a copy. Below is a list of suggested documents to bring to the hearing:

1. Refined plot plan listing the names of abutting neighbors.
2. A sketch, artist's rendition or architectural plans of the building including desired modifications or additions.
3. Photographs of your home and similar structures in the neighborhood.
4. Letters from adjoining neighbors approving your request.
5. Witnesses
6. Other information that will enhance your application.

From the date of the hearing the Zoning Hearing Board has forty-five days to render a decision. If your request is granted a building permit must be obtained within six months from the date of approval; otherwise, the variance is nullified. Should you have any questions please direct them to Maureen Feyas, Zoning Department, phone number 610-566-4516, ext. 217.