

## ***Zoning Hearing Board Application***

Abington Township, PA

1176 Old York Road, Abington PA 19001, Fax: 215-884-8271, Telephone: 267-536-1000



### **Checklist**

1. A completed application must include the signature, phone number and email addresses of the owner and the applicant.
2. An application will not be deemed complete without the following being received by the Zoning Officer:
  - a. Copy of the most recent deed, Agreement of sale or the lease agreement.
  - b. The plot plan of the property, recommended but not required to be prepared by a Professional Engineer or a Registered Land Surveyor.
  - c. Relevant application payment.
  - d. Plans/description of project, including hard copies and pdf form.
  - e. Applicable Relief Acknowledgement form signed by the Applicant (see pages 7-9).
3. Applicants are able to provide any additional documents or exhibits as they would like for their hearing. If the documents are not provided by the deadline, the applicant may bring the night of the Hearing but must provide 12 copies for review.
4. The plot plan is required to plot the location of existing coverage, structures and the like. All proposed improvements are required to be plotted and highlighted on the plan. The plan is required to list all proposed coverage numbers for both the building coverage and the impervious coverage as well as plot all building setback lines and required landscaped buffers.
5. Any and all proposed changes to the existing grades on the site will be required to be clearly shown. If the property has existing steep slopes, that area and the percentage of disturbance must be shown.
6. If the property is located in a flood zone or riparian corridor, it must be clearly listed on the application.
7. Applications must be submitted by the required deadline, no exceptions can be made due to required advertising deadlines. A list of 2025 deadlines can be found on page 6.
8. Upon completion of audit of application and documents, the Zoning Officer will confirm inclusion to the next available meeting. All applications are reviewed by the Zoning Officer of the Township of Abington and may be returned to the applicant if the application is found to be incomplete by the deadline.
9. No material changes to Relief may be made after deadline. A Continuance would be needed.
10. Applicant is responsible for their own testimony. Applicant(s) may find it helpful to consult legal counsel, architects, engineers or other industry professionals.

If you have any questions, please feel free to contact the Township Zoning Officer at [zoning.officer@abingtonpa.gov](mailto:zoning.officer@abingtonpa.gov) or 267-536-1015.

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The Undersigned herein makes application for the Following Relief:

- [        ]        Request for Variance from the Zoning Ordinance (See Page 7).
- [        ]        Request for a Special Exception as provided by the Zoning Ordinance (See Page 8).
- [        ]        Appeal from the actions/determinations of the Zoning Officer (See Page 9).

1.        Name and address of the owner of the land:                      Phone number:                      Email Address:

2.        Name and address of the applicant:                      Phone number:                      Email Address:

3.        Name and address of the attorney:                      Phone number:                      Email Address:

4.        If the applicant is not the owner of the property, list the applicant's interest in filing this application.  
Example: equitable owner, agent, lessee, etc.

5.        Description of the property:

Address/location \_\_\_\_\_

Present use \_\_\_\_\_

Proposed improvement \_\_\_\_\_

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6. State briefly the reasons for which the proposed improvements or use does not meet the requirements of the Zoning Ordinance, and the nature of relief you are seeking:
  
  
  
  
  
  
  
  
  
  
7. List the specific section of the Zoning Ordinance upon which the application for a variance or special exception is based:
  
  
  
  
  
  
  
  
  
  
8. Describe in detail the grounds for the appeal, or the reasons both in law and in fact for the granting of the variance or special exception, describing in detail the nature of the unique circumstances, and the specific hardship justifying your request for approval of the application. \*See attached Relief Acknowledgement form.
  
  
  
  
  
  
  
  
  
  
9. List any and all prior Zoning Hearing Board action regarding the property. List the date, case number and the nature of the zoning relief granted.
  
  
  
  
  
  
  
  
  
  
10. List any and all additional information, records, transcripts which may be helpful to the Zoning Hearing Board in rendering a decision: A minimum of eight (8) copies are required to be submitted.

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Signature of Applicant(s)

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Signature of Owner(s)

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Internal Validation:

Date Received:

Fee Paid:

Case:

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Signature of the Zoning Officer

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### **Ordinance No. 1951**

AN ORDINANCE OF THE TOWNSHIP OF ABINGTON RE-ESTABLISHING FEES TO BE CHARGED FOR CERTAIN ZONING HEARING BOARD APPLICATIONS OR APPEALS, AND SUBSTANTIVE CHALLENGES BROUGHT BEFORE THE ZONING HEARING BOARD; A FEE TO BE CHARGED FOR POSTPONEMENTS REQUESTED BY APPLICATNS; A FEE TO BE CHARGED FOR APPLICATIONS FOR A CHANGE OR AMENDMENT TO THE ZONING MAP; A FEE TO BE CHARGED FOR APPLICATIONS FOR CONDITIONAL USE; A FEE TO BE CHARGED FOR APPLICATIONS FOR CURATIVE AMENDMENT; A FEE TO BE CHARGED FOR APPLICATIONS FOR ZONING COMPLIANCE CERTIFICATES; AND REPEALING ALL PRIOR ORDINANCES OR PARTS THEREOF THAT ARE INCONSISTENT WITH THIS ORDINANCE.

The Board of Commissioners of the Township of Abington, pursuant to the authority set forth in section 908(1.1) of the Pennsylvania Municipality Planning Code (53 P.S. - 10908(1.1)), does hereby enact and ordain as follows:

**Section 1. Fees for Applications and Appeals to the Zoning Hearing Board.** Fees to be charged for applications or appeals to the Zoning Hearing Board, and substantive challenges to the validity of the zoning ordinance, shall be determined as follows, and shall be in the following amounts:

- A. For applications or appeals relating to accessory structures up to and including 500 square feet, fences and retaining walls: Two hundred dollars (\$200.00).
- B. For applications or appeals relating to single-family dwellings or one residentially zoned parcel: Four hundred dollars (\$400.00)
- C. For applications or appeals relating to from two to four residentially zoned properties: Five hundred dollars (\$500.00).
- D. For applications or appeals relating to five to nine residentially zoned properties: One thousand dollars (\$1,000.00).
- E. For applications or appeals relating to ten or more residentially zoned properties: One thousand five hundred dollars (\$1,500.00).
- F. For applications or appeals relating to a duplex: Five hundred dollars (\$500.00).
- G. For applications or appeals relating to three to five apartment units: Six Hundred dollars (\$600.00).
- H. For applications or appeals relating to six to ten apartment units: One thousand dollars(\$1,000.00).
- I. For applications or appeals relating to more than ten apartments: One thousand five hundred dollars (\$1,500.00).

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- J. For an application or appeal involving any change in use, alteration or addition to any non-residential building under one thousand (1,000) square feet: One thousand dollars (\$1,000.00).
- K. For an application or appeal involving any change in use, alteration or addition to any non-residential building over one thousand (1,000) square feet: One thousand five hundred dollars (\$1,500.00).
- L. For a procedural or substantive challenge to the validity of the zoning ordinance: One thousand five hundred dollars (\$1,500.00).

**Section 2. Fee for Postponement Requested by Applicant.** A fee of three hundred (\$300.00) will be charged for each postponement of any matter identified in Section 1 or 2 requested by an applicant, said fee to be paid prior to the scheduling of the postponed hearing. The purpose of this fee is to cover the cost of legally required advertising and mailings giving notice of the re-scheduled hearing.

**Section 3. Fees for Matters to be Heard by the Board of Commissioners.** For applications for a change or amendment to the zoning map, for a conditional use, petitions for land use ordinance amendments, including curative amendments: Two thousand dollars (\$2,000.00).

**Section 4. Fee for Zoning Compliance Certificate.** A fee of one hundred and fifty dollars (\$150.00) shall be charged for an application for the issuance of a zoning certificate.

**Section 5. Repealer.** All prior ordinances or parts of prior ordinances that are inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

**Section 6. Severability.** In the event that any section, sentence, clause or word of this Ordinance shall be declared illegal, invalid or unconstitutional by any Court of competent jurisdiction, such declaration shall not prevent, preclude or otherwise foreclose the validity of the remaining portions of this Ordinance.

**Section 7. Effective Date.** This Ordinance shall be effective immediately.

**ENACTED and ORDAINED** this 13th day of December, 2007.

Attest:

\_\_\_\_\_  
Burton T. Conway, Secretary

By:

\_\_\_\_\_  
James Ring, President  
Board of Commissioners



Thomas Hecker, *Board President*  
Matthew Vahey, *Board Vice President*  
Richard J. Manfredi, *Township Manager*

## TOWNSHIP OF ABINGTON

### 2025 ZONING HEARING BOARD DEADLINES

The following table depicts the application deadlines and Zoning Hearing Board meeting dates for 2025. All applications must be received and deemed complete by the date provided in the first column to be placed on the meeting date in the corresponding second column.

Zoning Hearing Board Application Received and Deemed Complete By	Zoning Hearing Board Meeting Date
Friday, December 20, 2024	Tuesday, January 21, 2025
Friday, January 17, 2025	Tuesday, February 18, 2025
Friday, February 14, 2025	Tuesday, March 18, 2025
Friday, March 21, 2025	Wednesday, April 23, 2025
Friday, April 18, 2025	Wednesday, May 21, 2025
Friday, May 16, 2025	Tuesday, June 17, 2025
Friday, June 20, 2025	Tuesday, July 15, 2025
Friday, July 18, 2025	Tuesday, August 19, 2025
Friday, August 15, 2025	Tuesday, September 16, 2025
Friday, September 19, 2025	Tuesday, October 21, 2025
Friday, October 17, 2025	Tuesday, November 18, 2025
Friday, November 21, 2025	Tuesday, December 16, 2025

## Variance Acknowledgement

A variance is relief granted from the strict application of the requirements of the zoning ordinance to a particular property. Section 910.2(a) of the Pennsylvania Municipalities Planning Code (MPC) sets forth the criteria that must be met for the grant of a variance. Additionally, in granting a variance, the ZHB may attach such reasonable conditions and safeguards as it may deem necessary to implement the purpose of the zoning ordinance. The ZHB may grant a variance provided that all of the following findings are made where relevant in a given case:

- That there are unique physical circumstances or conditions, including irregularity, narrowness, or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property and that the unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the Zoning Ordinance in the neighborhood or district in which the property is located;
- That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the area and bulk regulations or design standards of the Zoning Ordinance, and that the authorization of a variance is therefore necessary to enable the reasonable use of the property, but shall not allow a change in use to one not permitted by right in that district;
- That such unnecessary hardship has not been created by the applicant;
- That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, not substantially or permanently impair the appropriate use or development of adjacent property, and not be detrimental to the public welfare; and
- That the variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

I hereby attest that I have read and considered the above prior to submitting application for request for a Variance from the Zoning Hearing Board.

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Date

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Applicant 1

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Date

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Applicant 2

## Special Exception Acknowledgement

Section 912.1 of the Pennsylvania Municipalities Planning Code (MPC) sets forth:

Where the governing body, in the zoning ordinance, has stated special exceptions to be granted or denied by the board pursuant to express standards and criteria, the board shall hear and decide requests for such special exceptions in accordance with such standards and criteria. In granting a special exception, the board may attach such reasonable conditions and safeguards, in addition to those expressed in the ordinance, as it may deem necessary to implement the purposes of this act and the zoning ordinance.

I hereby attest that I have read and considered the above prior to submitting application for request for a Special Exception from the Zoning Hearing Board.

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Date

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Applicant 1

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Date

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Applicant 2



### **Appeals from the actions of the Zoning Officer Acknowledgement**

The ZHB hears and decides appeals where it is alleged the Zoning Officer has failed to follow prescribed procedures or has misinterpreted or misapplied any provisions of a valid ordinance or map or any valid rule or regulation governing the action of the Zoning Officer. An appeal from determination of the Zoning Officer must be filed within 30 days after notice of the determination is issued.

I hereby attest that I have read and considered the above prior to submitting application for request for an appeal from the Zoning Hearing Board.

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Date

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Applicant 1

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Date

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Applicant 2