

# *Borough of Conshohocken*

## *Zoning Application Filing Procedures*

1. Zoning hearings are held on the first Monday of each month. Applications must be received thirty (30) days prior to the date of the desired hearing.
2. All items on the Zoning Application are to be completed. Applicants should list "Not Applicable" for this 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 as follows. Checks should be made payable to the Borough of Conshohocken.

|   |                                    |
|---|------------------------------------|
| Non-owner occupied residential/commercial/industrial                      | \$500.00 plus escrow of \$1,000.00 |
| Owner-occupied residential with an improvement cost of \$2,000.00 or more | \$525.00                           |
| Owner-occupied with a cost of improvement cost of less than \$2,000.00    | \$200.00                           |
5. Applications must be accompanied by a site plan. The site plan must be drawn in sufficient detail to adequately describe the proposed project. The zoning officer may determine that a site plan is unnecessary to determine compliance with the Zoning Ordinance and/or that plans be sealed by a registered architect or engineer.
6. Other information as requested by the zoning officer must be provided with the application.
7. Applicants must submit nine (9) copies of the completed application including supporting materials.

8. 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.
9. Applications are considered complete when all necessary information on the Zoning Application is filled out; the application is signed and notarized; all required supporting information is submitted; the filing fee is submitted.
10. Special procedures for conditional use applications.
  - a. Applicants seeking conditional use approval from Conshohocken Borough Council are advised that recommendations from the 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 (30) days. Applicants should take this time frame into consideration when making their submissions.
  - b. Twelve (12) copies of conditional use applications must be submitted.
  - c. Conditional use applications must be signed, notarized, and accompanied by the applicable filing fee as follows.
 

|   |                                    |
|---|------------------------------------|
| Non-owner occupied residential/commercial/industrial                      | \$500.00 plus escrow of \$1,000.00 |
| Owner-occupied residential with an improvement cost of \$2,000.00 or more | \$525.00                           |
| Owner-occupied with a cost of improvement cost of less than \$2,000.00    | \$200.00                           |

Applicants with questions regarding zoning procedures or who require assistance in completing an application may contact the Borough Zoning Officer at 610-828-1092.