

**PLYMOUTH TOWNSHIP ZONING ORDINANCE and MAP AMENDMENTS**  
**INSTRUCTION SHEET**

**1. Amendment Procedure**

Amendments to the Zoning Ordinance, including the Zoning Map, are enacted by the Council of Plymouth Township pursuant to Section 609 of the Pennsylvania Municipalities Planning Code (Act 247 of 1968, as amended), and Article XXII of the Plymouth Township Zoning Ordinance No. 342, as amended. Before voting on the enactment of any amendment, Council is required to hold a public hearing after giving public notice. The Montgomery County Planning Commission and the Plymouth Township Planning Agency are required to provide recommendations to Council prior to the public hearing.

At the public Hearing the applicant will be expected to adhere to the following guidelines:

- A complete presentation of all relevant facts should be made. You should demonstrate the equities in your favor and any legal support which your application may warrant. These facts should be made known to Council. Failure to do so could result in an adverse decision.
- Any supporting evidence (documents, photographs, petitions, letters of support, etc.) you feel may aid Council in reaching favorable decision may be presented at the hearing. It is advisable to submit eight (8) copies of supporting evidence at least ten (10) days prior to the hearing so that Council and staff can review it.
- Those in attendance will be permitted to ask questions and cross examine any of your witnesses. You will be permitted to cross-examine any adverse witnesses.
- Should you be a "stranger to the courtroom" and/or uncomfortable in making this type of presentation, you may wish to seek legal or other professional representation.
- Hearings may be continued at the discretion of Council upon request.

## 2. Applications

In order to provide for the orderly processing of applications, the following procedures shall be followed:

- Application to be filed with the **Township Manager**
- A complete application must include:
  - a signed application form
  - Twenty (20) **FOLDED** copies of all drawings and plans showing all information required on "Plan Requirements" sheet. **Unfolded plans will not be accepted.**
  - a filing fee payable to "Plymouth Township" (see Fee Schedule below)
- Drawings and plans should be prepared by a professional engineer, architect, or surveyor.
- The applicant is strongly encouraged to supply information regarding the market area to be served by the proposed development and impacts of the amendment upon: the environment, public services and facilities, the local economy, and traffic.
- Applications will be forwarded to the Montgomery County Planning Commission and Plymouth Township Planning Agency for recommendations. Applicants will be requested to make a verbal presentation to the Township Planning Agency.

## 3. Fee Schedule

An application made to Township Council for a change or amendment to the Zoning Map and/or Zoning Ordinance - **one thousand dollars (\$1,000.00)**. In addition, the applicant shall be responsible for the appearance fee for a stenographer and for the cost of the original transcript of the notes of testimony, including the cost of copy for the Township. If a hearing is canceled by the applicant after notification expenses are incurred by the Township, the applicant shall be required to pay a new application fee or reimburse for the costs of second advertisements, notices to residents, etc.

## 4. Escrow

A **one thousand dollars (\$1,000.00)** escrow check must accompany the application to cover legal and engineering consultants' reviews. The escrow amount will be refunded, without interest, to the applicant after the review period provided that all invoices have been paid.

APPLICATION FOR PUBLIC HEARING  
TO CONSIDER AMENDMENT OR AMENDMENTS  
TO THE PLYMOUTH TOWNSHIP ZONING ORDINANCE

APPLICANT: \_\_\_\_\_ (phone) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_ (phone) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LEGAL COUNSEL (if represented) \_\_\_\_\_ (phone) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

APPLICANT REQUESTS AN AMENDMENT TO:

\_\_\_\_\_ Section \_\_\_\_\_, Paragraph \_\_\_\_\_ of the Zoning Ordinance as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ The Zoning Map, in accordance with the accompanying plan. The area is presently classified \_\_\_\_\_ and is proposed to be reclassified to \_\_\_\_\_ (district) \_\_\_\_\_ (district).

CIRCUMSTANCES/REASONS SUPPORTING THE PROPOSED AMENDMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE TIME SCHEDULE FOR BEGINNING AND COMPLETION OF PROPOSED DEVELOPMENT, IF KNOWN: \_\_\_\_\_

My (our) signature(s) authorize(s) permission to Plymouth Township Council and their representatives to enter thereon for inspection purposes.

I (We) certify that the information provided on this application and supporting documentation and plans are true and correct to the best of my (our) knowledge, information and belief.

I am (We are) \_\_\_\_\_ Owner(s) of Legal Title  
\_\_\_\_\_ Owner(s) of Equitable Title  
\_\_\_\_\_ Tenant(s) with permission of Owner(s) of Title (Enclose letter attesting to same)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

Received By: \_\_\_\_\_  
Date: \_\_\_\_\_

## PLAN REQUIREMENTS

Rezoning Plans (the following information must be on all rezoning plans):

- \_\_\_\_\_ Name of owners
- \_\_\_\_\_ Address of property or tract
- \_\_\_\_\_ Date of preparation of drawing
- \_\_\_\_\_ Name of preparer
- \_\_\_\_\_ Zoning Classification of the property, existing and proposed
- \_\_\_\_\_ North arrow
- \_\_\_\_\_ Location map showing relations of site to adjoining properties, land uses, zoning districts, and streets, within one thousand (1000) feet (Scale: one (1) inch equals eight hundred (800) feet).
- \_\_\_\_\_ Scale of not less than 1" = 100'
- \_\_\_\_\_ Entire tract including property lines, their courses and distances
- \_\_\_\_\_ Area to be reclassified, with courses and distances
- \_\_\_\_\_ Existing structures with dimensions of all sides
- \_\_\_\_\_ Date of construction of existing structures
- \_\_\_\_\_ Distances of existing structures from property lines
- \_\_\_\_\_ Nearest existing structures on adjacent properties, within 100' of property lines
- \_\_\_\_\_ Name and addresses of adjacent property owners
- \_\_\_\_\_ Existing contour lines at 5' intervals where slopes exceed five percent (5%)
- \_\_\_\_\_ Existing roads, driveways, and parking areas
- \_\_\_\_\_ Setback lines for buildings and parking areas
- \_\_\_\_\_ Ultimate right-of-way lines of adjacent streets
- \_\_\_\_\_ Areas of existing structures (individual figure for each structure) and percentage of lot coverage of existing structures
- \_\_\_\_\_ Building heights, existing
- \_\_\_\_\_ Location and size of signs, existing
- \_\_\_\_\_ Surface of paved areas, existing
- \_\_\_\_\_ Landscaping, existing
- \_\_\_\_\_ Flood Plain Conservation District Lines
- \_\_\_\_\_ Name of Development, if known