





## Borough of West Chester

401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380

Telephone: 610-692-7574 ▪ Facsimile: 610-436-0009

[www.west-chester.com](http://www.west-chester.com)

- A) The description of the Property (real estate located in West Chester Borough) including acreage (square feet), current improvements and use:

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- B) a) Does the Applicant own the Property? ( ) Yes ( ) No

b) If "NO", who is the Owner of the Property? \_\_\_\_\_  
\_\_\_\_\_

c) If not the Owner, what is your legal authority (e.g. – equitable owner, tenant, etc.) for filing this Application on behalf of Owner? \_\_\_\_\_  
\_\_\_\_\_

- C) I/We believe that the Zoning Hearing Board should approve this request because: (Please include the grounds for appeal or reasons both with respect to the law and fact in support of your relief request for the Appeal or Special Exception or Variance. You may also attach your explanation in a separate narrative including any documents supporting your request).

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- ( ) See Attached Narrative

- D) Has any previous application or appeal been filed in connection with this Property?

( ) Yes ( ) No

(E) PLOT PLAN REQUIREMENTS (Supporting Documents)

A Plot Plan of the Property must be submitted as part of this Application. The plot plan shall contain a description of this Property (lot) and show all of the information as follows:

1. Length of all Property (lot) lines.
2. Approximate acres or square feet of Property.
3. Show location of all buildings/structures on Property, their outside dimensions, the distances between buildings and the Property's boundaries.



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4. If this application is for new buildings or additions to present buildings, show these proposed buildings/additions giving outside dimensions and the distances between any new structures and existing buildings plus distances between any proposed buildings and the Property's boundaries.
5. Show any existing roads or driveways on the Property and the location of any new drives (if any) you plan to construct.
6. Show location and sizes of all existing parking spaces on the Property and additionally, if any, parking spaces you plan to construct.

**NOTE:** This Application must be completed in full and submitted with Supporting Documents. Two (2) copies of the Application, the Plot Plan and any supporting documents are required as part of your submission. Please also submit the Application and Supporting Documents in a PDF to [Housing@west-chester.com](mailto:Housing@west-chester.com)

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The Applicant certifies that the above statements contained in this Application and Supporting Documents submitted are true and correct to the best of its/my/our knowledge and belief.

\_\_\_\_\_  
Name of Applicant(s)

\_\_\_\_\_  
Name of Applicant(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Attorney (If Represented)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address (if any)

\_\_\_\_\_  
Phone or Email

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### Borough Use Only

Zoning Hearing Board Fee: \_\_\_\_\_ Check No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

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

Borough Employee



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Zoning Officer Review:

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Signature: \_\_\_\_\_

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