

MUNICIPALITY OF NORRISTOWN
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Norristown, PA 19401
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MUNICIPALITY OF NORRISTOWN USE REGISTRATION FORM



***Instructions:** Please print or type when answering questions.

Also note that this is not an application to the Zoning Hearing Board. This form is to register the proposed Use. The "next steps" to be taken will be outlined in the response.

Date: _____

Property Address: _____

Property Owner Name: _____

Property Owner Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Applicant Name (if different from above): _____

Applicant Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____ Fax Number: _____

Is this an ownership change? Yes No

Current Use of Property: _____

Proposed Use of Property: _____

Is this an application for a business? Yes No Is this a new business? Yes No

Business Name: _____ Doing Business As (DBA): _____

Business Mailing Address (if different from above): _____

City: _____ State: _____ Zip: _____

Description of Business: _____

Is there existing off-street parking? Yes No Number of Employees: _____

Is this business relocating to Norristown from a different municipality? Yes No

My home or business is a: (Please check all that apply)

Corner property Row home Detached dwelling Semi-detached dwelling

Does your proposed use involve any new construction? Yes No

(You **must** include a sketch plan with accurate dimensions including lot size, building dimensions, location of structures, where the proposed construction will be, and any other information that you may find relevant)

Are you replacing an existing structure? Yes No

If Yes, will the new structure be the same size as the old one? Yes No

If No, you must include a sketch as stated in the previous question.

Are you adding/removing apartments or rooms? Yes No

(If yes, please provide a sketch showing the requirements stated in the new construction question)

Does your proposed use involve erecting a fence? Yes No

How high is the fence? _____ (Please include sketch of where it will be on your property and its height)

Does your proposed use involve signs? Yes No

(If yes, you must include a sketch showing size of the sign, where it will go on the building, and state if it is lit, rotating, or free standing, etc.)

Please use the additional space to state anything that you think will help us in making a determination.

"I hereby certify that the statements contained herein are true and correct to the best of my knowledge. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept any permit for which this application is made, the owner shall be made aware of all the conditions of the permit. I understand that if I knowingly make any false statement herein, I am subject to such penalties as may be prescribed by law."

Applicant Signature: _____

IMPORTANT NOTE FOR PROPERTY OWNERS AND APPLICANTS:

The following may not pertain to everyone. It will only pertain to individuals or parties that will need to seek some type of relief from their proposed Use. The following is for information purposes only. The formal zoning determination from the Planning department will clearly state if you need to seek relief. If you desire to seek relief and make a formal application before the Zoning Hearing Board or Municipal Council, upon the Planning Department's receipt of said application will you be notified if you are in compliance with Resolution 14-103. If found to be in compliance of 04-103, your application will be accepted and you may appear before the Zoning Hearing Board or Municipal Council. If you (or the property owner) are not in compliance with 04-103, your application will be denied.

As per Resolution 04-103, if as a result of this zoning application, an individual or party desires to seek relief before either the Zoning Hearing Board or Municipal Council, then said individual or party must be in compliance with all of the Municipal laws, Resolutions, Ordinances, Rules and Regulations to be entitled for any special relief, assistance or special ruling and/or legislation.

What the above means: If the property owner or the applicant are in violation of any Municipal law or regulation, they may not go before the Zoning Hearing Board or Municipal Council until they are in compliance with this law or regulation. Example: If an individual owes rental fees to the Municipality through the Building and Code department and needs to seek a Special Exception for another property that they own within the Municipality, this individual will not be able to seek relief until all rental fees are paid in full.

2022 Consolidated Fee Schedule

Section VII. Zoning and Development

Before the use or occupancy of a property in the Municipality of Norristown changes, including the installation of accessory structures and fences or the placement of a sign occurs, the owner or tenant must obtain a zoning permit. Fees associated with zoning permits cover the cost of administrative and other related review and processing costs. Any change in use or occupancy or the placement of a sign, without first obtaining the appropriate zoning permit shall be subject to an assessment of double the permit fees described below.

1 Zoning Permit Fees (Non-refundable - Use Registration Forms)	
a. Single Family Residence	\$20.00
b. Multi-Family Residence (up to three units)	\$30.00
c. Multi-Family Residence (over three units)	\$50.00
d. Commercial	\$50.00
e. Signs - up to 12 SF	\$20.00
f. Signs – 13 SF up to 24 SF	\$35.00
g. Signs – over 24 SF	\$50.00
h. Fences – residential	\$20.00
i. Fences – commercial	\$30.00
j. Sheds – residential (up to two sheds)	\$20.00
k. Other residential accessory uses/structures	\$20.00
l. Commercial accessory structures	\$50.00
m. Mixed Used Commercial (two units or more)	\$100.00

Subsequent to the issuance of a zoning permit, a use and occupancy inspection must be conducted and a permit issued (See VI Code Enforcement).

A property owner or applicant has the right to appeal the Zoning Officer's zoning permit determination to the Zoning Hearing Board. Additionally, certain uses are only permitted by Special Exception when granted by the Zoning Hearing Board. A fee is charged to cover administration costs, transcription, legal and other costs associated with a hearing before the Zoning Hearing Board.

2 Conditional Use Application Fees	
a. Residential	\$575.00
b. Mixed Use Residential (up to two residential units)	\$750.00
c. Multi-Family Residential (three units and above)	\$1,110.00
d. Commercial – single use	\$1,225.00
e. Commercial – multiple uses	\$1,500.00
f. Murals	\$300.00
g. Mixed Use (three units and above)	\$1,225.00

3 Zoning Hearing Board Fees	
a. Residential	\$575.00
b. Multi-Family Residential (up to two residential units)	\$750.00
c. Mixed Use Residential (up to two residential units)	\$900.00
d. Multi-Family Residential (three units and above)	\$1,110.00
e. Mixed Use Residential (three residential units and above)	\$1,225.00
f. Commercial Fee	\$1,225.00
g. Mixed Use Commercial	\$1,500.00

Whenever a parcel of land is divided into two (2) or more lots, or when two (2) or more lots are combined, the property owner must develop a plan and have it reviewed and approved by the Norristown Planning Commission. In addition, whenever a new building or addition is to be constructed, plans for these improvements must come before the Norristown Planning Commission.

There are two (2) categories of fees related to subdivision and land development applications. Administrative fees cover the processing and review costs of applications as well as public notices, meeting attendance, plan distribution, and coordination of plan reviews by municipal professionals. Administrative fees are not refundable. Escrow fees are applied to the legal and engineering costs of plan reviews by municipal professionals. Unused escrow fees are returned to the applicant. Should the escrow fee balance be reduced to \$1000.00 or less, the Municipality reserves the right to request additional escrow fees.

2022 Consolidated Fee Schedule

4 Sub-division and Land Development Fees

<u>Subdivision Application Fees</u>	Application Fee	Escrow Deposit
Sketch Plan Submission	\$200.00	
Minor Plan Submission:		
Lot Line Adjustment	\$300.00	\$2,000.00
Simple Conveyance	\$300.00	\$2,000.00
Minor Subdivision	\$400.00	\$3,000.00 PLUS \$500.00/ Lot
Preliminary Plan Submission:		
Four or more lots	\$450.00	\$4,500.00 PLUS \$650.00/ Lot
Final Plan Submission:		
Four or more lots	\$450.00	\$4,500.00 PLUS \$650.00/ Lot
 <u>Land Development Application Fees</u>	 Application Fee	 Escrow Deposit
Minor Land Development	\$450.00	\$3,500.00 PLUS \$325.00/ 1000 SF of Building Area
Preliminary Plan Submission	\$750.00 PLUS \$150.00/ Acre	\$3,000.00 PLUS \$325.00/ 1000 SF of Building Area
Final Plan Submission	\$750.00 PLUS \$150.00/ Acre	\$3,000.00 PLUS \$325.00/ 1000 SF of Building Area

Certain uses in the Municipality are permitted as conditional uses and require approval by Municipal Council. Upon submission of a conditional use application, Council must conduct a conditional use hearing. Conditional use application fees cover administrative, advertising, legal, transcription and other costs associated with the conditional use hearing.

5 Drainage Plan Fees – SEE STORMWATER ORDINANCE

6 Annual Sign Assessments

Owners of property on which a sign is erected shall pay the Municipality an annual license fee as follows:

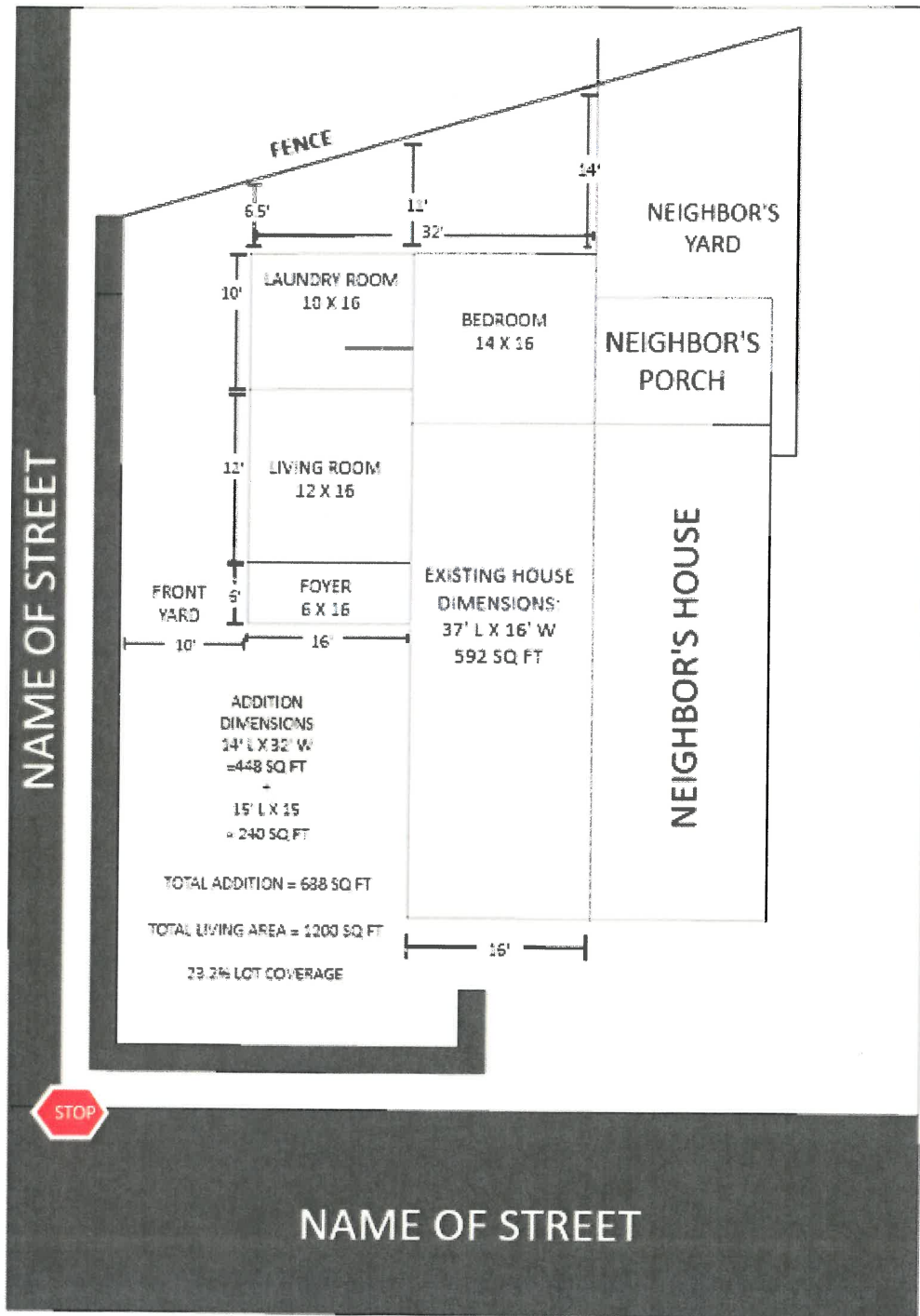
- | | |
|-----------------------------|-------------|
| a. Signs less than 12 SF | \$15.00 |
| b. Signs 12 SF to 24 SF | \$30.00 |
| c. Signs in excess of 24 SF | \$1.75 / SF |

7 Administrative Fee

Copies of Use Registration, Zoning Permits and/or Zoning Hearing Board Opinions and Orders (Cost does not include Zoning Hearing Board Transcript)	\$35.00
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DIAGRAM
PREPARED
FOR:

(ADDRESS OF PROPERTY)
NORRISTOWN, PA 19401



MODEL
EXISTING HOUSE WITH ADDITION
TOTAL LOT = 5500 SQUARE FEET

SCALE
1" = 10' 0"