

***Bristol Borough***  
***Bucks County, Pennsylvania***  
***Zoning Hearing Board***

*250 Pond Street*  
*Bristol, Pa 19007*  
*(215)785-4501*

**PROCEDURES FOR APPLICATION TO THE ZONING HEARING BOARD**

- COMPLETED APPLICATIONS** (1) **Applicant** must completely fill out the Application, including completed signatures by the Applicant and property owner. Please submit eight (8) complete packets of the required documents to the Borough including the original signed application. Please see Paragraph 12 of the Application for all documentation that must be made part of the Application packet.  
**\*\*YOUR APPLICATION WILL NOT BE ACCEPTED, AND NOT SCHEDULED FOR A HEARING, UNTIL ALL NECESSARY INFORMATION AND DOCUMENTS ARE PROVIDED WITH THE COMPLETED APPLICATION\*\*.**
- LEGAL ADVICE** (2) **Employees of Bristol Borough cannot complete the Application for you or provide legal advice.** Please seek the advice of an attorney regarding questions you may have about the Application packet.
- FILING DEADLINES** (3) The Zoning Hearing Board generally meets the third Wednesday of each month. In order to be scheduled for a Hearing, you must file and have the completed Application packet accepted before the end of the second week in the prior month.
- DEEDS** (4) Copies of the Deed for the subject property can be obtained from the Recorder of Deeds Office in the Bucks County Courthouse in Doylestown.
- PLOT, FLOOR AND ELEVATION** (5) Plot plans and floor and elevation plans must comply with the requirements of the Zoning Ordinance. Incomplete or insufficient plans may be the basis for the refusal of the Department to accept the Application or may be the basis for a refusal by the Zoning Hearing Board to grant the requested relief.
- ZONING ORDINANCES** (6) In order to properly complete the Application, you may need to refer to sections of the Bristol Borough Zoning Ordinance. Copies of the Zoning Ordinance are available for sale in the Department of Licenses and Inspections. There is also a copy available for public inspection at the same office. **Please be advised that the employees of the Department of Licenses and Inspections are not authorized to assist you in completing the Application or in explaining the Zoning Ordinance. Should you have any questions, it is recommended that you seek the advice of an attorney.**
- FEE SCHEDULES** (7) All Applications to the Bristol Borough Zoning Hearing Board. .... \$250.00  
**(All fees paid are non-refundable)**

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

Appeal No.: \_\_\_\_\_

**BOROUGH OF BRISTOL, PENNSYLVANIA**  
**APPLICATION FOR ZONING HEARING BOARD**

1) **Applicant:**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_

2) **Applicant's Relationship To Subject Property:** \_\_\_\_\_  
\_\_\_\_\_  
**(Owner, Equitable Owner, Lessee, Agent, Contractor, etc.)**

3) **Property Owner:**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_

4) **Attorney (if applicable):**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Phone:** \_\_\_\_\_

5) **Subject Real Estate:**  
**Street Address:** \_\_\_\_\_  
\_\_\_\_\_

**Tax Parcel No.:** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_

**Number and Description of Existing Building:** \_\_\_\_\_

**Zoning Classification:** \_\_\_\_\_

**Present Use of Land and Buildings:** \_\_\_\_\_  
\_\_\_\_\_

**Proposed Use of Land and Buildings:** \_\_\_\_\_  
\_\_\_\_\_

**When purchased by current property owners:** \_\_\_\_\_

6) Applicant is requesting (check all that apply):

\*Special Exception \_\_\_\_\_ EXPLANATION: \_\_\_\_\_

\*Conditional Use \_\_\_\_\_

\*Variance \_\_\_\_\_

\*Appeal from Action  
of Code Enforcement  
Officer \_\_\_\_\_

(include original date of Application to Officer and date of Officer's Decision)

\*Other \_\_\_\_\_

7) Please fully explain the specific relief requested of the Zoning Hearing Board (ie., Change of use, yard setback, sign variance, lot area, lot width, building area, etc.) \_\_\_\_\_

8) Please fully explain the additions, improvements, or alterations which are proposed for the subject property: \_\_\_\_\_

9) Please specify the Sections of the Bristol Borough Zoning Ordinance which you believe will permit the requested relief: \_\_\_\_\_

10) Please specify the reasons why the relief requested should be granted by the Zoning Hearing Board, including any pertinent information: \_\_\_\_\_

11) **Signs:** If you are requesting a Sign Variance or other relief with reference to a proposed sign, please provide the following information:

Sign Location: \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_

Total Sign Area: \_\_\_\_\_

Manner of Illumination (Wattage, external or internal): \_\_\_\_\_

Construction of sign and supports: \_\_\_\_\_

Sign Height from ground level: \_\_\_\_\_

Existing signs on premises: \_\_\_\_\_

(A detailed plan of the proposed sign must be included with the Appeal Package as provided by Paragraph 12.)

12) Has previous appeal or application for special exception or variance been filed in connection with this property? [ ] Yes [ ] No

13) **Appeal Packet:**

With this Application, you must attach and include seven (7) copies of the following:

- \_\_\_\_\_ Application to the Zoning Hearing Board (completely filled out)
- \_\_\_\_\_ Application Fee
- \_\_\_\_\_ Original Application to the Code Enforcement Officer (if applicable)
- \_\_\_\_\_ Written decision of Code Enforcement Officer (if applicable)
- \_\_\_\_\_ Property Plot Plan
- \_\_\_\_\_ Floor and Elevation Plans (if applicable)
- \_\_\_\_\_ Deed
- \_\_\_\_\_ Lease or Agreement of Sale (if applicable)
- \_\_\_\_\_ Documentation establishing Applicant's authority to file
- \_\_\_\_\_ Exhibits (Diagrams, permits, etc.)
- \_\_\_\_\_ Detailed Plan of sign (if applicable)
- \_\_\_\_\_ Photographs of property, exterior and interior (if applicable)

14) **Signature of Applicant and Property Owner:**

We understand that this Application is governed by the Zoning Ordinance of the Borough of Bristol and the procedures adopted by the Bristol Borough Zoning Hearing Board. We further swear and affirm that the information contained in the Application and in any attached documents, is true and correct to the best of our knowledge, information and belief.

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

\_\_\_\_\_  
Signature of Property Owner

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

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

**DO NOT WRITE BELOW THIS LINE**

=====  
Application Received by: \_\_\_\_\_

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

Time: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Payer: \_\_\_\_\_

Check No.: \_\_\_\_\_

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

**NOTICE OF ZONING HEARING:**

**Dates of Newspaper Advertisement:** \_\_\_\_\_

**Date Property Posted:** \_\_\_\_\_

**Zoning Officer Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicable Ordinance Sections:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_