



**BOROUGH OF CONSHOHOCKEN**

400 Fayette Street, Suite 200  
 Conshohocken, PA 19428  
 Phone (610) 828-1092 Fax (610) 828-0920

**Zoning Application Filing Procedures**

1. Zoning hearings are held as needed on the third Monday of each month as needed. Applications must be received and accepted a minimum of 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 any 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 and escrow deposit as follows. Two (2) separate checks should be made payable to the Borough of Conshohocken.

<u>APPLICATION FEES</u>	<u>ESCROW DEPOSIT</u>
1. Curative Amendment - \$500.00	1. Curative Amendment - \$1,000.00
2. Conditional Use <ul style="list-style-type: none"> <li>a. Residential Application Fee - \$150.00</li> <li>b. Commercial Application Fee - \$500.00</li> </ul>	2. Conditional Use <ul style="list-style-type: none"> <li>a. Residential - \$750.00</li> <li>b. Commercial - \$1,250.00</li> </ul>
3. Special Exception <ul style="list-style-type: none"> <li>a. Residential Application Fee - \$250.00</li> <li>b. Commercial Application Fee - \$500.00</li> </ul>	3. Special Exception <ul style="list-style-type: none"> <li>a. Residential - \$500.00</li> <li>b. Commercial - \$1,000.00</li> </ul>
4. Variance or Appeal <ul style="list-style-type: none"> <li>a. Residential Application Fee - \$250.00</li> <li>b. Commercial Application Fee - \$500.00</li> </ul>	4. Variance or Appeal <ul style="list-style-type: none"> <li>a. Residential - \$750.00</li> <li>b. Commercial - \$1,500.00</li> </ul>

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. Applications must be accompanied by a deed or an executed agreement of sale.
7. Other information as requested by the zoning officer must be provided with the application.

8. Applicants must submit two (2) copies of the completed application including supporting materials, and one (1) electronic copy of the application and supporting materials if requested.
9. 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.
10. 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; and the filing fee and escrow deposits are submitted.
11. 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. Complete Extension notice for conditional use application
  - c. Three (3) copies of conditional use applications must be submitted.
    - One (1) Electronic Copy
    - Two (2) Hard Copies
  - d. Conditional use applications must be signed and notarized.

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