



Upper Dublin Township at Commerce  
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## SUBMISSION GUIDE

# ZONING HEARING BOARD APPLICATION

- Refer to Upper Dublin Township Zoning Hearing Board Scheduled Meetings List for submission deadlines under Zoning at: <https://www.upperdublin.net/government/departments/community-planning-zoning>
- Zoning Hearing Board Application (must be notarized)
- Application fees due at time of submission: Residential Use Application Fee: \$500; Commercial Use Application Fee: \$1,500
- Three (3) copies of Deed showing current ownership – Can be acquired from Montgomery County’s Recorder of Deeds at: <https://www.montcopa.org/353/Recorder-of-Deeds>
- Copies of leases or agreements affecting the premises
- Eight (8) copies of the plan of real estate affected showing the location and dimension of improvements now erected and proposed, parking spaces, all dimensional requirements of the zoning ordinance, the building envelope, rights of way and easements. The plan must be prepared and sealed by a Registered Land Surveyor unless this requirement is waived by the Zoning Officer.
- Provide eight (8) copies of Building & Impervious Coverage Form, if applicable
- Provide a digital copy of a completed application (notarized application, deed, plot plan, and building coverage form). Digital copy can be submitted by flash drive or email. Total application file size cannot exceed 10 MB and must be in PDF format
- NOTE: Application will not be accepted or deemed complete by Upper Dublin Township until all of the above items have been submitted to the Zoning Officer’s satisfaction.
- Zoning & Planning Consultations (by appointment only): Monday – Friday, 9 am – 4pm
- Upper Dublin Township **strongly recommends** an applicant submit a set of copies of the following for the Zoning Board at least five (5) days prior to the date of the hearing:
  - Pictures of the front, back, and sides of the property
  - Petition from neighbors giving their consent
  - Copy of a structural drawing, if requested by Zoning Officer

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Form can be found under Zoning at: <https://www.upperdublin.net/government/departments/community-planning-zoning>

Fees in effect as of the revision date.

**PLEASE NOTE THAT THIS IS ONLY A GUIDE –  
ADDITIONAL FORMS, DOCUMENTS, SPECIFICATIONS, FEES, ETC. MAY BE REQUIRED**