



Haverford Township - Zoning Hearing Board Pennsylvania

Recording Procedures

The purpose of the Zoning Hearing Board of Haverford Township (“the Board”) is to hear applications for special exceptions, conditional uses, nonconforming uses, requests for variances, and appeals from determinations made by the zoning officer. The Board is a quasi-judicial body that gathers facts at a public hearing by taking testimony from the affected parties, and is charged with the legal responsibility of deciding whether to approve or disapprove applications and appeals. The Board will consider all relevant facts regarding the application, as well as evaluate its impact on the overall health and welfare of the community. Only testimony taken during the hearing, and given under oath, is considered by the Board. A court stenographer is present. Transcripts are available to any party at cost. The Board does not write the zoning ordinance.

The Board, in conjunction with the Board of Commissioners of Haverford Township, is commencing the video recording and televising of its hearings. The Municipalities Planning Code, 53 P.S. §10906(c), provides this Board authority to adopt rules and forms for its procedure, consistent with ordinances of the municipality and laws of the Commonwealth. As such, certain procedures relating to the recording of hearings before this Board are being implemented in order to protect the integrity proceedings and the record of the hearings before the Board. To wit:

1. These procedures shall be made available to the general public at all hearings before the Board.
2. These procedures shall be provided to each applicant to the Board.
3. The recording of hearings before this Board in no way replaces the notice requirements as set forth in the Municipalities Planning Code of the Commonwealth of Pennsylvania or the Code of the Township of Haverford, and viewing of recorded hearings shall not afford any parties, affected persons or other entities the opportunity to reopen any case closed before this Board.
4. The recording of hearings before this Board shall not be considered a requirement to the conduct of such hearings.
5. From time to time during the conduct of hearings, the Board may announce that it is going “off the record” for reasons including, but not limited to, consultation with counsel, executive session and administrative purposes; at all times when the Board is “off the record”, all recording of the proceedings shall be ceased until such time as the Board goes back “on the record”.

6. Any recording of hearings before this Board shall not be considered part of the evidentiary record in a case.
7. The Chairman of the Board may invoke time limitations for speakers who are not parties to the proceedings before the Board and may also limit testimony that is repetitive in nature.
8. Public recording of the hearings before the Board shall be permitted but shall be subject to these procedures and limitations, including cessation of all recording during each period while the Board is “off the record.”
9. Anyone wishing to record the hearings before the Board shall advise the Board of their intent to record the proceedings prior to the commencement of the hearing.
10. Live narration of the proceedings before the Board shall not be permitted.
11. All recordings shall be taken from a stationary position that does not unreasonably interfere with the conduct of the hearings before the Board and may not interfere with the ability of other attendees at the hearing(s) to see and/or hear the proceedings.
12. Lights and flash units shall be prohibited.
13. The Chairman of the Board may designate an area from which recordings must take place.
14. Violations of these procedures may result in a pause in the proceedings, continuance of the proceedings or removal from the hearing room if unreasonable disruption of the proceedings occurs.



Haverford Township - Zoning Hearing Board

Notice and Acknowledgement All Zoning Hearing Board Applicants

Whereas, the Zoning Hearing Board of Haverford Township (Board) has established certain rules and procedures pursuant to the General Laws of Haverford Township, Ordinance 1960, Chapter 182 (Zoning Code), Section 1001.D, subsection (2); and Whereas, it is the intention of the Board to notify all persons or parties having business before the Board that such rules have been promulgated for the purpose of expediting matters before it in an orderly and efficient manner; and NOW, THEREFORE, notice is hereby served that the following rules will be observed in all applications and appeals now and hereafter filed with the Board:

1. Seven packets containing a completed application with attached deed, agreement of sale or lease, plot plan where required and a copy of the ordinance provision or letter of determination of the Zoning Officer shall be submitted to the Director of Code Enforcement together with the required fees.
2. A surveyed plot diagram shall accompany applications involving the encroachment of a structure into a required building setback.
3. Applications involving a nonresidential use shall be accompanied by a traffic study prepared by a professional traffic expert.
4. You are requesting a hearing before the Zoning Hearing Board of Haverford Township, for which the Board will provide a legal advertisement in a newspaper of general circulation pursuant to the zoning code, mail notice to surrounding property owners, schedule a hearing, arrange for a court stenographer and Board attorney. It is expected that you will be fully prepared to present your case to the Board on the scheduled hearing date. In the event that it is necessary for you to request a continuance, you are advised that the Board will grant no more than two (2) such continuances throughout the length of the proceedings so long as the following conditions are met. Failure to comply with the conditions may result in the application being denied or dismissed with prejudice.
5. No continuance request will be permitted which exceeds forty-five (45) days from the date of the scheduled hearing.
6. Continuance request must include a waiver of all time constraints imposed on the Board.

7. A written request for continuance or withdrawal presented seventy-two (72) hours or more in advance of the scheduled hearing will be considered granted. Any request for continuance or withdrawal without prejudice made with less than 72 hours notice must be made in person before the Zoning Hearing Board at the scheduled hearing. The applicant should be prepared to present his or her case in the event the continuance/ withdrawal requested is not granted.

Acknowledgment

I/we, applicants/appellants to the Zoning Hearing Board, have been provided a copy of the rules and procedures of the Board. I/we hereby acknowledge that I /we have read and understand each of the rules contained therein.

Applicant

Co-applicant or agent

Print name(s) as it appears on the application to the Board

Date: 07/01/24



Haverford Township - Zoning Hearing Board

Property Address:

Applicants Name:

TO THE ZONING HEARING BOARD OF THE TOWNSHIP OF HAVERFORD, DELAWARE COUNTY, PENNSYLVANIA:

The undersigned hereby appeals from the decision of the Zoning Officer, or requests a special exception or variance from the terms of the Township Zoning Code (Ordinance 1960, Chapter 182) and submits the following facts:

1. The name, address, phone number and email of the appellant or applicant is: appellant or applicant's attorney, if any, is:

2. The ownership or other legal interest of the appellant or applicant is (attached copy of deed, agreement of sale or lease agreement to verify interest):

3. A specific reference to the order or decision appealed from, or to the section of the Ordinance upon which the application for special exception or variance is based, is:

4. That under the Haverford Township Zoning Ordinance of 1974, as amended, the said property and land is classified as: _____ District.

5. Appellant or applicant requests the Zoning Hearing Board to grant the following:
(state in detail)

6. The statement of grounds for the appeal, or the reasons, both in law and in fact, for the relief sought is:

7. Attached hereto is a true and correct copy of the order, requirement, decision or determination of the Zoning Officer.

Wherefore appellant(s) or applicant(s) request(s) that the Zoning Hearing Board fix a time for a hearing on this application and grant the aforesaid relief so as to permit the use of the above described land as requested.

Appellant or Applicant

Appellant or Applicant

I hereby depose and say that all of the above statements and the statements contained in all the exhibits transmitted herewith are true.

Sworn to and subscribed before me
this day of ,20

Notary Public or District Justice