

CITIZENS GUIDE
TO
MEDIA BOROUGH

**ZONING
HEARING
PROCESS**

Meetings on the fourth
Thursday of each month.
Additional information
can be found on:

- Cable Channel 10
- www.mediaborough.com

BOROUGH OF MEDIA

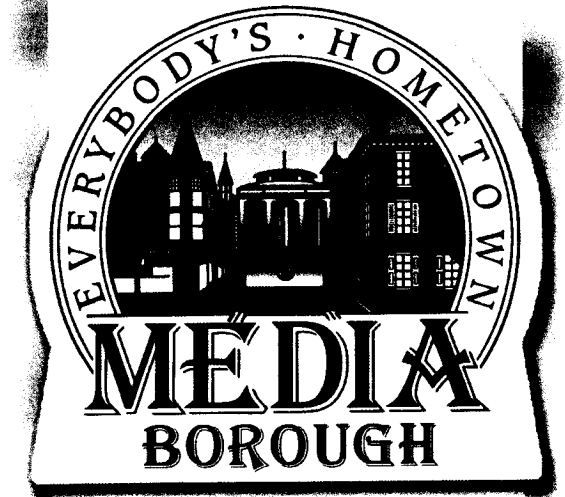
DEPARTMENT OF CODE ENFORCEMENT & ZONING
301 N. JACKSON STREET, 2ND FLOOR

MEDIA, PA 19063
610-566-5210, ext. 247
Fax 610-566-0335

jim_jeffery@mediaborough.com



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Steps Necessary to Apply for Zoning Hearing

1. Applicant applies to the Borough of Media on forms supplied by the Borough for a variance or special exception. Note that the application for a variance/special exception requires the applicant to ask for zoning relief from a specific section of the zoning code.

2. It is **imperative** that an applicant abide by the following provision of the Pennsylvania Municipalities Planning Code concerning contact with any member of the Media Borough Zoning Hearing Board:

Section 908. Hearings.

The board shall conduct hearings and make decisions in accordance with the following requirements:

(8) The board or the hearing officer shall not communicate directly or indirectly with any party or his representatives in connection with any issue involved except upon notice and opportunity for all parties to participate. The members shall not take notice of any communication, reports, staff memoranda, or other materials, except advice from their solicitor, unless the parties are afforded an opportunity to contest the material so noticed and shall not inspect the site or its surroundings after the commencement of hearings with any party or his representative unless all parties are given an opportunity to be present.

3. The first step in processing your application for a variance is review by the Media Borough Planning Commission. The Planning Commission's regular meeting is the first Tuesday of every month at 7:30 p.m. in the Borough Council chambers of the Media Municipal Center, 301 N. Jackson Street.

4. The applicant or a representative who is capable of discussing with the Planning Commission any questions that may arise **must attend the meeting**. Questions that cannot be answered due to the absence of a representative may cause the application to be opposed by the Borough Council since the zoning hearing must, by Commonwealth Law, be held within 60 days of the Borough receiving the application.

5. In order for the Planning Commission to review your application at its Tuesday meeting, the application must be submitted to the Code Enforcement Department by noon on the Monday fourteen days prior to the meeting date. The Code Enforcement Department is located on the second floor of the Media Municipal Center 301 N. Jackson Street. The Media Borough mailing address is:

Borough of Media
301 N. Jackson Street, 2nd Floor
Media, PA 19063

Applications may be submitted to the Borough offices between 8:30 a.m. and 4:30 p.m. Monday-Friday, excluding legal holidays. Applications will not be accepted after 4:30 p.m.

6. The Planning Commission reviews the application and makes a recommendation to Borough Council. That recommendation generally takes one of these forms:

- a) Council should oppose the request for zoning relief based upon reasons the Planning Commission submits to Council.
- b) Council should support the application, but with conditions that the Planning Commission submits to Council.
- c) Council should not oppose the application.

NOTE: The Planning Commission review is advisory only.

While the Planning Commission can recommend to Council that the application be opposed, Council is not bound by that recommendation.

7. Media Borough Council will review the recommendation from the Planning Commission and formulate a position at their workshop meeting prior to their standard council meeting held on the third Thursday of each month. Formal action that is rendered at the Thursday council meeting generally takes one of the below listed forms:

- a) Council opposes the request for zoning relief and authorizes the Borough Solicitor to appear at the zoning hearing in opposition to the request.
- b) Council supports the application, but with conditions that it will present as testimony at the Zoning Hearing.
- c) Council is not opposed to the application and will not present any evidence or testimony at the Zoning Hearing.