

**Borough of Darby**  
**Department of Code Enforcement**  
**ZONING APPLICATION**  
1020 Ridge Avenue, Darby, PA 19023  
PHONE: 610-586-0428 FAX: 610-534-1987

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

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Contact Number for Applicant: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Contact Number for Owner: \_\_\_\_\_

Present Zoning for Property: \_\_\_\_\_

Intended Use of Property: \_\_\_\_\_

Reason you have requested a Zoning Hearing: (Please note Section of the Zoning Code)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Include the following with your Application:

1. Application Fee (\$1,000.00)
  2. Letter to Zoning Board explaining your Request.
  3. Authorization letter if applicant can not attend the hearing.
  4. Copy of deed or lease showing you may open the above mentioned business on the property.
  5. Please attach all plot plans or construction drawings when applicable.
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**Borough Use Only**

Date Application Received: \_\_\_\_\_ Date Advertised in Local Paper: \_\_\_\_\_

Date Property Posted: \_\_\_\_\_ Date Notice Sent: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Board Decision: \_\_\_\_\_

### Darby Borough Zoning Procedure

Submit Application with proper fee and provide all necessary information as outlined in application

Once the application is received and reviewed by the Code Dept staff it will then be sent to the Zoning Solicitor. The Zoning Solicitor will then notify the Zoning board members and they will in turn pick a date for a hearing. You will be notified by mail as to when the hearing is scheduled to take place

In accordance with State and Local laws the application must be posted in the local newspaper for 2 weeks prior to the hearing date. Then the property and surrounding area must be posted with the notice advising persons that a hearing is going to take place for the proposed use.

Once the Zoning board holds the hearings and renders a decision keep in mind either party can appeal the decision for up to 30 days after the written decision is rendered. After the 30 days has past and your application is found in favor you will then need to submit a Non-Residential Occupancy Application, which is your request to operate a business in the Borough of Darby. All Non-Residential Occupancy Applications must be submitted to the code office by the first day of each month. The Ordinance Committee, which meets on the first Wednesday of each month will review the application and make a recommendation to approve or deny the application. The Applicant or a representative must attend the ordinance committee meeting. The meetings are held at the Borough Hall starting at 6:30pm. If the Application is approved it will then be submitted to the Borough Council for final approval. The council meetings are held on the third Wednesday of Each month starting at 7:15 you must also attend that meeting as well.

If the application receives the final approval of Council you will then need to meet with the Code Dept to apply for all necessary permits for work you are going to do to the property. A Certificate of Occupancy/ Business License will not be issued until the property complies with all State and local fire and building codes. Please make sure all-important information is provided to the Borough such as Emergency contact information, Alarm System information and Trash removal company information.

If you have any questions or concerns please feel free to contact the Code Dept At 610-586-0428