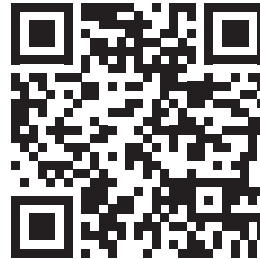


ABOUT THE COURSE

This course provides an opportunity for zoning hearing board members, zoning administrators, planning commissioners, and elected officials—regardless of experience—to learn the basic principles, procedures, and information needed to effectively carry out their functions in the administration of municipal zoning.

The course covers the technical aspects of zoning and how to build effective relationships with the public. Hands-on experiences and practice exercises are built into each session. Participants learn the techniques and procedures for conducting fair and effective zoning hearings are practiced in a mock zoning hearing session.

The course focuses on the principles and practices for administering municipal zoning ordinances



**Montgomery County
Planning Commission**

PO Box 311
Norristown, PA 19404-0311
www.montcopa.org/Planning

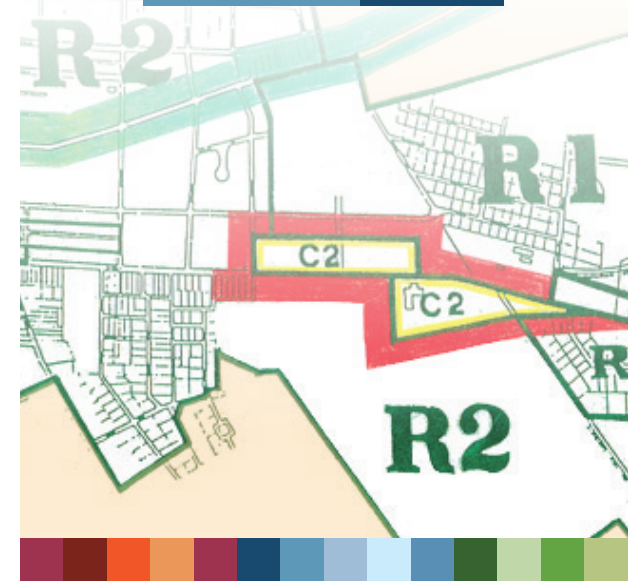


**Montgomery County
Board of Commissioners**

Valerie A. Arkoosh, MD, MPH, *Chair*
Kenneth E. Lawrence, Jr., *Vice Chair*
Joseph C. Gale, *Commissioner*

**PLANNING
SMARTER**

MONTCO 2022



The Course In Zoning Administration

May 12, 19, 26



Sponsored by Montgomery County Planning Commission
www.montcopa.org/Planning
PO Box 311 • Norristown, PA 19404-0311



THE COURSE IN ZONING ADMINISTRATION

The Montgomery County Planning Commission invites you to attend *The Course in Zoning Administration*. This in-depth, three-session course covers the technical aspects of the various zoning applications and appeals. Participants practice the techniques and procedures for conducting effective zoning hearings in a mock zoning hearing.

The comprehensive course will be taught in three consecutive Thursday sessions:

May 12, 19, 26, 2022

- Towamencin Township building (Meeting Hall)
- 1090 Troxel Road, Lansdale PA, 19446
- Sessions run from 6:30 p.m. – 9:30 p.m. Please arrive at 6 p.m. on the first evening.
- You are welcome to arrive a little early at each session to relax and enjoy a light meal.

COURSE TOPICS

- Principles of zoning
- Key zoning terms
- The zoning administration team
- Zoning officer duties
- Enforcement notices
- Zoning hearing procedures, variances, special exceptions/conditional uses, and nonconformities

COURSE MATERIALS

All participants will receive a copy of the *Pennsylvania Municipalities Planning Code* and a handbook, which is used for hands-on experience with the course content.

REGISTRATION

The course is limited to 25 persons, and preregistration is required. Register by mail or online at www.montcopa.org/PlanningCourses. Tuition is \$110 per person. Municipal officials and staff of municipalities with a current planning assistance contract with MCPC are eligible for a discounted rate of \$90. You may enclose a payment with your registration form, bring a payment to class (check or exact cash amount), or mail a check to the address listed. Absences may be made up. The sponsor reserves the right to cancel and refund tuition if insufficient registrations have been received.

REGISTRATION FORM

The Course in Zoning MAY 12, 19, 26

Registration Fee: \$110 per person*

Registrant will pay by personal check or cash.

Municipality/business will provide check.

Contact for Invoice: _____

E-Mail: _____

Please make check payable to
Montgomery County Treasurer

Payment is due by the final session of the course.

**Discounted rate of \$90 for municipalities with a current planning assistance contract with MCPC.*

Name

Affiliation

Address

City/State/Zip

Phone

E-mail (IMPORTANT)

SEND REGISTRATION & PAYMENT TO:

Montgomery County Planning Commission
PO Box 311
Norristown, PA 19404-0311

Attn: Rita McKelvey
Contact: Rita McKelvey • rmckelvey@montcopa.org
Phone: 610.278.3753 • **FAX:** 610.278.3941



Registration Deadline – May 11, 2022