

HEARING APPLICATION INSTRUCTIONS

1. An "**APPLICATION FOR HEARING**" form must be completed and filed for a hearing. All applicants must provide information for each item down to number 1 (except the box in the upper right corner) on the front side of the application. Also, the appropriate section(s) (1, 2, and/or 3) must be completed. Finally, all applicants (lessee, owner, or owners) must sign and date the application at the bottom of the second page.
2. The **FILING FEE** required in the amount of **\$400.00** must be paid at the time of filing the application. The fee may be returned only if the "**APPLICATION FOR HEARING**" is withdrawn within twenty-four (24) hours following the Planning Commission meeting.
3. **INFORMATION REQUIRED FOR SPECIAL EXCEPTION OR VARIANCE APPLICATION.** Each application for a Special Exception or Variance must be accompanied by the information below:
 - a. Site Plan: including location and use of open spaces and structures and other improvements on the lot. Must be drawn to a scale of 1 inch = 20 feet for lots less than 1/2 acre and to a scale of 1 inch = 50 feet for larger lots. The north point must be shown on all site plans.
 - b. Ground floor plans and elevations of existing and/or proposed structures. Interior plans must be drawn to a scale of 1/4" = 1'.
 - c. Names and mailing addresses of property owners within 200 feet of the property lines and any such others as the Zoning Officer may require.
 - d. The names and widths of abutting streets and highways.
 - e. Proposed off-street parking and loading areas, access drives and walks.
 - f. Additional information required by the Zoning Ordinance for special uses.
 - g. Provide 14 copies of the application and any required attachments.
4. When all the above listed requirements are met, file application, plans and other exhibits with the Zoning Officer and pay the filing fee. The application must be complete in every respect, with all questions and demands answered.
5. A copy of the plan approved by one of our third party code services must be submitted to the Borough after local approval is granted and before a building permit may be issued if applicable.
6. **ALL APPLICATIONS TO BE CONSIDERED AT A CERTAIN MONTH'S MEETING MUST BE RECEIVED NO LATER THAN NOON ON THE FIRST DAY OF THE MONTH PRECEDING THE REGULARLY SCHEDULED MONTHLY MEETING (THIRD MONDAY) OF THE PLANNING COMMISSION UNLESS EXTENDED BY PERMISSION FROM THE ZONING OFFICER.**

