

INSTRUCTION AND RECOMMENDATIONS TO APPLICANTS WHO ARE APPLYING TO THE ZONING HEARING BOARD

The following recommendations are made by the Zoning Officer to applicants who are applying to the Zoning Hearing Board

- This is a legal proceeding; it may be advisable to contact an attorney to assist in completing the application and appearing before the Zoning Hearing Board.
- The applicant must fill out all portions of the application and be sure to identify the portion of the Zoning ordinance which pertains to your case.
- The Zoning ordinance outlines the jurisdiction and procedures of the Zoning hearing Board. The applicant should review and become familiar with these sections of the Zoning Ordinance. The Zoning Ordinance is available on-line. There will be a link to the Zoning Ordinance on the home page. Hard copies are also available at the township office for sale.
- The Zoning Hearing Board appreciates as much detail as possible concerning the property, to be submitted with the application. You may want to engage a Professional Engineer, Architect or surveyor to prepare these plans for you. If prepared by a nonprofessional, the preparer must appear at the Zoning Hearing Board Hearing to state under oath that they are complete and accurate.

AN APPLICATION THAT IS NOT COMPLETE WILL NOT BE ACCEPTED

CONDUCT OF HEARINGS

- The applicant or/and authorized representative **MUST** appear at the hearing to present the case. Lack of attendance may result in denial of the application.
- A complete presentation of all facts should be made.
- Any supporting documents, photographs, petitions, letter, etc. you feel may aid the Zoning Hearing Board in its eventual decision may be offered into evidence. Provisions of such items are usually worthwhile.
- Those in attendance will be permitted to ask questions and cross-examine any of your witnesses. You will be permitted to cross-examine any adverse witnesses.
- Should you be a “stranger to the courtroom” and/or uncomfortable in making this type of presentation you may wish to seek legal or other professional representation.