

ZONING HEARING BOARD APPLICATION INSTRUCTIONS

1. The **APPLICATION FORM** must be filled out completely with full answers to every statement and question. The application MAY NOT be signed by an agent, but MUST be signed by the owner, owners or attorney.
2. The **FILING FEE**, required in accordance with the latest fee schedule, must be paid at the time of filing application. The fee schedule can be found on the Township website, or by contacting the Township office. This fee only partially covers the extra cost to the municipality of investigating and processing the application through its various stages. (Make checks payable to: Conoy Township).
3. **INFORMATION REQUIRED FOR SPECIAL EXCEPTION OR VARIANCE APPLICATION.** Each APPLICATION for a special exception or variance must be accompanied by the information below and must be submitted on sheet size of 11 by 17 inches, or multiples thereof.
 - a. Site Plan: Including location and use of open spaces and structures and other improvements on the lot. Must be drawn to a scale.
 - i. Lot: The location and dimension of the lot.
 - ii. Streets: Names and widths of abutting streets and highways.
 - iii. Structures & Yards: Locations, dimensions and uses of existing and proposed structures and yards on the lot, and as practical, of any structures within one hundred (100) feet of the proposed structured, but off the lot.
 - iv. Wells and Septic Systems: Locations of existing on-site water wells and septic systems on the lot and, if served by such facilities.
 - v. Improvements: Proposed off-street parking and loading areas, access drives and walks. Proposed sewage disposal system.
 - vi. 100-year Floodplain.
 - vii. Easements (drainage, utility, etc.).
 - viii. Floor plans of all floors of building.
 - b. Ground floor plans and elevations of proposed structures (floodplain only).
 - c. Names and addresses of adjoining property owners and such others' as the Zoning Officer may require.
 - d. Additional information required by the Zoning Ordinance for special uses.
4. **PHOTOGRAPHS ARE SUGGESTED FOR SPECIAL EXCEPTION OR VARIANCE APPLICATION.** PHOTOGRAPHS of the property involved, not over 8 ½ x 11 inches, but of adequate size to illustrate the condition of the property under discussion, are always helpful.
5. When all above listed requirements are met, file seventeen (17) copies of the Application, Plans and other exhibits with filing fee to Zoning Officer. (5 ZHB, 10 PC/ZO, 1 BOS, 1 File) The Application must be complete in every aspect, with ALL questions answered before the staff can receive and certify the Application.

THIS IS A LEGAL PROCEEDING; IT MAY BE ADVISABLE TO CONTACT AN ATTORNEY TO REPRESENT YOU AT THE HEARING.

Hearings are conducted the 4th Thursday of the month (subject to change due to Holidays)
Return application & payment by submission deadline.

Zoning Hearing Board – Hearing _____, 6:00 p.m.