

ZONING HEARING BOARD APPLICATIONS SUBMISSION CHECKLIST AND INFORMATION

Application Deadline: Third Thursday of each month

Zoning Hearing Date: Third Thursday of month following application submittal

Planning Commission Date Second Tuesday of month

The applicant and/or legal counsel on behalf of the applicant *must be present* at the Zoning Hearing Board hearing, and must also attend the Planning Commission meeting.

Applicants should be prepared with documentation to support their request *such as but not limited to*; drawings of what is existing and what is proposed (interior and exterior) with dimensions, photos of property and adjacent properties, and site plans. See below.

RECOMMENDED SUBMISSION MATERIAL *WITH* THE APPLICATION

- 10 copies of the Application to the Zoning Hearing Board
- Application Fee
- 10 copies of the site plan (See below for contents)
- 10 copies of any supporting documentation

RECOMMENDED DOCUMENTS TO BRING TO ZONING HEARING

- 6 copies of the Site Plan (see below for information that should be included)
- 6 copies of any supporting documentation
- 6 copies of qualification for professionals presenting expert testimony for Applicant

RECOMMENDED SITE PLAN CONTENTS

The Site Plan Should show the following information, where applicable:

1. Property lines
2. Existing adjacent streets and adjacent property lines, including landowner names and road names
3. Approximate locations and names if any, of existing man-made and natural features including but not limited to watercourses and lakes, known or suspected wetlands, rock outcrops and stone fields, wooded areas and tree masses, floodplains, septic systems, wells, steep slopes, and rights-of-way, easements and restrictive covenants which might affect the project
4. Approximate locations of all existing buildings, structures, and driveways with dimensions and distance to property lines
5. Location and dimensions of proposed improvement(s) to the property for which the variance is being requested along with dimensions to property lines and existing buildings and structures.
6. Graphic scale – if the plan is not to scale, and accurate spatial depiction and specific dimensions must be provided
7. Name of proposed development, if any
8. Land Owner and Applicant names and addresses(if business property, include names and addresses of corporation officers and major stockholders, if applicable)