

## HEARING APPLICATION INSTRUCTIONS

1. The APPLICATION FORM must be filled out completely with full answers to every And question. The application MAY NOT be signed by an agent or attorney but MUST be signed the lessee, owner, or owners.
2. The FILING FEE required in the amount of \$700.00 , must be paid at the time of filing of application. This fee only partially covers the extra cost of the municipality of investigating and processing the application through it's various stages.
3. INFORMATION REQUIRED FOR SPECIAL PERMIT OR VARIANCE APPLICATION. Each APPLICATION for a special permit or variance must be accompanied by the information below and must be submitted on 8 ½ X 11 inch sheets of paper 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 of 1 inch = 20 feet for lots less than ½ acre and to a scale of 1 inch = 40 feet for larger lots.
  - B. Ground floor plans and elevations of proposed structure.
  - C. Names and address of all adjoining property owners and such other as the Zoning Officer may require.
  - D. Additional information required by the Zoning Ordinance for special uses.
4. PHOTOGRAPHS REQUIRED FOR SPECIAL PERMIT 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 and may be requested as exhibits with application.
5. When all the above requirements are met, file the application, the plan and any other exhibits with the Secretary of the Zoning Hearing Board and pay a filing fee. The application must be complete in every respect, with all questions and demands answered before the staff can certify the application.