

LOWER WINDSOR TOWNSHIP

ZONING HEARING 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 or attorney, but MUST be signed by the lessee, owner, or owners.
2. The **FILING FEE** required must be paid at the time of filing application. 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: Lower Windsor Township). The Filing fee is not refunded after 24 hours of submittal. For the initial hearing application, the fee is \$ 500.00. For each additional hearing, a \$100.00 fee is required.
3. **INFORMATION REQUIRED FOR SPECIAL EXCEPTION OR VARIANCE APPLICATION.** Each APPLICATION for a special exception or variance must be accompanied by the information below. NO rolled plans will be accepted.
 - 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 structure.
 - 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.
 - b. Ground floor plans and elevations of proposed structures (flood plain only).
 - c. Names and addresses of adjoining property owners *must* be provided.
 - d. Additional information required by the Zoning Ordinance for special uses.
4. **Photographs of the property or proposed use.** 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. With all above listed requirements, file the Application, Plans and other exhibits with the Township and pay the filing fee. The Application must be complete in every aspect, with ALL questions answered before the staff can receive and certify the Application. **Applicant must submit 7 complete packages for the Planning Commission review and 7 complete packages for the Zoning Hearing Board review.**

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

Return Application & Payment per the Lower Windsor Township's Submittal Schedule.