

Notice and Acknowledgement
All Zoning Hearing Board
Applicants

Whereas, the Zoning Hearing Board of Haverford Township (Board) has established certain rules and procedures pursuant to the General Laws of Haverford Township, Ordinance 1960, Chapter 182 (Zoning Code), Section 1001.D, subsection (2); and

Whereas, it is the intention of the Board to notify all persons or parties having business before the Board that such rules have been promulgated for the purpose of expediting matters before it in an orderly and efficient manner; and

NOW, THEREFORE, notice is hereby served that the following rules will be observed in all applications and appeals now and hereafter filed with the Board:

- 1) Seven packets containing a completed application with attached deed, agreement of sale or lease, plot plan where required and a copy of the ordinance provision or letter of determination of the Zoning Officer shall be submitted to the Director of Code Enforcement together with the required fees.
- 2) A surveyed plot diagram shall accompany applications involving the encroachment of a structure into a required building setback.
- 3) Applications involving a nonresidential use shall be accompanied by a traffic study prepared by a professional traffic expert.
- 4) You are requesting a hearing before the Zoning Hearing Board of Haverford Township, for which the Board will provide a legal advertisement in a newspaper of general circulation pursuant to the zoning code, mail notice to surrounding property owners, schedule a hearing, arrange for a court stenographer and Board attorney. It is expected that you will be fully prepared to present your case to the Board on the scheduled hearing date. In the event that it is necessary for you to request a continuance, you are advised that the Board will grant no more than two (2) such continuances throughout the length of the proceedings so long as the following conditions are met. Failure to comply with the conditions may result in the application being denied or dismissed with prejudice.
- 5) No continuance request will be permitted which exceeds forty-five (45) days from the date of the scheduled hearing.
- 6) Continuance request must include a waiver of all time constraints imposed on the Board.
- 7) A written request for continuance or withdrawal presented seventy-two (72) hours or more in advance of the scheduled hearing will be considered granted. Any request for continuance or withdrawal without prejudice made with less than 72 hours notice must be made in person before the Zoning Hearing Board at the scheduled hearing. The applicant should be prepared to present his or her case in the event the continuance/withdrawal requested is not granted.

Acknowledgment

I/we, applicants/appellants to the Zoning Hearing Board, have been provided a copy of the rules and procedures of the Board. I/we hereby acknowledge that I /we have read and understand each of the rules contained therein.

Applicant

Co-applicant or agent

Print name(s) as it appears on the application to the Board

Date