

## NOTICE OF APPEAL INSTRUCTIONS

BUSHKILL TOWNSHIP  
1114 BUSHKILL CENTER ROAD  
NAZARETH, PA 18064

1. Submit completed and signed Zoning permit application (eight copies) if this has not already been done and is deemed necessary by the Zoning Officer.
2. Submit completed and signed eight (8) copies of "Notice of Appeal" forms.
3. Remit the Hearing fee of five hundred dollars (\$500.00) payable to Bushkill Township.
4. Submit eight (8) copies of any and all descriptions, maps, plans, sketches, etc. of the proposed use and/or building. The Zoning Officer may request additional information that pertains. The Zoning hearing Board may request any information deemed necessary.
5. Change of Use Hearings will require site plan review by the Bushkill Township Planning Commission prior to the Zoning Hearing Board Hearing. The submission fee for a site plan review is three hundred dollars (\$300.00) payable to Bushkill Township.
6. Submit a list of the last known address of owner of record for properties at least partially within 500 feet of the lot line of the subject property.
7. The Zoning Hearing Board normally meets the second Monday of each month. Once the Zoning Officer receives your completed application, your hearing will be scheduled within sixty (60) days of the submission date. It is strongly recommended that you make application at least forty (40) days prior to the hearing date.
8. The applicant shall conspicuously post a written notice provided by the Township on the subject property at least seven (7) days prior to the hearing date.

### PUBLIC HEARING REQUIREMENTS:

Prior to taking action on any matter related to this Ordinance for which a public hearing is required, such a hearing shall be held after public notice has been published with the first notice not being more than thirty (30) days before the hearing and the second publication not less than seven (7) days. Also, notification by mail to the property owner requesting Board action shall be made at least fifteen (15) days prior to said hearing. Decisions shall be rendered within forty-five (45) days of said hearing.