

INSTRUCTIONS FOR COMPLETING AN APPLICATION
FOR A HEARING BEFORE
THE ZONING HEARING BOARD
OF THE BOROUGH OF NESCOPECK

1. Attach all documents relating to the request for a special exception to this application. Please check to see that all questions on this application are answered completely.

2. Attach a copy of the plot plan (drawn to scale) of the property in question which shows the location and size of the lot, the location of improvements now present and/or proposed and any other changes proposed. THIS PLOT PLAN SHALL INCLUDE THE FOLLOWING:

- (a) Property Lines
- (b) Streets and alleys
- (c) ALL structures
- (d) ALL dimensions, including lot length and width, lot area, building dimensions, front, rear and side setbacks, all off-street parking spaces, etc.
- (e) Size and placement of any signs.

THIS PLOT PLAN MUST BE DRAWN TO SCALE!

3. Attach a listing of the names and addresses of ALL PROPERTY OWNERS within 200 feet of all property lines of the property in question. The list is to include the actual address, the actual property owner and the property owner's address if the property is tenant occupied.

4. Attach a check payable to the Borough of Nescopeck in the amount of \$ ^{650.00}

5. All hearings will be heard in their assigned numerical order. Hearings are open to the public and all persons interested shall be heard.

6. Hearings must be held within sixty (60) days of the date the completed application is received by the Borough of Nescopeck.