

NOTICE OF APPEAL INSTRUCTIONS
BUSHKILL TOWNSHIP ZONING
HEARING BOARD

BUSHKILL TOWNSHIP
1114 BUSHKILL CENTER ROAD
NAZARETH, PA 18064

1. Submit nine (9) copies of the completed and signed Zoning permit application to the Zoning Officer.
2. Submit nine (9) copies of completed and signed "Notice of Appeal" forms.
3. Remit the Hearing fee (as set by resolution annually) payable to Bushkill Township. Please call the Bushkill Township administrative office for the correct fees. Check or Cash accepted. (610-759-1250)
4. Submit nine (9) copies of 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 set by resolution annually. Please call the Bushkill Township administrative office for submission to the Planning Commission, dates and correct fees.
6. Submit a list of the property owners' names and addresses that are located partially or completely within 500 feet of the lot line of the subject property.
7. The regular Zoning Hearing Board meets the second Monday of each month. Once the Zoning Officer receives all copies of the completed application, including all fees and documentation, 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.