

ZONING HEARING CHECKLIST

Please note: It is the Applicant/Applicants representative's responsibility to present a complete oral presentation at the time of the public hearing.

In addition to the oral presentation, it is important that the applicant have the information requested below. The requested information should be attached to the application when applying.

FROM THE APPLICANT:

- 1. Fully completed ZHB Application for Hearing
- 2. Copy of Deed(s) to property describing boundaries and ownership.
If Deed references a recorded subdivision a "true" copy of said recorded subdivision.
- 3. A plot plan showing:
 - Boundaries of lot(s)
 - Abutting street(s)
 - Abutting property(ies) showing size and ownership of same.
 - Existing structure and/or improvements
 - All utilities
 - Placement of proposed structure and/or improvement
 - North reference arrow
 - Scale of Plot Plan
- 4. A true representation of proposed structure (house plan, garage plan, shed plan, fence.)
- 5. Any related information the applicant can furnish to the Zoning Hearing Board that the applicant deems relevant. (Letter of no objection from neighbors, narrative description of what is being proposed, etc. Is there hardship (a hardship cannot be economic)? Be prepared to explain why (what "hardship" exist that the variance should be granted.)
- 6. Attach a true copy of a prior order, requirement, decision, or determination of the Zoning Officer and/ or the Board.
- 7. Check made payable to the "Moosic Borough Zoning Board of Adjustment" in the amount of five hundred dollars (\$500.00) for said hearing

* Note this is a general guideline of items which may be required for a hearing before the ZHB. It is not intended to be an all inclusive listing

Submit applications in-person, by mail, or fax to the Moosic Borough office.

P. (570) 457-5480 | F. (570) 457-0762 | 715 Main Street, Moosic, PA 18507 | MoosicBorough.org