ZONING HEARING BOARD (ZHB) FLOW CHART

Anytime

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Applicant typically calls and sets up appointment with the Township Planning and Zoning Department to review the proposed zoning permit (bulk or use application). Staff provides guidance to applicant on what relief if any may be needed and what the next steps will be, based on the Article XXVI §295-203 of the Zoning Code.

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Prior to 1st Friday of the month → **2nd Friday of the month** → **Next five days**

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Hold pre-application meeting with applicant to review their application for completeness.

Deadline for applications that have been reviewed as part of the pre-application process and assigning of appeal #'s and folders.

Establish history on parcel and any prior approvals.

Four weeks prior to hearing

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- Staff preparation, review and approval of the ZHB legal and public notices.
- Establish 500' radius from the subject property; generate notices for mailing to neighbors of the appellant.

Three weeks prior to the hearing/ the week before the PC meeting

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- Post the affected property and send out public notices about the upcoming review meetings and Committees who will be making a recommendation on the appeal(s).
- Run legal ad in the local paper before Noon on Wednesday of that week, for ad to appear in Sunday's paper. The first notice shall run not more than 30 days from the hearing, and the second notice will run not less than seven (7) days prior to the date of the hearing (once each week for two successive weeks prior to hearing).

4th Monday of the month → **1st Wednesday of the following month**

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Planning Commission review and recommendation to the Building and Zoning Committee on the Zoning Appeals.

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Building and Zoning review and recommendation to the ZHB on the Zoning Appeals.

2nd Monday of the month → **3rd Tuesday of the month**

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ZHB meeting at 7:30 p.m. at Curtis Hall, 1250 W. Church Road, Wyncote, PA. per Article XXXI §295-236. Meetings.

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Alternate ZHB meeting at 7:30 p.m at Curtis Hall, 1250 W. Church Road, Wyncote, PA.

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45 days from hearing
ZHB to render signed decision

Next Building and Zoning
or Public Works Committee

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Review of decisions by the Board of Commissioners for consideration of Action: No Action or Appeal.

30 day appeal period

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Period during which any party with standing to the hearing by the ZHB, can appeal to the Common Pleas Court after the Finding of Fact and Conclusion of Law is issued.

Within two years of the ZHB decision, §295-211. Expiration.

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Secure any and all Permits, Licenses and Inspections as required by law,
OR proceed with the Subdivision and Land Development process if required.