

APPLICATION INSTRUCTIONS AND PROCEDURES

- ✓ The application must be filled out in full. If information or submittal items are missing, the application will be deemed incomplete and returned to the applicant.
- ✓ The application MUST be signed by the property owner.
- ✓ An attorney is not required but the Borough Council acts as a quasi-judicial board and proceedings are done as such.
- ✓ Please fill out all sections of the Borough Code that relief is sought.
- ✓ The following items must be included with the completed application:
 - Detailed narrative of the relief sought citing the appropriate zoning section.
 - Two (2) copies of all plans and exhibits.
 - Check made out to "Borough of Liverpool" in the amount of \$600.00.
- ✓ Once the application is submitted the Borough has 60 days to schedule a hearing.
- ✓ The following notifications/postings of the hearing are done by the Borough:
 - Notice of the hearing is published in the local newspaper.
 - Notice of the hearing is posted on the Borough website.
- ✓ All Conditional Use applications are heard in front of the Liverpool Borough Planning Commission prior to the Conditional Use Hearing. The applicant must make arraignments to be placed on the Planning Commission agenda by contacting the Borough Secretary at (717) 444-3194.
- ✓ The Borough Council has 45 days to render a decision following the close of the hearing(s).
- ✓ Any continuation requested by the applicant will be charged a \$100.00 fee.

NOTE: The Borough Council Zoning Officer or Borough Staff cannot give legal advice or gauge how a decision will be rendered.