

INSTRUCTIONS AND CERTIFICATION

Please file 10 paper copies and an *electronic copy* of application forms and exhibits with the Upper Southampton Township Zoning Hearing Board c/o Township Zoning Officer.

Exhibit

Check Off

Exhibits

- () (1) Attach as Exhibit A a photocopy of the deed for the premises.
- () (2) Attach as Exhibit B a site layout plan of the real estate affected in this application. The site layout plan shall be drawn to scale showing the location, dimensions and height of proposed buildings, structures or uses and any existing buildings in relation to property and street lines. It must be neatly prepared and accurately drawn to one of the following scales, 1" = 20', 1" = 30', 1" = 40' or 1" = 50'. The plan must show, where applicable, dimensions of the premises, structures, and all impervious coverage and compute their appropriate ratios; all proposed improvements and dimensions (if any), and setbacks for front, side, and rear yard areas. The plan must clearly indicate any other changes desired, together with all other pertinent information required by the zoning ordinance in order to adequately review the application. **Failure to supply a satisfactory site layout plan as described above will result in the Township not accepting Application. The Township prefers that all site layout plans be prepared by a PA licensed Engineer or Land Surveyor.**
- () (3) Attach as Exhibit C a signed affidavit that written notice has been sent to the owners and/or occupants of property according to the requirements of Ordinance #2024-479. A copy of the list shall accompany the affidavit.
- () (4) If applicable, attach as Exhibit D a copy of the application filed with the Zoning Officer.
- () (5) If applicable, attach as Exhibit E a copy of the action of the Zoning Officer from which the appeal is taken.
- () (6) If applicant is not the owner, attach a copy of authority as Exhibit F, such as an agreement of sale, option, or lease.

CERTIFICATION:

I We (*cross out one*) hereby certify, under penalty of perjury, that the facts set forth in this appeal or application are complete, true, and correct.

Dated _____

Signature(s) of Applicant(s)

APPLICATION IS ACCEPTED FOR FILING:

Dated _____

Zoning Officer

Case Number _____