

**WILLIAMS TOWNSHIP
GENERAL INSTRUCTIONS FOR
ZONING HEARING BOARD APPLICANTS**

1. The application must be completed in its entirety and all supporting documents must be furnished.
2. The application must be on file with the Zoning Hearing Board no later than the 4th Wednesday of each month for the next month's hearing. Applicants must be prepared to proceed to hearing upon their application at the advertised meeting; otherwise, the petition will be denied (unless the advertised meeting be postponed by the Board upon cause shown or upon their own motion).
3. The following must accompany all applications:
 - a. The filing fee per the Williams Township Fee Schedule, payable in cash or check made payable to the order of Williams Township. This filing fee is NON-RETURNABLE in any event.
 - b. The lot number involved including the address, with its dimensions and subdivision name, if any, or Northampton County Tax Assessment Map designation.
 - c. A site plan, drawn to scale, showing all existing and proposed features, both natural and man-made.
 - d. A site plan showing all properties within 200 feet of all property lines of the subject property and the names and mailing addresses of all owners of these properties clearly indicated.
4. All Zoning Hearing Board hearings shall be open to the public.
5. No decision by the Zoning Hearing Board shall relieve any applicant from the responsibility of obtaining any required permits in the manner prescribed by the Zoning Ordinance.
6. Nothing herein provided shall in any manner relieve the petitioner from any requirement of Act No. 247, known as the "Pennsylvania Municipalities Planning Code"
7. Applications will not be considered until all information is supplied.