

UPPER MORELAND ZONING HEARING BOARD  
RULES AND PROCEDURES

PREFACE

Pursuant to 53 P.S. 10906 (c), the Zoning Hearing Board adopts the following Rules and Procedures in addition to those contained in the Upper Moreland Zoning Ordinance and the Pennsylvania Municipalities Planning Code.

A. CONTINUANCES/POSTPONEMENTS

1. When an applicant postpones a scheduled hearing and requests a continuance, the applicant shall pay a continuance fee of \$200. for residential applications and \$400. for all non-residential applications. This fee is required because of the additional costs of new pictures, advertising, posting and sending new notices to neighbors.
2. It is recommended that a postponement request be received in writing ten (10) days prior to the scheduled hearing date. If such notice is less than ten (10) days, then the applicant accepts that the matter may not be heard for a minimum of three (3) weeks additional from date of postponement in order to allow time for re-advertisement and notice.
3. Any request for a continuance or a postponement must be in writing. The application will not be rescheduled unless an explicit request for rescheduling is also submitted in writing concomitant with the continuation request or at a later time. Any request for continuance by the applicant automatically extends the required time for hearing under the laws of the Commonwealth.
4. If the matter has been continued/postponed upon applicant's request and the applicant does not request a rescheduling within ninety (90) days of the first scheduled hearing, the application shall be considered withdrawn by the applicant.
5. If an application has been deemed withdrawn as described in number four above or has been withdrawn by the applicant, there shall be a refund of eighty percent, (80%) of the application fee paid. If the matter has been heard whether or not the record has been closed, there shall be no refund.

B. SIGN IN SHEET

The applicant's witnesses and the applicant's attorney, if any, must sign in on the sign-in sheet on the night of the hearing. Persons in opposition who wish to testify and be heard with regard to an application shall also sign in on the night of the hearing. Copies of the sign-in sheet shall be available upon request to the Zoning Hearing Board secretary during normal business hours.

COMMUNICATION WITH BOARD

Applicants are not to have any ex parte communication with the Zoning Hearing Board members.

REGULAR MEETINGS

1. Regular meetings shall be held at 7:30PM on the second and fourth Thursday of each month.
2. The Board, in its discretion, will hear no more than six hearings per evening.
3. The Board, in its discretion, shall not conduct hearings later than 11:00 PM. Any matters which may not have been heard or finished on the scheduled night because of this time constraint will be continued to the next regularly scheduled hearing date at no cost to the applicant.
4. No meetings shall be held in August.
5. The Board has the discretion to hear applications in any order, not necessarily in the order advertised.

I have received and read the Rules and Procedures of the Zoning Hearing Board of Upper Moreland Township.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_