

A property owner contacts the Zoning Officer to get a Zoning Permit Application. The Officer mails it out to the property owner.	No action required by the ZHB
The Zoning Officer receives the completed Zoning Permit from the property owner; reviews it; inspects the property; and either approves or denies the Permit Application.	No action required by the ZHB
If the Zoning Officer denies the property owner's Application, he sends them a "Denial Letter" and copies it over to the ZHB through the ZHB Secretary and the Boro Office as a "head's up" only.	No action required by the ZHB
The property owner's (if they choose to do so) contacts the Boro Office to pick up an <u>Application for Appeal Hearing</u> . Upon completion of the Application, the property owner mails it to the Zoning Officer.	No action required by the ZHB
Upon receipt by the Zoning Officer, the Zoning Officer sends the Appeal Documentation to the ZHB notifying them that an Appeal has been filed and requesting that a <u>hearing date be chosen</u> within 15 days of the date the Zoning Officer received the Appeal. (Bob should email the Appeal Notification Letter A.S.A.P to the ZHB and the Boro, prior to mailing the full documentation packet to the ZHB Secretary -- so the ZHB can make sure the hearing date is chosen within 15 days of his receipt of the completed Appeal Application)	The ZHB has 15 days - from the official receipt by the Zoning Officer - to choose a hearing date. Note: The hearing date to be chosen must be within 60 days of the date the Appeal is received by the Zoning Officer.
The Zoning Hearing Board Chairman schedules the hearing	The first hearing (there may be more than one depending on the complexity of the matter) must occur within the 60 day time limit.
The Zoning Hearing Board Secretary delivers copies of the Appeal to the Members of the Board and its Counsel by mail and/or hand delivery. (whatever is appropriate / convenient)	ZHB Members review and research matter
The ZHB Secretary prepares the Legal Notice of the hearing and handles advertisement of the same	The Legal Notice must run 2 times (on 2 separate, successive weeks) 1 st run must be NOT MORE THAN 30 days before the hearing date and the 2 nd run must not be NOT LESS THAN 7 days before the hearing
The ZHB Secretary sends a certified letter to the property owners notifying them that a hearing date and time has been set. (after the 1 st printing in the paper & include the actual notice cut from the paper) All others, the Board Members, Board Counsel, Bob S. and the Borough Office, will receive a copy of the letter by regular U.S. Mail.	---
The Zoning Hearing Board Secretary arranges for a Court Reporter	---
The ZHB Secretary checks to ensure that the subject property has been officially "posted" 7 days prior to the Hearing.	---

NOTE: Typically Appeal Hearings occur immediately following the "General Business – Regular Meeting" of the ZHB.