

## INSTRUCTIONS FOR A SPECIAL EXCEPTION

Complete the application to the best of your ability. Attach whatever documentation to the application that you feel would be of benefit to the zoning hearing board.

Attach a listing of all property owners with addresses (this can be obtained from the county tax assessment office) within five hundred (500) feet in all directions of the property where you are seeking the special exception.

Attach a check made payable to Scott Township in the amount of \$350.00.

When the above items are completed, submit them to this office.

When the application is submitted, the following actions will be undertaken:

- A. A hearing will be scheduled for the application. The regular meeting night of the zoning hearing board is the fourth Monday of the month.
- B. We will notify the applicant, the zoning hearing board, and the adjoining property owners of the time and date of the hearing.
- C. We will advertise the hearing in the paper, as required by law.
- D. We will post the property with hearing notices.

When you receive your notification of the hearing, you should plan to attend and present testimony, or plan to have someone else attend in your place.

The zoning hearing board will then hold a hearing. One is usually sufficient, but more may be necessary. Sworn testimony is given and recorded by a stenographer. All interested parties are given the opportunity to present testimony

A decision on the application may be made on the night of the hearing, however, the zoning hearing board does have sixty days in which to reach a decision and announce it at a public meeting.

ZONING HEARING BOARD  
SCOTT TOWNSHIP  
COLUMBIA COUNTY, PENNSYLVANIA

**APPLICATION FOR A SPECIAL EXCEPTION**

The undersigned requests the granting of a Special Exception by the Zoning Hearing Board of Scott Township as set forth below:

**BACKGROUND**

1. Name and Address:

\_\_\_\_\_ 2. Location of property in question:

\_\_\_\_\_ 3. What is the zoning district of the property in question:

\_\_\_\_\_ 4. What is your interest in the property in question? Please set forth whether you own the property, lease the property, intend to lease the property, intend to purchase the property, or have an agreement of sale:

\_\_\_\_\_ 5. Set forth in detail the Special Exception you are requesting and the section of the Scott Township Zoning Ordinance under which you are requesting the Special Exception:

\_\_\_\_\_ 6. Set forth why you feel that a Special Exception should be granted:

\_\_\_\_\_ 7. Attach all documents relating to this request for a Special Exception to this application here.

**ATTACHMENTS**