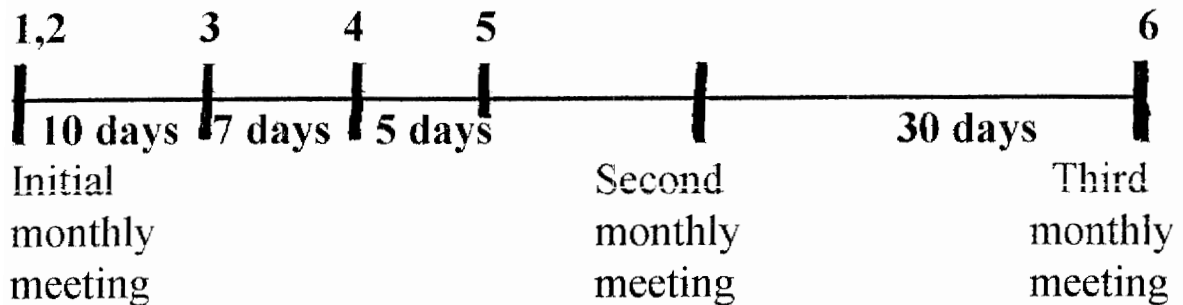


PENN TOWNSHIP PLANNING AND ZONING PROCEDURES



Days are CALENDAR days.

1. Application accepted or rejected.
2. Accepted applications sent to Engineer and Solicitor for comments.
3. Returned comments are sent to the applicant.
4. Applicant returns corrected application to Director of Community Development.
5. Application sent to Planning and Zoning Commission for inclusion in the next monthly meeting agenda.
6. Incomplete applications Denied, or Tabled with a Waiver signed by the applicant

PENN TOWNSHIP, PENNSYLVANIA
PLANNING AND ZONING COMMISSION

STATEMENT OF PROCEDURES

MARCH 19, 2002

1. Each application will be accepted as complete and properly filed, or returned for resubmission, by motion adopted by the majority of the Planning and Zoning Commission members present at the regularly scheduled monthly meeting.

2. Accepted applications will be sent out to the Township Engineer and Solicitor for appropriate comments on completeness and correctness.

These comments will be returned to the Director of Community Development within **ten (10) calendar days** for review.

3. The comments will then be sent to the applicant for review and compliance, and the application will be resubmitted to the Planning and Zoning Commission within **seven (7) calendar days**, in compliance with the comments.

4. The Director of Community Development will review the resubmitted application for completeness and correctness, and make it available to the Planning and Zoning Commission **within Five (5) calendar days**.

5. At the next regularly scheduled monthly meeting, the Planning and Zoning Commission will Approve, Deny, or Table (with time Waiver if necessary), by motion of the majority of those members present.

6. If the application is deemed incomplete after sixty (60) calendar days, it will be Denied or Tabled, only with a Waiver signed by the applicant.