

**TOWNSHIP OF MIDDLETOWN
DELAWARE COUNTY, PENNSYLVANIA**

(610) 565-2700

**27 N. PENNELL ROAD
MEDIA, PA 19063**

FAX (610) 566-3640

**Zoning Hearing Board
Continuance Policy**

From time to time, an applicant may find it necessary to request that the Zoning Hearing Board grant a continuance from a scheduled hearing date. To minimize scheduling conflicts and to allow sufficient time to notify Board members and staff, as well as, other parties of interest, such request for continuance shall be submitted in writing to the Middletown Township Zoning Officer at least seven (7) days prior to the scheduled hearing date. The continuance request shall specify a date certain for the rescheduled hearing and reason for rescheduling. In addition, the request shall include applicant's agreement to waive the time restrictions imposed by the PA Municipalities Planning Code and the Middletown Township Zoning Ordinance relative to the required time period, subsequent to receipt of an application, within which the Board shall convene to hold a hearing on the application.

In the instance when circumstances arise necessitating a request for continuance after the seventh day prior to the scheduled hearing, in addition to the written request and waiver indicated above, the applicant or applicant's attorney shall personally appear before the Zoning Hearing Board on the scheduled hearing date to explain the nature and reason for such request.

Failure to comply with the Zoning Hearing Board's Continuance Policy may result in dismissal of the application and require the filing of a new application and payment of a new application fee.