

WESTFALL TOWNSHIP
INSTRUCTION SHEET FOR APPLICATION OF APPEAL
SHORT-TERM RENTAL ORDINANCE

All Short-Term Rental Ordinance appeals for Westfall Township must be submitted to the Township Office with the attached forms completed. Each appeal shall be considered separately at an additional hearing; multiple applications must be submitted (fees will be applied accordingly). Forms that are improperly completed will be deemed incomplete and returned to the appellant. Appeals to the board must fully set forth the determination appealed from, a detailed reason or basis for the appeal, and the relief sought. Every appeal shall refer to the specific provision of circumstance of the case, and such claims must be explained in detail on the appeal forms.

1. Appeals of a determination of the Zoning Officer under this Chapter, to deny any application for, or to renew, a Short-Term Rental License or to revoke a Short-Term Rental License shall be filed with the Board of Supervisors at the Township's business office within thirty (30) days of the date of the determination appealed from.
2. Appeals shall be processed as follows:
 - a. All appeals shall be in writing and signed by the Appellant on forms prescribed by the Township, and shall be accompanied by a fee, the amount of which shall be established by the Township Supervisors, which may include notice and advertising costs, and necessary administrative overhead in relation to the hearing.
 - b. Each appeal shall fully set forth the determination appealed from, a detailed reason or basis for the appeal, and the relief sought. Every appeal shall refer to the specific provision of circumstances of the case.
3. Hearings. The Board of Supervisors shall conduct hearings and make decisions pursuant to Local Agency Law, and in accordance with the following requirements:
 - a. Written notice shall be given to the Appellant, the Zoning Officer and to any person who has made a timely request for the same. Written notices shall be given at such time and manner as shall be prescribed by rules of the Board of Supervisors, but not less than fifteen (15) days prior to the Hearing.
 - b. The hearing shall be held within sixty (60) days from the date the appeal is filed unless the Appellant has agreed in writing to an extension of time.
 - c. The hearings shall be conducted by the Board of Supervisors. The decision or, where no decision is called for, the findings shall be in writing by the Board of Supervisors within forty five (45) days after the conclusion of the hearing, unless the Appellant has agreed in writing to an extension of time and shall be communicated to the Appellant and any other parties who have entered their appearance and requested a copy of the decisions, at the address provided by them either by personal delivery or by United States First Class Mail, postage prepaid.
 - d. The Chairman or Acting Chairman of the Board or the hearing officer presiding shall have power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant documents and papers, including witnesses and documents presented by the parties.
 - e. The parties shall have the right to be represented by counsel and shall be afforded the opportunity to respond and present evidence and argument and cross-examine adverse witnesses on all relevant issues.
 - f. Formal rules of evidence shall not apply, but irrelevant, immaterial, or unduly repetitious evidence may be excluded.
 - g. The Board of Supervisors may but is not required to make a stenographic record of the proceedings. In the event a stenographic record of the proceedings is not provided by the Board

of Supervisors, a stenographic record shall be made and kept at the request of any party agreeing to pay the costs thereof. Any party or other person desiring a copy of the stenographic record shall order the copy directly from the stenographer who prepared the same and shall pay the cost imposed by the stenographer for the copy directly to the stenographer.

- h. The Board of Supervisors, shall not communicate, directly or indirectly, with any party or any party's representatives in connection with any issue involved except upon notice and opportunity for all parties to participate; shall not take notice of any communication, reports, staff memoranda or other materials, except advice from their own solicitor, unless the parties are afforded an opportunity to contest the material so noticed; and shall not inspect the site or its surroundings after the commencement of hearings with any party or any party's representatives unless all parties are given an opportunity to be present.

Complete the attached forms as follows:

1. Complete the Appellant, Property Owner, Attorney, Property Location information, and stenographer information.
2. Provide supporting documentation and/or the relief requested from the Short-Term Rental Ordinance. Use a separate sheet if necessary.
3. Provide eight (8) copies of all documentation provided.

Payment for Hearing and Stenographer Deposit is due at time of application. Checks shall be made payable to Westfall Township. If payment is not made in full the appeal will be rejected.

WESTFALL TOWNSHIP
APPLICATION OF APPEAL
SHORT-TERM RENTAL ORDINANCE

Appellant:

Name:

Company:

Address:

City, State, Zip:

Phone:

Email:

Relationship to Property Owner:

Property Owner:

Name:

Address:

City, State, Zip:

Phone:

Email:

Attorney:

Name:

Address:

City, State, Zip:

Phone:

Email:

Property Location:

Address:

City, State, Zip:

Tax Map Number:

Stenographer: *A stenographic record shall be made and kept at the request of any party agreeing to pay the costs thereof.*

Circle one: The appellant **Requests** or **Does not Request** a stenographer to attend the hearing.

