



TOWNSHIP OF HALFMOON

100 MUNICIPAL LANE · PORT MATILDA, PA 16870

TELEPHONE : (814) 692-9800

www.halfmoontwp.us

APPLICATION FOR PROPOSED ORDINANCE AMENDMENT

APPLICANT (Name): _____

Address: _____

Phone: _____ Email: _____

CHAPTER/SECTION OF EXISTING ORDINANCE TO BE AMENDED:

Section: _____ Paragraph: _____

DESCRIPTION OF PROPOSED ORDINANCE AMENDMENT:

DESCRIBE REASON FOR ORDINANCE AMENDMENT:

Applicant Signature: _____ **Date Submitted:** _____



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PROCEDURE FOR A TEXT AMENDMENT REQUEST

(The following procedures are required by the Pennsylvania Municipalities Planning Code Act 247 of 1968, as amended by Act 170 of 1988)

- 1. A Text Amendment Request is initiated with the filing of an application in the Administration Office. The request must include proposed verbiage for the change in text. The \$2,500.00 non-refundable fee must also accompany the application. Application and fee must be submitted no less than 2 weeks prior to the Halfmoon Township Board of Supervisors' meeting date for introduction at the meeting.*
- 2. The Halfmoon Township Board of Supervisors will introduce the ordinance and refer the Text Amendment Request to the Halfmoon Township Planning Commission and the Centre Region Planning Commission for recommendations.*
- 3. The Halfmoon Township Planning Commission considers the request and makes a recommendation. The Centre Region Planning Commission will make a recommendation at their regularly scheduled meeting.*
- 4. The Halfmoon Township Board of Supervisors will set a public hearing date no sooner than 30 days from the forwarding of the ordinance to the Planning Commission for their recommendations.*
- 5. The public hearing on the Text Amendment Request is advertised and held. Publication of legal notices will occur prior to the public hearing.*
- 6. The Halfmoon Township Board of Supervisors approves or disapproves the Text Amendment Request at a subsequent meeting after the public hearing. A legal notice is published to advertise the meeting at which the vote is to be taken.*