



# 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:**

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**DESCRIBE REASON FOR ORDINANCE AMENDMENT:**

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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 \$750.00 fee must also accompany the application, if the actual costs are less than the fee, a refund may be requested. 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.*