

# **Procedure Policy for Applicants, Expert Witness, and Township Residents attending the Planning Commission, Zoning Hearing Board Meetings and Appointments**

**All Applicants, Expert Witness, and Township Residents attending the Planning Commission or Zoning Hearing Board must conform to the following guidelines.**

1. Any residents that would like to review the plans and applications of agenda items, for the Planning Commission or Zoning Hearing Board, shall call the Building and Planning Department at 215-633-3644 and make an appointment to provide testimony.
2. All applicants, expert witness, and township residents attending the Planning Commission or Zoning Hearing Board must bring and wear their own face mask. Anyone that does not show up with a face mask will be turned away and not permitted to attend the meeting/hearing. A face mask shall be worn at all times. No exceptions.
3. All attendees shall visit the Bensalem Township Website and download the Visitor Health Questionnaire on the township website: [www.bensalempa.gov](http://www.bensalempa.gov).
4. The Visitor Health Questionnaire must be completed the day of the meeting/hearing you plan on attending. The Visitor Health Questionnaire will be kept **CONFIDENTIAL**.
5. Please do not show up until 10 minutes prior to the time specified on the agenda, for the item you plan on attending. There will be no admission prior to the time specified for the agenda item.
6. All attendees (as noted above) shall enter Bensalem Township at the main entrance (Clock tower entrance). The applicant and any witness shall be limited to the fewest possible to provide testimony. For example, the residents planning to attend, shall be limited to one family spokesperson. If several residents are planning on attending as a group, pick one spokesperson and have that person attend the meeting/hearing; not the entire group. Please remember space is limited to provide for social distancing.
7. Upon entering the Bensalem Township Building you will be checked in, your temperature will be taken and the Appointment Screening Questionnaire will be reviewed and collected. If you have a fever you will be turned away from entering the Township Building.
8. Once checked in you will proceed to the lobby area to wait until invited into the meeting room.
9. The meeting room will be disinfected and wiped down after the conclusion of each meeting/hearing and prior to the start of the next one. Only then will you be able to move from the lobby into the meeting room.
10. Residents that have come to hear the meeting/hearing shall proceed to the seating area.
11. Please be precise and to the point when speaking to the Commission/Board. All agenda items are timed, so please be quick and precise with your presentation.
12. Upon conclusion of the meeting/hearing the attendees will exit the meeting room and exit Bensalem Township through the main entrance.