

Bensalem Township Procedures and Policies

Applicants, Expert Witness, and Township Residents Attending Township Planning Commission and Zoning Hearing Board Meetings

All Applicants, Expert Witness, and Township Residents attending Meetings of the Township Planning Commission or Zoning Hearing Board must conform and comply with the following guidelines.

1. Any residents who would like to review the application or plans of any matter listed on the agenda of a scheduled Township Planning Commission or Zoning Hearing Board Meeting must call the Township Building and Planning Department at 215-633-3644 to schedule a time and date to view the application or plans during Township business hours then in effect.
2. Any residents who would like to attend the public hearing for any matter listed on the agenda of a scheduled Township Planning Commission or Zoning Hearing Board Meeting, or who would like to request party status for any matter listed on the agenda of a scheduled Township Zoning Hearing Board Meeting, must call the Township Building and Planning Department at 215-633-3644 prior to the date of the meeting, during Township business hours then in effect, to notify the Township of your intention to attend the hearing and, if applicable, to participate as a party.
3. All applicants, expert witness, and Township residents who have notified the Township of their intention to attend a scheduled hearing before the Township Planning Commission or Zoning Hearing Board must bring and wear their own face mask at all times that they are within the Township Building. Any person without a face mask will be turned away from the Township Building and will not be permitted to attend and/or participate in the meeting/hearing. A face mask shall be worn at all times. No exceptions.
4. All applicants shall attempt to limit their attendees, professionals and witnesses to only those necessary for the hearing on the subject application.
5. Where multiple members of a household plan to attend a hearing, please note that each such household will be limited to one household spokesperson. If multiple residents of a neighborhood plan to attend as a group, it is asked that they designate one spokesperson and have just that person attend the meeting/hearing to speak on behalf of the entire group. Please remember space is limited to provide for social distancing, and the Township is attempting to accommodate everyone who wishes to be heard while also maintaining the safety of everyone in the Township.
6. Prior to arrival at the Township Building, all persons shall visit the Bensalem Township Website at www.bensalempa.gov and print out the Visitor Health Questionnaire found on the Website. The Visitor Health Questionnaire must be completed as of the day of the meeting/hearing you are attending and provide to the Township personnel at the entrance to the Township Building upon your arrival. The Visitor Health Questionnaire will at all times be kept **CONFIDENTIAL**.
7. Please arrive at the Township Building ten (10) minutes prior to the time scheduled on the agenda for the specific matter/hearing that you are attending. Please do not attempt to

enter the Building prior to this time, as there will be no admission to the Township Building prior to the time specified on the agenda for that particular matter/hearing..

8. All previously registered attendees (as noted above) shall enter the Township Building at the Main Entrance (Clock Tower Entrance).
9. Upon entering the Bensalem Township Building you will be checked in, your temperature will be taken and your Visitor Health Questionnaire will be reviewed and collected. If you have a fever you will be turned away from entering the Township Building.
10. Once checked in you will proceed to the lobby area to wait until invited into the meeting room.
11. The public areas of the meeting room will be wiped down and disinfected at the conclusion of each meeting/hearing and prior to the start of the next one. Only then will you be invited to move from the lobby into the meeting room.
12. Overflow seating within the Township Building that provides a live audio feed of the meeting will also be provided for each hearing, and will be disinfected and wiped down following each hearing.
13. Please sit only in those seats designated for the public inside the public meeting room.
14. As all agenda items are on a schedule so as to help maintain social distancing, it is asked that all applicants and residents please be precise and to the point when addressing the Commission/Board.
15. Upon conclusion of the meeting/hearing the attendees will exit the meeting room and exit Bensalem Township through the Rear Entrance Doors as directed by Township Personnel.

ALL PERSONS WITHIN THE BENSALEM TOWNSHIP BUILDING ARE EXPECTED TO AT ALL TIMES OBSERVE ANY AND ALL SOCIAL DISTANCING AND OTHER COVID-19 DIRECTIVES OF THE TOWNSHIP, STATE AND CDC. FAILURE TO DO SO WILL RESULT IN YOU BEING DENIED ACCESS TO THE TOWNSHIP BUILDING.

PLEASE BE CONSIDERATE OF OTHERS. THANK YOU.