

**ADVISORY NOTICE TO ALL APPLICANTS**

**All applicants must read and sign this advisory:**

- 1. The applicant(s) and property owner(s) are advised to attend any necessary meetings or hearings pertaining to their particular application. Legal standing is required and this generally consists of owning the property, leasing the property, or having an executed agreement of sale. It is the sole responsibility of the applicant, lessee, and/or property owner to establish and have standing to represent to the Planning Commission and/or Zoning Hearing Board.**
- 2. Other persons may be allowed to represent subject to the acceptance of the Commission or Board. However, the applicant and property is advised to attend together with other accepted individuals, professionals, or representatives.**
- 3. Staff will process applications as presented. It is the applicant(s) sole responsibility to provide adequate and detailed information and plans sufficient to meet the needs of the Planning Commission and Zoning Hearing Board. The Planning Commission and Zoning Hearing Board could require additional information and may require additional plans or diagrams as deemed necessary for the review of your application.**
- 4. Please direct any inquiries regarding legal standing to your attorney or legal advisor.**
- 5. Although we will guide you through the appropriate process, it is not the responsibility of the City of Wilkes-Barre, City Employees, Board or Commission, to prepare you, advise you, or to represent, provide, or produce documentation you may need to provide for your application.**

**APPLICATION NUMBER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_