

## CONDITIONAL USE PROCEDURES

Request in writing is made to Board of Supervisors via Zoning Officer on application form provided.

Application must contain:

Completed application form containing a statement reasonably informing governing body of the matters that are at issue.

Seven <sup>3</sup> (~~7~~) <sup>(AND A PDF COPY)</sup> copies of a site plan and supporting data showing:

- Size, location and topography of the site.
- Use of adjacent land.
- Proposed size, bulk, use and location of buildings.
- Location and proposed function of all yards, open spaces, parking areas, driveways, storage areas, and accessory structures.
- Location of all utilities.
- Provisions for parking, moving or unloading of vehicles.
- Timing of construction proposed.

The Zoning Officer:

- Inspects application for completeness.
- Collects application fee of Seventy-Five Dollars (\$75.00). (Additional costs for services of qualified consultants in determination of ordinance conformance shall be borne by applicant.)
- Signs application.
- Issues a receipt and a copy of the application.
- Forwards application to Board of Supervisors.

Board of Supervisors schedule a Public Hearing not later than sixty (60) days after application is filed.

Official filing date of application will be date of next regular meeting of Board of Supervisors after the application is submitted.

Public Hearing advertisement is made.

## CONDITIONAL USE PROCEDURES

Board of Supervisors submit application to the Planning Commission at least thirty (30) days prior to Hearing.

Planning Commission submits a report of an advisory opinion prior to Hearing date.

Board of Supervisors shall vote on application within thirty (30) days following last Public Hearing.

Within fourteen (14) days after decision of Board of Supervisors, decision is communicated to applicant, in writing, at applicants last known address.

Note:

Conditions may be attached to decision of Conditional Use.

Applicant has right of appeal from decision in accordance with Article 10 of Act 247 of Pa. Municipality Planning Code.

Noteworthy areas of concern of Ordinance 91-2:

- General Requirements (§ 401.1).
- Criteria and Conditions of Approval (§ 405).
- Performance Standards (§ 406).

Other possible responsibilities of Ordinance 91-2:

- Guarantee of Improvements (§ 407).
- Property Protection Bond (§ 408).
- Road Bond (§ 409).
- Insurance (§ 410).

A copy of Ordinance 83-1 and Ordinance 91-9 relating to Conditional Uses are available for a nominal fee of Five Dollars (\$5.00).

# CONDITIONAL USE APPLICATION

REF NO. CU- \_\_\_\_\_

DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_ LOT & BLOCK \_\_\_\_\_

ZONING \_\_\_\_\_ ACREAGE \_\_\_\_\_

I hereby make application for Conditional Use as prescribed in the Forward Township Zoning Ordinance 83-1 and amended Article Four Ordinance 91-2, Conditional Uses.

Present use of property \_\_\_\_\_

Detailed description of proposed use \_\_\_\_\_

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all provisions of the Forward Township Zoning Ordinances applicable to this project.

\_\_\_\_\_  
ZONING OFFICER

\_\_\_\_\_  
APPLICANT SIGNATURE

OFFICIAL USE ONLY

Recommended action by Planning Commission: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ CHAIRMAN \_\_\_\_\_ SECRETARY \_\_\_\_\_

Recommended action by Board of Supervisors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE \_\_\_\_\_ CHAIRMAN \_\_\_\_\_ SECRETARY \_\_\_\_\_