

Manheim Borough
15 East High Street, Manheim, PA 17545
Phone 717.665.2461 Fax 717-665-7324

APPLICATION FOR A CONDITIONAL USE HEARING

Date Received _____ Fee Paid \$ _____ Check No _____ Case Number _____

All Conditional Use requests are sent to the Planning Commission (PC) prior to the Council meeting. The Planning Commission will review and provide recommendations to Council based on their findings. Attendance at both meetings is recommended to answer any questions that may come up at that time

Planning Mtg Date: _____ Planning meets 7:00 the 3rd Monday of the month

Council Mtg Date: _____ @ 7:00 Date is dependent on the PC meeting

Legal Name of Land Owner of Record or Business:

Mailing Address:

Contact phone No: _____ Email: _____

Name of *Applicant:

Contact phone No: _____ Email: _____

****If the Applicant is not the Owner a letter of acknowledgement from the Owner shall be provided along with this application.***

All applications to the Conditional Use Hearing must be filed at the Borough Office no later than 30 days prior to the next hearing date for review and acceptance by the Zoning Officer. **All information including six copies for the Planning Commission meeting and seven copies for Borough Council (total of 13 copies) and necessary fees must be submitted with the application.** Failure to do so will constitute an incomplete application which along with the fee will be returned to the applicant.

Receipt of approval from the Borough Council does not relieve the applicant of the requirement to comply with all other Borough Ordinances and Regulations. Applicant shall obtain all approvals and permits required by applicable Borough Ordinances and Codes.

A Conditional Use is one, which by its own character, may be permitted in a specified zoning district only after review by Borough Council, pursuant to a public hearing. Conditional Uses shall only be granted if they meet the specific criteria provided within the Zoning Ordinance. Approval may be subject to conditions placed by Borough Council, as they are deemed to be necessary, to protect the general health, safety or welfare of a neighborhood, district or community.

Applicants seeking approval under the provisions of a Conditional Use must submit a narrative in response to the particular criteria found in the Zoning Ordinance. The narrative shall provide a response to each of the specific criteria.

The description of the property in this application is as follows:

Address _____

Lot Dimensions _____ Lot Area _____

Percent of existing impervious surfaces on the lot _____ Proposed _____

Provide a scaled drawing of the site with sufficient detail to demonstrate compliance with the applicable provisions of this chapter. Note any existing buildings and outbuildings and their use; show any impervious surfaces and specify the proposed area pertaining to the conditional use request.

Notes _____

Present Use of Property: _____ Conforming _____ Nonconforming _____ Vacant
_____ Single Family Dwelling _____ Apartment (# of units) _____ Commercial/Industrial (describe):

_____ Other (describe) _____

_____ Mixed Uses(describe) _____

Proposed Use: _____ Conforming _____ Nonconforming _____ Vacant

_____ New Use (explain) _____

_____ Expand existing (explain) _____

_____ Other (explain) _____

To your knowledge, has this property been the subject of any previous zoning application(s)?

Yes No If yes, please provide the date of hearing, name of applicant, type of request and the results of the hearing:

I/We believe that the Board should approve this request because: Include the grounds for your application or reasons, based on the perimeters of the Ordinance and facts which you feel support your request for the granting of the Conditional Use:

By signing this Application, I, the applicant, do hereby agree that I have reviewed and understand the statements made in this Application and that all such statements are true and correct to the best of my knowledge, information and belief. These statements are being given by me to induce official action on the part of the Borough Council Conditional Use Hearing Board, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa C.S. §4904 relating to unsworn falsification to authorities.

Signature of Applicant _____ Date _____

Please print _____

PLEASE NOTE: This is a legal proceeding and it is recommended that you consider having legal representation; if architects/engineers are involved you may also want them present to answer questions that you or your attorney are not comfortable answering.

These are your choices, they are recommended not required.