

CONDITIONAL USE APPLICATION **COVER PAGE**

FEE: \$600.00 [218/01.361.340]

**PLEASE MAKE CHECK PAYABLE TO:
BOROUGH OF POTTSTOWN**

SUBMITTAL REQUIREMENTS:

- 1. Fee (check)**
- 2. Three application packets to include:**
 - a. The application,**
 - b. the sketch plan (if applicable),**
 - c. a copy of the deed**

AND

- 3. One thumb/flash drive containing the full application packet and any supporting documentation***

*We strongly encourage you to include with the application: Sufficient information to document compliance with the applicable standards of the Conditional Use chapter. If it is not provided with this application, it is **REQUIRED** to be presented at the hearing.

Only completed applications will be accepted

Property information and measuring tools (to help determine distances) are available at:
Propertyrecords.montcopa.org



Borough of Pottstown

*Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525
610-970-6520
Email: LNIAdmin@pottstown.org*

ZONING CONDITIONAL USE APPLICATION

This application must be completed in its entirety.

Property Address: _____

Parcel Number _____ Zoning District _____

Total Square Footage of Lot _____

Property Owner: _____ Phone: _____

Address: _____

Print Email Address: _____

Applicant Name: _____ Phone: _____

Address: _____

Print Email Address: _____

Name of Potential Business (if applicable): _____

Legal Firm (if applicable): _____

Attorney Name: _____ Phone: _____

Attorney Mailing Address: _____

1. Conditional Use Code Section: Enter sections as related to this application.

Chapter 27; Part 3; Subsection _____

Chapter 27: Part 4 Subsection _____

2. Is the property in Historic District: Yes No

3. Is the property currently: Owner occupied Rental property

4. Current land use (choose one):

Single family detached Single family attached Multi-unit residential: _____ # of units

Single unit commercial Multi-unit commercial: _____ # of commercial units;

Mixed Use: _____ # of Residential and _____ # of Commercial units

5. Describe the requested Use in detail: _____

6. Indicate what improvements/renovations you plan for this property, both internal and external: _____

7. **Conditional Use criteria** is provided under Chapter 27; Part 4/Appendix A4.
Include with this application: Sufficient information to document compliance with the applicable standards of the Conditional Use chapter. If it is not provided with this application, it is **REQUIRED** to be presented at the hearing.

While each condition may vary, inclusions for consideration include (but are not limited to) the following examples:

- a. Traffic Studies (if required)
- b. Lease (if not owner occupied)
- c. If a condition limits “distance between existing uses” you are required to provide supporting documentation showing how you meet that requirement (*i.e. Section 401.30*)
- d. Child Care Facilities: You must provide sketches or pictures showing drop off areas, play areas, distance between facilities, etc.

I certify that I am authorized to make this application; and to the best of my knowledge and belief, all the information on this form and its attachments is true and correct.

Applicant Signature: _____ Date: _____

Printed Name: _____

Property Owner Signature: _____ Date: _____

Printed Name: _____