Lower Heidelberg Township
720 Brownsville Road
Sinking Spring, Pennsylvania 19608

www.LowerHeidelbergTownship.org

Phone: 610-678-3393
Fax: 610-678-6626

CONDITIONAL USE HEARING APPLICATION

Appeal No. _____

Date: _____

Do you require a translator _____

APPLICANT

NAME_____

ADDRESS_____

_____

TELEPHONE: Home ( ) _____Work ( ) _____

OWNER

NAME_____

ADDRESS_____

_____

TELEPHONE: Home (_____Work(_____

SITE ADDRESS

ADDRESS_____

SUBDIVISION NAME._____ LOT # _____

TAX PIN _____ LOT SIZE _____acres/sq. ft.

PRESENT USE _____

PRESENT ZONING DISTRICT/CLASSIFICATION _____

PRESENT IMPROVEMENTS OF LAND _____

This section to be completed by **TOWNSHIP** only

☐ Fee Received (Residential = $2,000.00 / Commercial = $2,500.00)

☐ Hearing Application Complete

☐ Zoning Permit Application Complete

☐ Application deemed complete date: _____ Zoning District _____

*If more space is required to answer any questions on application, please attach a separate sheet and make specific reference to the question being answered.

1. Describe (in detail), the proposed improvement(s) or change(s) at the property under appeal:
   If applicable, include proposed hours of operation, all proposed uses, and number of employees, various working shifts, parking availability or other pertinent information to clearly depict all activities proposed.

2. Describe the purpose of this appeal (Proposed Construction of Use and Manner and Degree that this proposal is prohibited by the Zoning Ordinance). Attach one (1) copy of plan of real estate affected, indicating location and size of lot, size of improvements now erected and PROPOSED to be erected thereon, or other change desired, also any other information required by the zoning official.

3. If this is an appeal from action of the Zoning Officer, complete the following:
   Date determination made .....
   Your statement of alleged findings of Zoning Officer:

4. State the reasons Appellant believes the Board of Supervisors should approve desired action (refer to section or sections of Zoning Ordinance under which it is felt that desired action may be allowed, and note whether hardship is (or is not) claimed, and describe in detail the specific hardship):

5. Has previous appeal been filed in connection with these premises? If yes, when? If a prior appeal was filed, attach a copy of the prior Zoning Decision to this Application.

6. Cite specific sections of the Zoning Ordinance from which relief is requested.

List below other parties of interest (tenant, mortgager, etc.) who should be notified of this hearing, including, the owners' names and addresses of all adjacent properties:

NAME: _____
ADDRESS _____
_____

NAME: _____
ADDRESS _____
_____

NAME: _____
ADDRESS _____
_____

NAME: _____
ADDRESS _____
_____

NAME: _____
ADDRESS _____
_____

NAME: _____
ADDRESS _____
_____

NAME: _____
ADDRESS _____
_____

REQUIRED MATERIALS CHECKLIST FOR APPEALS

The following documentation may be required in filing a conditional use appeal with the Board of Supervisors:

I. Site Plan(s)
   a. Scale shall be appropriate but in no case less than l" = 40" scale.
   b. The property lines of subject parcel.
   c. All proposed and existing structures, including pavement areas, and parking design.
   d. If the project involves new construction, show existing and proposed topography lines.
   e. Driveway plan.

II. Parking Plan (in conformance with Zoning Ordinance).

III. A general landscaping plan showing the location of existing vegetation, any trees to be removed, and proposed types and locations of new landscaping.

IV. If requested relief relates to a structure, please provide Floor Plans for all existing and proposed buildings/rooms including dimensions.

V. Building elevations (side view) for all proposed structures or additions including:
   a. Show existing and proposed grade levels and label height of building above grade.
   b. General types of proposed exterior materials.

VI. Location, size, and type of any proposed signs with appropriate dimensions.

VII. Plans, photos, perspective views or other materials that illustrate how the proposal satisfies the criteria for the Board's approval.

VIII. Copy of deed - in corporate name; Certificate of Good Standing.

IX. Copy of Driver's License.

X. Checks or Money Orders
   a. $____ for a VARIANCE
   b. $____ for a SPECIAL EXCEPTION
   c. $____ for CONDITIONAL USE

I hereby affirm that I am, or have been authorized by, the owner of record to make this application as his or her authorized agent and that we agree to conform to all applicable portions of the Southwestern Berks County Zoning Ordinance, as amended and all other applicable laws, and that the information contained in this Application is true and accurate.

_____ _____

Signature of APPLICANT *Date*

_____ _____

Signature of OWNER *Date*

CONDITIONAL USE HEARING APPLICATION PROCEDURES

Questions regarding any aspect of the Zoning Ordinance should be directed to Kraft Municipal Group (the Township Zoning Officers) at (610) 777-1311. You may call the Township Office (610-678-3393) during normal office hours for general Township information or for obtaining copies of the Zoning Ordinance only.

DO NOT CALL THE TOWNSHIP OFFICE FOR SPECIFIC ZONING QUESTIONS.
TOWNSHIP SECRETARY WILL NOT ANSWER ANY QUESTIONS REGARDING ZONING.

Conditional Use Hearing Applications may be obtained at the Township Municipal Building or by contacting the Zoning Officer who will send the Application in the mail. After completing all Applications, mail or drop off the following items:

- **Conditional Use Hearing Application,**
- **Zoning Permit Application,**
- **check or money order for Residential = $2,000.00 / Commercial = $2,500.00 made payable to Lower Heidelberg Township**

  (Note: State regulations allow only certain charges to come out of this fee, and therefore this fee is considered as an escrow amount, from which you may receive a refund.)

To: Lower Heidelberg Township
720 Brownsville Road
Sinking Spring, PA 19608

The Process The Zoning Officer will review the Application and contact the Applicant if any additional information is required, and will then forward the application package to the Township Solicitor, who will then schedule the hearing, and will notify the applicant and adjacent property owners of the hearing. The hearing will usually be scheduled within six weeks of receiving the complete application package, and decisions are usually rendered at the hearing, (this may not always be the case, however, depending upon the specific circumstances), with the written decision being issued within 45 days of the final hearing.