



## **CONESTOGA TOWNSHIP**

3959 Main Street • Conestoga, PA 17516

Phone 717-872-4301 • Email [Office@conestogatwp.com](mailto:Office@conestogatwp.com)

### **CONDITIONAL USE SUBMISSION INSTRUCTIONS**

1. Complete all information on the application.
2. Remit application fee per the Township Fee Schedule adopted by Resolution. Make check payable to Conestoga Township.
3. Initially submit for review ten (10) hardcopy sets and one (1) electronic set of the application along with any plans, required studies and/or reports (i.e. traffic, hydrological, geophysical, etc.), photographs, written testimony and transcripts. Applicant will be advised if additional submissions are required as the application moves through the process of review.

In addition to the information required above, the following information shall also be known and submitted with the application.

1. Applicant shall demonstrate compliance with standards and conditions of Chapter 320 Zoning, Article 13 Conditional Use
2. Credible evidence shall be given to demonstrate the ability to gain compliance with other pertinent Ordinances that may apply to the particular project such as Subdivision and Land Development and Storm Water Management.
3. Compliance with other laws. The approval may be conditional upon proof of compliance with other specific applicable Township, State and Federal laws, regulations and permits. Required permits or other proof of compliance may be required to be presented to the Township prior to the issuance of any zoning permit, building permit, certification of occupancy and/or recording of an approved plan.
4. A drawing (site plan), approximately scaled, of the site with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of Chapter 320 Zoning; including but not limited to, the specific criteria listed for the project proposed use.
5. Ground floor plans and elevations of proposed structures.
6. Names and addresses of adjoining property owners including properties directly across a public way.
7. Applicant shall reimburse the Township for any legal and/or engineering costs associated with the review of this application as per the adopted fee schedule due within thirty (30) days of receipt an invoice.

# CONDITIONAL USE APPLICATION

## PART I: APPLICANT INFORMATION

1. Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

2. Property Owner's Name(s)\*: \_\_\_\_\_

\_\_\_\_\_

Owner's Address: \_\_\_\_\_

\*If applicant is not the owner of property, an affidavit stating that the owner consents to the conditional use and application is required.

3. Legal Representative Firm: \_\_\_\_\_

Contact Person of Legal Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

## PART II: PROJECT INFORMATION

1. Project Name: \_\_\_\_\_

Project/Plan Number: \_\_\_\_\_ Plan Date: \_\_\_\_\_

Firm Which Prepared Plan: \_\_\_\_\_

Name of Contact Person for Plan: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

## CONDITIONAL USE APPLICATION - Continued

2. Project Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Tax Map/Parcel #(s): \_\_\_\_\_

Deed Reference#(s): \_\_\_\_\_

3. Project Existing Use(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Proposed Use(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Square Footage / Acreage of Subject Lot: \_\_\_\_\_ sq. ft. / \_\_\_\_\_ acres

Total Square Footage of Principal Structure (if applicable): \_\_\_\_\_ sq. ft.

Proposed Number of Lots: \_\_\_\_\_ Proposed Number of Dwelling Units: \_\_\_\_\_

Proposed Density: \_\_\_\_\_ dwellings per acre

### PART III: AUTHORIZATION / SIGNATURES:

Applicant and the Applicant's Representative certify that all facts in the application and all accompanying plans and documentation are true, correct and complete. This application is being made to bring official action on the part of Conestoga Township, and we understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

The Applicant and/or Property Owner authorizes Conestoga Township Officials to enter the property for a general site observation inspection.

**CONDITIONAL USE APPLICATION - Continued**

The Applicant have been made aware, understands, and agrees to reimburse Conestoga Township for the Township’s engineering review, inspection(s), recording and legal fees incurred by the Township.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant’s Representative

\_\_\_\_\_  
Print Name of Applicant’s Representative