

**CONDITIONAL USE HEARING APPLICATION**  
**Borough of Pennsburg**  
**76 W. 6<sup>th</sup> Street, Pennsburg, PA 18073**  
(Original to be notarized)



**Date of Application:**

1. APPLICANT INFORMATION

Name of Applicant(s): \_\_\_\_\_

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

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

2. APPLICANT AGENT, ATTORNEY OR REPRESENTATIVE INFORMATION (if applicable)

Name: \_\_\_\_\_

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

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

3. PROPERTY OWNER INFORMATION

If the applicant is not the property owner, a signed statement from the property owner must be presented at the time of application, authorizing the applicant to pursue the specific appeal or application.

Name: \_\_\_\_\_

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

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

4. PROPERTY INFORMATION

Exact Property Location: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Block: \_\_\_\_\_ Unit: \_\_\_\_\_

Date property was purchased: \_\_\_\_\_

Lot Size: Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Area: \_\_\_\_\_ Sq.ft: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Present Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Date of Previous Application (if applicable): \_\_\_\_\_

Applicant requests a hearing before Pennsburg Borough Council for consideration of a conditional use under the following sections of the Zoning Ordinance:

---

---

---

---

---

---

State the nature of the request being made:

---

---

---

---

---

---

Reason Applicant believes Council should grant Conditional Use:

---

---

---

---

---

---

## SUBMISSION REQUIREMENTS

1. Completed "Conditional Use Application" (all information must be included)
2. Other information needed, but not limited to:
  - A. Drawings/sketches locating property where Conditional Use is requested, to include:
    1. Present improvements and location to property lines, if applicable;
    2. Nearest intersecting streets;
    3. Environmentally sensitive areas (ie: wetlands, streams, slopes, etc)
    4. Names of adjoining property owners;
    5. Present Zoning;
    6. Block and Unit;
    7. Present or proposed setbacks, easements, right-of-ways, etc
  - B. Applicant shall provide seven (7) drawings/sketches and one (1) digital copy - email to [pennsburginfo@pennsburg.us](mailto:pennsburginfo@pennsburg.us)
  - C. The non-refundable application fee shall be submitted with the application \*  
\* Additional fees may apply, per the Pennsylvania Municipal Planning Code Section 908.
  - D. Attach a copy of the deed to the property
  - E. Attach a list of all landowners located within 400 feet of the property where the Conditional Use is requested.
  - F. Include prestamped, preaddressed envelopes for all landowners shown on the aforesaid list. The envelopes shall be plain and not include a return address
  - G. Additional information as required by the reviewing agency and Borough Council.
3. Applicant will comply with Borough Code §110-328 Procedure for Conditional Use Hearing  
Section A through E is available upon request or can be viewed on our website at [www.pennsburg.us](http://www.pennsburg.us).

## CHECKLIST

- ☐ Completed and fully executed contract
- ☐ Seven (7) paper copies and one (1) digital copy
- ☐ Application fee, per current Fee Schedule
- ☐ Property deed
- ☐ Landowner list and envelopes

The undersigned hereby applies for review and approval of the Conditional Use in accordance with Section 328 of the Pennsburg Zoning Ordinance, Procedure for Conditional Use Applications.

\_\_\_\_\_  
Printed Name of Applicant

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

COMMONWEALTH OF PENNSYLVANIA

:

COUNTY OF MONTGOMERY

: SS.

:

\_\_\_\_\_  
Applicant being duly sworn according to law, deposes and

says that the facts set forth above are true and correct.

\_\_\_\_\_  
Applicant (SEAL)

Sworn and subscribe to before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

-----  
**OFFICE USE ONLY**

Received by: \_\_\_\_\_

Date Application Filed: \_\_\_\_\_

Hearing Date Scheduled For: \_\_\_\_\_

Decision of Borough Council: **GRANTED / DENIED** Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

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