

GENERAL INSTRUCTION FOR CONDITIONAL USE HEARING

1. All information on application with supporting documents must be furnished.
2. Application must be on file with the Secretary of the Board of Supervisors at least thirty (30) days before any stated or special meeting in order to be considered at that meeting. Applications must be prepared to proceed to hearing upon their application at the advertised meeting; otherwise the petition will be dismissed unless postponed by the Board upon cause shown or upon their own motion.
3. At all hearings, proof of title to the property affected must be available to the Board of Supervisors whether the applicant's interest be as owner, tenant, purchaser or in any other capacity.
4. The following must accompany all applications:
 - a. Filing Fees
A Filing Fee of \$800.00 payable in cash or check made payable to the order of Hanover Township. In the event costs exceed the filing fee, the applicant will be liable for the deficit and the Board of Supervisors reserves the right to continue any hearing or withhold its decision until the deficit is paid. The Filing Fee is NON-RETURNABLE in any event.
 - b. Conditional Use Plan must be titled "Conditional Use Plan" and shall include the following:
 - (1) The lot involved with its dimensions, lot number and subdivision name, if any.
 - (2) Names and widths of all abutting streets.
 - (3) Locations, dimensions and uses of any existing structures on lot involved.
 - (4) Locations, dimensions and proposed use of structure requested and distance from building to lot lines and to other buildings on same lot.
 - (5) Dimensions of all yards in relation to the proposed structure or use.
 - (6) Distance from any existing building or structure within fifty (50) feet.
 - (7) Provisions for off-street parking, number of cars capacity of such area.
 - (8) If involved, accurate location of well and/or sewage or waste disposal systems; location and direction of other wells and drainage or sewage systems if within one hundred feet (100'). Detailed Septic System Layout required if application is for approval of Septic or Waste Disposal System.
 - (9) A sketch showing all properties within five-hundred feet (500') on the same road as the property affected and within one 100 feet not on the same road and indicate clearly the names and mailing address of all owners of these properties.
 - (10) If the conditional use does not occupy all of the building or building(s) then a plot plan must be provided showing the portion of the building or buildings that are proposed to be occupied by the conditional use. Also, plot plan should show the names of the additional occupants and type of the business occupied in the building.
 - c. Submit 22 copies of application, plot plan, drawings, sketches and other exhibits applicable for the Conditional Use.
5. Applicant shall list the specific conditions that are applicable to the conditional use as found in 185-54 E, and list how they comply with those conditions.
6. Please Print or Type all desired information.
7. The Board of Supervisors has the following powers:
 - a. To hear and decide appeals from a decision or determination of the Conditional Use. Such appeals must be made within thirty (30) days after the date of the decision. A copy of the appeals petition must be served on the official which service must be at least five days prior to the hearing.
 - b. To hear and decide Conditional Uses and Permits to the terms of the Zoning Ordinance as specifically set forth and permitted by the Ordinance.
8. All Hearings of the Board of Supervisors shall be open to the public.
9. No decision by the Board of Supervisors shall relieve any applicant from the responsibility of obtaining any required permits in the manner prescribed by the Zoning Ordinance.
10. Applicant and/or owner must notify Zoning Officer at required inspection times.
11. Nothing herein provided shall in any manner, relieve the petitioner from any requirement of Act No. 247, known as the "Pennsylvania Municipalities Planning Code". Especially see sections 901-916.
12. Applications will not be considered until all information is supplied.



HANOVER TOWNSHIP, Northampton County

3630 Jacksonville Rd, Bethlehem PA 18017

Phone 610-866-1140 Fax 610-758-9116

APPLICATION FOR A CONDITIONAL USE

Application is made this ____ day of _____, 20__ by the undersigned for a Conditional Use Pursuant to the terms and provision of the Hanover Township Zoning Ordinance, as amended.

I. PROPERTY INFORMATION (*location and existing conditions for which a special permit is being applied*):

1. Address of property for which Conditional Use is requested: _____

Tax Parcel No.: _____ Current Zoning District of property: _____

2. (a) The Dimension of the land area are: _____

(b) The real estate contains _____ square feet

3. The real estate in question is presently classified under the Hanover Township Zoning Ordinance as:

(a) The real estate is presently used for the purpose of: _____

(b) and contains buildings and other improvements consisting of (if real estate is vacant land, so note):

II. OWNER INFORMATION

1. Owner of property: _____ Telephone _____

(all parties to the title must be listed, attach additional page if needed)

Address _____

III. APPLICANT INFORMATION (*herein after known at the "Petitioner"*)

1. Applicant (if different from Owner) _____ Telephone _____

(all parties must be listed, attach additional page if needed)

Address _____

2. If Applicant is not the owner, state Applicant's authority to submit this application

3. Attorney representing Petitioner: _____ Telephone _____

Address _____

4. Petitioner appeals or makes application from the order, requirement, decision or determination of the Zoning Administrator or other Township Official made on _____, 20____, which was as follows: (quote, or if insufficient space, attach additional page) _____

5. Petitioner claims that the variance, exception, or other relief should be granted as herein requested under the following sections of the Hanover Township Zoning Ordinance. (cite all sections supporting your position, or relevant to the consideration of your Petition) _____

6. The Conditional Use requested and the new improvements desired to be made as follows:
- (a) Building(s) to be erected: _____

 - (b) Building(s) to be changed: _____

 - (c) Building(s) to be used for: _____

7. The plot plan, drawings, sketches and other exhibits attached hereto are made a part hereof. Please include 22 copies of the petition and all these attachments.
8. Petitioner believes that the exceptions, variance, Conditional Use or other relief requested should be granted for the following reasons: (attach additional sheet if necessary) _____

9. Petitioner agrees to comply with all provisions of the Hanover Township Zoning Ordinance and is aware that the Ordinance provides for penalties for violations of its provisions.
10. The Petitioner further acknowledges that the Board does not have to consider any application until all information requested by the Board of Supervisors is submitted by said applicant, and that in the event this information is not submitted in full within twenty (20) days from the date of the initial Board of Supervisors Hearing, then the Board may deny such application, with or without prejudice to the applicant.
11. Wherever additional information is requested by the Board of Supervisors, and leave to submit additional information is specifically granted by the chairman of the Board of Supervisors, then in consideration of the Board's forbearance in not refusing the application at the conclusion of the hearing, the Petitioner agrees to extend the time for consideration of the application by the Zoning Board for the number of days after the date for decision specified in any Ordinance of the Township, by the same number of days which the Board's consideration of the Petition was delayed by failure on the part of Petitioner to submit additional information requested.

NOTE: All Petitioners must sign _____
at least one must sign in the _____
presence of a person capable _____
of administering an oath (see below) _____ (SEAL)

_____ (SEAL)

NOTE: The following affidavit must be taken before a Notary Public or other appropriate official by one of the Petitioners.

FOR INDIVIDUAL PETITIONERS:

COMMONWEALTH OF PENNSYLVANIA)
) ss:
COUNTY OF _____)

ON THIS, the ____ day of _____, 20____, before me, _____
_____ the undersigned officer,
personally appeared, _____,
known to me (or satisfactorily proven) to be the person_ whose name_ (is)(are) subscribed to the within instrument, and
acknowledged that _he_ executed the same for the purposes therein.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Signature of the Petitioner taking affidavit (SEAL)

Sworn to and subscribed before me
This ____ day of _____ 20 __.

NOTARY PUBLIC

FOR CORPORATE PETITIONERS:

COMMONWEALTH OF PENNSYLVANIA)
) ss:
COUNTY OF _____)

ON THIS, the ____ day of _____, 20____, before me, _____
_____ the undersigned officer,
personally appeared, _____,
who acknowledged ___self to be the _____ of
_____, a corporation, and that _he as such _____ being
authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the
corporation by ___self as _____.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Signature of the Petitioner taking affidavit (SEAL)

Sworn to and subscribed before me
This ____ day of _____ 20 __.

NOTARY PUBLIC