

CONDITIONAL USE HEARING CHECKLIST

A Conditional Use Application shall include the following:

1. The 10-page **Conditional Use Appeal** (complete, legible, and signed).
2. A copy of the **Deed** for the Applicant's property.
3. The **Application Fee** (cash or check).
4. A copy of **Disapproved Permit and Decision of the Zoning Officer** (if applicable).
5. A copy of the appropriate **County Tax Map** segment (North indicated).
6. **Sketches** of any proposed buildings. The sketches shall **Show Dimensions** and provide a **Description** of the construction type.
7. A complete list of the **Names and Mailing Addresses** of all **Property Owners** located within 500 feet of all sides of the Applicant's property (including across public roads). The names and addresses shall be placed in order under each road.
8. A plot plan **Sketch of the Applicant's Property**. The plot plan sketch shall be drafted to scale, shall indicate the direction North, and shall show the following:
 - (a) The outside dimensions and shape of the property.
 - (b) The location of public roads and their names.
 - (c) The location, dimensions, and identification of all buildings and structures, present or proposed.
 - (d) The location of adjoining lots and the names of the owners of these lots.
 - (e) The location of all wells.
 - (f) The location of all septic systems.
 - (g) The location of all streams or ponds.
 - (h) The location of all neighboring wells or septic systems.
 - (i) The yard setbacks (in feet).
 - (j) The subdivision name and lot number (if applicable).
 - (k) Driveways and private parking lots.

PROVIDE 15 COPIES OF THE NOTICE OF APPEAL AND OTHER REQUIRED INFORMATION. EACH NOTICE OF APPEAL AND OTHER REQUIRED INFORMATION SHALL BE PLACED IN SEPARATE INDIVIDUAL PACKETS.

MOORE TOWNSHIP BOARD OF SUPERVISORS

CONDITIONAL USE APPEAL PROCEDURE

A. FORMS TO BE COMPLETED AND INFORMATION SUBMITTED

1. Zoning Permit Application (if applicable).
2. Plot Plan.
3. Notice of Appeal (attached).
4. Appeal information (form attached).

B. CONDITIONAL USE FEE

1. Commercial \$600.00
2. Residential \$500.00

C. MISCELLANEOUS INFORMATION

1. **ALL APPLICANTS ARE NOTIFIED THAT APPLICATIONS FOR THE CONDITIONAL USE HEARINGS BEFORE THE BOARD OF SUPERVISORS OF MOORE TOWNSHIP ARE ONLY CONSIDERED FILED WITH THE TOWNSHIP WHEN THEY ARE PERSONALLY DELIVERED TO THE TOWNSHIP (BY APPOINTMENT) IN COMPLETED FORM AND WITH THE REQUIRED FILING FEE. DELIVERY CONDITIONAL USE APPEAL APPLICATIONS TO ANY OTHER PERSON OR IN ANY OTHER MANNER SHALL NOT BE CONSIDERED BY THE TOWNSHIP AS BEING "FILED" AND SHALL NOT BE ACCEPTED. INCOMPLETE APPLICATIONS OR APPLICATIONS DELIVERED WITHOUT THE PROPER FILING FEE WILL BE REJECTED.**
2. All information required must be submitted and all fees must be paid in accordance with Section 200-24 of the Zoning Ordinance.
3. The cost of the original transcript of the hearing shall be paid by the Board of Supervisors. If the applicant wishes to obtain a copy of a transcript, the applicant is required to purchase it from the stenographer.



Moore Township

2491 Community Drive
Bath, PA 18014

Phone: 610-759-9449

Fax: 610-759-9448

www.mooretownship.org

DO NOT WRITE IN THIS SPACE. FOR OFFICIAL USE ONLY.

Submission Date: _____

Fee Paid: _____

Meeting Date: _____

MOORE TOWNSHIP BOARD OF SUPERVISORS CONDITIONAL USE APPEAL

I/We _____

of _____

Request that a determination be made by the Board of Supervisors on the application made

to, or interpretation made by, the Zoning Officer on _____ or other
matter which should properly come before the Board.

SECTION	**TYPE OF REQUEST	DESCRIPTION

Location: _____

Present Use: _____

State the basis for the appeal. Please include the grounds for the appeal, with respect to law and fact, to grant the Conditional Use:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

APPEAL INFORMATION FORM

Please answer the following questions which apply to your appeal. The purpose of this information is to assist both you and the Board of Supervisors in the quick and efficient review of your application. **Please type or print clearly.**

1. What is the full name and mailing address of the owner of the premises which is the subject of this appeal?

NAME: _____

ADDRESS: _____

2. If the applicant is other than the owner, what is the full name and mailing address of the applicant, and the specific interest of the appellant in the subject property (e.g. agent for the owner, equitable interest, agreement of sale, etc.). Please attach proof of interest or a written statement from the property owner giving you permission to represent their interest before the Board.

NAME: _____

ADDRESS: _____

INTEREST: _____

3. What is the exact location of the property in question? Please include the county tax map number:

LOCATION: _____

TAX MAP NO: _____

4. Has any previous application or appeal been filed in connection with these premises?

☐ YES

☐ NO

If YES, please list the name and appeal number under which it was filed:

NAME: _____

APPEAL: _____

5. What is the applicant's interest in the premises? (Owner, Agent, Lessee, Contractor, etc.)

INTEREST: _____

6. What was the date of the acquisition of the subject premises by the owner?

DATE: _____

7. What are the exact dimensions of the premises (i.e. the length of the front, sides, and rear property lines)?

DIMENSIONS: _____

8. What is the square footage of the premises?

SQUARE FOOTAGE: _____

9. Please describe the dimensions (height, width, and depth) and the type of construction (materials used) for the proposed building or structure.

DIMENSIONS: _____

TYPE OF CONSTRUCTION: _____

10. What is the specific nature of the present use being made of the property?

PRESENT USE: _____

11. What is the approximate cost of the work involved? **COST:** _____

12. Upon what grounds do you base this appeal?

 Conditional Uses. Section 200-24 of the Moore Township Zoning Ordinance ("Zoning Ordinance") sets forth the procedure for Conditional Uses Before any zoning permit is granted for the use of land or a building for a Conditional Use, a development plan shall be reviewed by the Planning Commission and approved by the Township Supervisors. As with Special Exceptions, the landowner must demonstrate that the use is generally not detrimental to the neighborhood and that the specific standards specified for the use are proposed. The General Standards are set forth in in Section 200-19.C of the Zoning Ordinance. The specific standards for each Conditional Use are set forth in Section 200-24 of the Zoning Ordinance.

NOTE: A plot plan of the subject property is required to be submitted with this application. The plot plan must be drawn to a scale and show all property lines, the location of the structures on the property (both existing and proposed), and the distances to property lines of all proposed improvements. (See Pages 10 to 13.)

I HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE STATEMENTS CONTAINED IN ANY ATTACHMENTS SUBMITTED HERewith ARE TRUE TO THE BEST OF MY KNOWLEDGE.

(Signature)

(Printed Name of Applicant)

(Telephone Number)

(Fax Number, If Applicable)

(E-Mail Address, If Applicable)

If you are going to be represented by an attorney at the time of the hearing before the Zoning Hearing Board, please provide the following:

Name of the Attorney: _____

Name of the Firm: _____

Address: _____

Phone: _____ **Fax:** _____

E-mail Address: _____

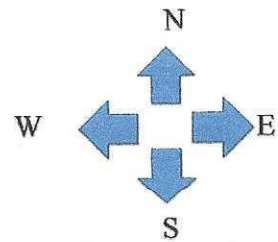
Plot Plan is Required

All items must be shown that are applicable. If item is not applicable put N/A next to item.

1. Show Property Lines.
2. Show House with following: Footage from Street, Left Side Property Line, Right Side Property Line, Rear Property Line, from Septic and from Drain Field.
3. Show where Septic System is.
4. Show where Drain Field is.
5. Show where Well is with following: Footage from House, from Septic System, and from Drain Field.
6. Show Garage with the following: Footage from House, from Well, from Septic System, and from Drain Field.
7. Show any Sheds with the following: Footage from House and Footage from closest Property Line.
8. Show any Streams with the following: Footage from Closest Building and closest Property Line.
9. Show where Proposed New Structure or Structures would be with the following: Footage to all Existing Structures and Dimensions of New Structure.
10. Show where Barn or Barns are located with the Footage from all Property Lines.
11. Show Existing Structures and Footage from all Property Lines.
12. Show Driveways and Footage of Length.
13. Show Trees and their locations.
14. Show a Compass on map such as: (to Note North, South, East, and West) 
15. Show Pool and Footage from House.
16. Show Fences and Footage in Length and Location.
17. Show Deck Size and Location.
18. Show any Areas with Restricted Building Codes, for example: wetlands or utility easements.

EACH BLOCK = FT IN

PROPERTY LINE
 ADDITION
 HOUSE
 WELL
 SEPTIC
 DRAIN FIELD
 GARAGE
 SHED
 BARN
 DRIVEWAY
 STREET



Each Block = Foot_____ or Inch_____

