

ELIZABETHTOWN BOROUGH CONDITIONAL USE HEARING

APPLICATION INFORMATION SHEET

The Elizabethtown Borough Council hears and decides requests for conditional uses in accordance with standards and criteria stated in the Borough's Zoning Ordinance and with the PA Municipalities Planning Code. This information sheet is meant to assist an applicant in completing the attached application for a conditional use hearing.

Borough Council holds public hearings on the third Thursday of the month. A \$850.00 fee must be submitted with the application and the fee is non-refundable, regardless of the results of the hearing. Applicants have the right to be represented by an attorney during the hearing, although an attorney is not required.

Conditional Use - A conditional use is a use permitted in a particular zoning district pursuant to the regulations in the Zoning Ordinance and authorized by Borough Council. In addition to the public hearing, the applicant must also present their application to the Elizabethtown Borough Planning Commission for review and comment. The Elizabethtown Borough Zoning Ordinance lists specific conditional uses and the standards that each proposed use must meet. The ordinance also states that all applications must comply with the following standards.

- A site plan must be submitted with the following information (if applicable)
 - Location of all existing floodplains, watercourses, wetlands, right-of-ways, easements, and other significant features.
 - Location of all streets, adjacent tracts, and buildings within 200 ft of the property.
 - Location of all proposed land uses.
 - Number of proposed lots and/or dwelling units or nonresidential structures and lot sizes.
 - Location of public water and sewer lines.
 - All proposed site grading and drainage provisions.
 - Zoning data.
 - Certification of site plan by professional engineer/surveyor.
 - Certification of ownership and acknowledgment of plans signed by owner.
- The applicant shall provide Borough Council with sufficient plans, studies, or other data to demonstrate compliance with all applicable regulations.
- The applicant must provide evidence of compliance with all conditions for the conditional use.
- The applicant must provide evidence that the proposed conditional use shall be properly serviced by existing streets.
- The applicant must prove that the proposed conditional use will not have a negative impact on utilities, police protection, fire protection, and parks and recreation facilities.
- The proposed conditional use shall not significantly detract from the use of neighboring properties or from the character of the neighborhood.

If you have additional questions about the Conditional Use application process, please contact the Borough Office.

ELIZABETHTOWN BOROUGH
CONDITIONAL USE APPLICATION

Part I.

Name: _____ Phone Number: () _____

Address: _____

Address of Property in Question: _____

Owner's Name (if different from applicant): _____

Part II.

Applicant's Request:

Present Zoning: _____

Zoning Ordinance section(s) which applies to this case: _____

Present Use of Property: _____

Proposed Use of Property: _____

Explain Conditional Use: _____

Part III.

Signature: _____ Date: ____/____/____

Part IV.

I have included the following with my application:

- ☐ Drawing(s) or sketch of existing property building
- ☐ Drawing(s) or sketch of proposed change(s)
- ☐ Blueprints
- ☐ Architectural renderings
- ☐ Photographs
- ☐ Check for \$850.00 payable to 'Elizabethtown Borough'
- ☐ Proof of ownership (i.e., executed sales agreement and or property deed)

** Please note that upon receiving the application, Borough Council may request further information.