

ERECTED INTO A TOWNSHIP IN 1733
TOWNSHIP OF WORCESTER
AT THE CENTER POINT OF MONTGOMERY COUNTY
PENNSYLVANIA

1721 Valley Forge Road, Post Office Box 767 Worcester, PA 19490

Conditional Use Application
Information Packet

Dear Applicant:

We are providing you with a blank conditional use application. If you wish to request a conditional use, you must fill out this application and return it to the Township Administration Office at 1721 Valley Forge Road, Worcester, PA.

The Applicant is responsible for providing accurate information in this application, and must specifically identify the relief you are requesting. For example, if you are seeking a conditional use, you must identify the Section(s) of the Zoning Ordinance, which allows for the specific conditional use.

The information provided in your application will be filed and copies will be provided to the Board of Supervisors. The Township Solicitor will use your application to advertise your request. If you have not provided sufficient information, the advertisement might be insufficient, and under those circumstances, the Board of Supervisors might not be able to grant your relief.

You are not required to meet with our Zoning Officer when you file your application. However, we encourage you to do so. If you meet with our Zoning Officer and review the relief you are requesting, they might be able to provide you with additional suggestions, which could ultimately help you. The Zoning Officer is not responsible for providing you legal advice. However, they will make themselves reasonably available to you and/or your attorney.

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1. All information requested on the application must be furnished with supporting documents.
2. The Applicant or an attorney authorized to practice law in Pennsylvania must be present at hearing. Individual Applicants need not be represented by an attorney, but it is strongly recommended that Applicants consult with an attorney experienced in land use issues for guidance. Individual Applicants may represent themselves, but they may not be represented by anyone else who is not an attorney authorized to practice law in Pennsylvania. Applicants may call witnesses to support their Application and cross-examine other witnesses who offer testimony. If the Applicant wishes to have an Agent holding a valid Power of Attorney to appear for the Applicant, the Agent must be represented by an attorney authorized to practice law in Pennsylvania. All entities (corporations, LLCs, trusts, partnerships, etc.) must be represented by an attorney authorized to practice law in Pennsylvania. If the Applicant fails to appear for the hearing as noted above, the application will be dismissed unless postponed by the Board of Supervisors upon cause shown or upon their motion.
3. Only the legal owner of record, an equitable owner pursuant to a valid Agreement of Sale, or a tenant with a leasehold interest with written permission from the owner, can be an Applicant with standing to file an application and proceed with the application at a hearing.
4. 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, equitable owner or tenant.
5. All applications must be accompanied by ten (10) copies of each document, as follows:
 - a. Plot Plans of the real estate affected, indicating the location and size of the improvements now erected and/or proposed to be erected thereon. The Applicant shall provide an engineered As-Built Plan, or a reasonably exact dimensional sketch, showing the location, dimensions and area of the property; and the existing and proposed buildings, driveway access, parking, sidewalks and other pedestrian areas.
 - b. Proof of ownership
 - i. Deed.
 - ii. Agreement of Sale or other evidence of Equitable Ownership.
 - iii. Lease with written permission from the Owner to file the Application.

- c. Detailed Plans.
 - i. Show the floor plan of the residence, labeled as to room type, room sizes, and the relationship of the existing building to the new construction.
 - ii. If the application does not involve building construction, the nature of the request should be illustrated on a plat plan of the property.
- d. A statement of the precise conditional use requested, for instance:

“I wish to change the use of the property from residential/office to day care center.”
- e. A list of all property owners within 500 feet of the property which is the subject of the Application, showing the name and address of the owner of each property so located.
- f. A filing fee and escrow deposit as designated within the Township Fee Schedule.
 - i. ***Submit separate checks payable to “Worcester Township” for the Application Fee and the Escrow Deposit.***

Note: No application will be accepted by the Zoning Officer until all of the above documentation and fees have been submitted.

- 6. In accordance with Section 150-215 of the Township Code, the Board of Supervisors may grant approval of a listed conditional use under any district, provided that the following standards and criteria are complied with by the Applicant for the conditional use. The burden of proving compliance with such standards and criteria shall be on the Applicant.
 - a. The Applicant shall establish by credible evidence that the use or other subject of consideration for approval complies with the declaration of legislative intent as stated in Article I of this chapter and the declaration of legislative intent that may appear at the beginning of the applicable district under which approval is sought.
 - b. The Applicant shall establish by credible evidence compliance with conditions on the conditional use enumerated in that section which gives the Applicant the right to seek a conditional use.
 - c. The Applicant shall establish by credible evidence that the proposed use or other subject of consideration for approval shall not adversely affect neighboring land uses in any way and that the proposed use or other subject of consideration for approval shall not impose upon its neighbors in any way, but rather shall blend in with them in a harmonious matter.
 - d. The Applicant shall establish by credible evidence that the proposed use or other subject of consideration for approval shall be properly serviced by all existing public service systems. The peak traffic generated by the subject of the approval must be accommodated for in a safe and efficient manner or improvements made in order to effect the same. Similar responsibility must be assumed with respect to other public service systems including police protection, fire protection, utilities, parks and

recreation.

- e. The Applicant shall establish by credible evidence that the proposed use or other subject of consideration for approval shall be properly designed with regard to internal circulation, parking, buffering and all other elements of proper design.
- f. The Applicant shall provide the Supervisors with sufficient plans, studies or other data to demonstrate that compliance with the permitted uses or other such regulations, as may be the subject of consideration for a conditional use approval, is unreasonable or inappropriate for the instance at hand.
- g. The Supervisors shall impose such conditions as are necessary to ensure compliance with the purpose and intent of this chapter, which may include planting and buffers, harmonious design of buildings and the elimination of noxious, offensive or hazardous elements.

7. All meetings of the Worcester Township Board of Supervisors are open to the public.

Application Deadline:	30 days before the Hearing Date
Regular Hearing Date:	3 rd Wednesday of every month

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Conditional Use Application

1. Date of Application: _____

2. Applicant:

a. Name: _____

b. Mailing Address: _____

c. Telephone Number: _____

d. Email Address: _____

e. State whether owner of legal title, equitable owner or tenant:

f. If not legal owner, list names and addresses of all legal owners:

Please attach Deed to the Property to prove ownership, an Agreement of Sale to prove equitable ownership, or a Lease with written permission of Owner providing consent for Tenant to apply for relief sought.

3. Applicant's Attorney, if any:

a. Name: _____

b. Mailing Address: _____

c. Telephone Number: _____

d. Email Address: _____

4. Property Details:

a. Present Zoning Classification: _____

b. Present Land Use: _____

c. Location (Street Address): _____

d. Parcel #: _____

e. Lot Dimensions:

i. Area: _____

ii. Frontage: _____

iii. Depth: _____

f. Water and Sewer Service to the Property (Check one or more, if applicable)

i. Public Water _____

ii. Public Sewer _____

- iii. Private Water _____
- iv. Private Sewer _____

g. Size, construction, and use of existing improvements; use of land, if unimproved:
(Please submit as an attachment)

5. Applicant requests the approval of a Conditional Use under Section _____ of the Worcester Township Zoning Ordinance, as amended.
6. The Conditional Use requested is as follows: _____

7. Applicant believes the Conditional Use should be granted for the following reasons: _____

8. One original and nine (9) copies of this application and all attachments including a digital version of said application and attachments must be filed with the Township Manager. Additionally, please provide ten (10) plot plans of the real estate affected indicating the location and size of improvements now erected and proposed to be used, and a copy of the deed, agreement of sale, lease agreement, etc. Digital versions of these plans and documents must also be provided in conjunction with this application submission.
9. A Conditional Use Application Fee and Escrow deposit must also be included in this submission in the amount indicated within the official Township Fee Schedule in the format of a check made out to Worcester Township.
10. Has any previous Conditional Use application been filed for this this property? (Check one)
 - a. Yes _____
 - b. No _____

If yes, elaborate: **(Please submit as an attachment)**

11. Provide the list of names and addresses of properties situated in the vicinity of the subject property.

CERTIFICATION

I (We) hereby certify that the above (and enclosed) information is true and correct to the best of my (our) knowledge, information or belief.

 Signature Printed Name

 Signature Printed Name

The undersigned, being duly sworn according to law, deposes and says the he/she is/are the above named applicant(s), that he/she is/are authorized to and does take this affidavit, and the foregoing facts are true and correct, to the best of my/our knowledge, information, and belief.

Applicant

Applicant

COMMONWEALTH OF PENNSYLVANIA :

: ss

COUNTY OF _____ :

On this ____ day of _____, 202__, before me a notary public, the undersigned officer, personally appeared _____ and _____, known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to the within instrument, and acknowledged that he/she executed the same for the purposes therein contained.

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

Notary Public

Date Received: _____

Zoning Officer