



P.O. Box 1, Pocopson PA 19366  
Office: 610.793.2151 Fax: 610.793.1944  
www.pocopson.org

## CONDITIONAL USE HEARING APPLICATION

Name of Applicant: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

Tax Parcel Number: 63-\_\_\_\_\_ Zoning District: \_\_\_\_\_ Acreage: \_\_\_\_\_

Present use of property:

Relationship to property (owner of record, equitable owner, etc.):

Description of proposed use and specific section(s) of Zoning Ordinance under which conditional use is requested (*attach additional sheets if needed*):

We hereby acknowledge that we have read this application and state that the above is correct and agree to comply with all provisions of the Pocopson Township Zoning Ordinance applicable to this project and property.

\_\_\_\_\_  
Signature of Applicant or Agent for Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if not Applicant)

\_\_\_\_\_  
Date



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**Applicant must review Township Code Section 250-70, “Conditional Uses” and the formal Planning Commission review procedure below.**

**Review Procedure for processing Conditional Use Applications before the Planning Commission**

1. In order for the Application to be considered by the Planning Commission, it must be submitted to the Township with all required documentation as per the Township Code and with all applicable fees paid. The Township will use a checklist to verify that all required documentation has been submitted. The application review cycle shall begin once the application is deemed complete.
  2. At least 45 days prior to the date of the public hearing, the Applicant shall: (i) furnish a digital copy of the Application to the Township Manager at [nvaughn@pocopson.org](mailto:nvaughn@pocopson.org), and (ii) furnish eight (8) hard copies of the Application to the Planning Commission, together with a request that it submit recommendations to the Board for consideration at the hearing.
  3. The Fee Schedule for Conditional Use Applications is:
    - Residential Use: \$1,000
    - Commercial Use: \$1,500
    - Continuances (Residential and Commercial): \$500 per occurrence
- Fees may be paid by check payable to Pocopson Township or by credit card via the MuniPay link on our website ([https://payments.municipay.com/pa\\_pocopson](https://payments.municipay.com/pa_pocopson)).
4. Any additional materials to be considered by the Planning Commission must be submitted by close of business on Wednesday the week prior to the regularly scheduled Planning Commission meeting.
  5. Applicants should not distribute material to the Planning Commission during a meeting unless it is directly related to the initial presentation of the Application.
  6. The burden of supplying necessary materials to the Planning Commission in a timely manner is on the Applicant. Late delivery of material may require an extension on the part of the Applicant or a recommendation for denial of the Application by the Planning Commission.
  7. The Application will remain on the Planning Commission’s agenda until such time as the Commission has made its recommendation to the Board of Supervisors and/or Zoning Hearing Board.
  8. Applicants are encouraged to attend each Planning Commission meeting to answer questions or address issues concerning their application.
  9. Applications will be voted on only during the regular Planning Commission meetings.
  10. The Chairman, in his sole discretion, may waive or modify any of this procedure.
  11. Questions regarding the Conditional Use Application may be directed to the Township Manager at 610-793-2151 or by email to [nvaughn@pocopson.org](mailto:nvaughn@pocopson.org).



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**Township Administration Use Only**

The Application Process and the Review Process checklists outline the steps and items needed to ensure completeness of the Application, and to ensure that the Application follows the proper process and conforms to the timeframe outlined by the Commonwealth of Pennsylvania and Pocopson Township.

**Application Checklist**

**Must be completed in its entirety prior to the Application advancing to the Review Process.**

1. Date of submission of Township Application Form: \_\_\_\_\_
2. Date all related materials submitted (site plan scale - one inch equals 50 feet): \_\_\_\_\_
3. Date Township application fee paid: \_\_\_\_\_ Amount paid: \_\_\_\_\_

Conditional Use Hearing Fee Schedule:

- Residential \$1,000
- Commercial \$1,500
- Continuances (Residential and Commercial) \$500

4. Date of receipt of engineered plans: \_\_\_\_\_

Official Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date signed: \_\_\_\_\_



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### Review Process Checklist

1. Start date (date received): \_\_\_\_\_
2. Date of first formal Planning Commission Meeting (following submission of complete application): \_\_\_\_\_
3. Date Sent to Township Engineer: \_\_\_\_\_
4. Date sent to Planning Commission (45 days prior to hearing): \_\_\_\_\_
5. Date Neighboring Property Owner Letters sent: \_\_\_\_\_
6. Date sent to Historical Committee: \_\_\_\_\_
7. Date sent to Parks, Recreation and Trails Committee: \_\_\_\_\_
8. Date by which the PC must act (prior to hearing): \_\_\_\_\_
9. Date of Letter to Property Owner regarding schedule: \_\_\_\_\_
10. Dates of hearing advertisement: \_\_\_\_\_ + \_\_\_\_\_
11. Date Property posted (at least 1 week prior to hearing): \_\_\_\_\_
12. Court reporter scheduled: \_\_\_\_\_
13. Drop Dead Date for Board of Supervisors Hearing (Day 60): \_\_\_\_\_
14. Date of Conditional Use Hearing: \_\_\_\_\_
15. Date(s) of Additional hearings (w/in 45 days of prior hearing): \_\_\_\_\_
16. Date Applicant completes case in chief (w/in 100 days of first hearing): \_\_\_\_\_
17. Date(s) of Testimony of persons opposed to the application (w/in 100 days  
of first hearing held after completion of applicant's case in chief): \_\_\_\_\_
18. Date Decision Due (w/in 45 days of last hearing): \_\_\_\_\_