

TOWNSHIP OF SPRINGFIELD

BOARD OF COMMISSIONERS
50 Powell Road
Springfield, PA 19064

INFORMATION REQUIRED FOR CONDITIONAL USE APPLICATIONS

Individuals, firms and their attorneys who request Conditional Use approval by the Board of Commissioners are required to supply all information pertinent and necessary to aid the Board in reaching a decision. Each case will have particular facts and special circumstances which should be set out in full detail.

All applications shall be typed, double-spaced and **eighteen (18) copies** submitted. Deed, plans, etc. in support of petition need not be filed as original but may be retained by the petitioner, and copies thereof attached to the petition. Petition shall be signed by the applicant and notarized. In the event that any application filed shall be deficient in respect to the required information, the Board reserves the right to return the application and/or delay the advertising and/or delay the setting of a hearing and/or continue the application upon hearing until the required information is received.

Applications must be accompanied by an advanced filing fee of **\$100.00** and, in addition thereto, costs of advertising and transcription of testimony as may be in excess of said filing fee.

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The following questions are important in most instances and should be adequately covered in any application submitted to the Board.

1. Name, address, telephone number of petitioner and/or attorney.
2. Name, address, telephone number of property owner.
3. Legal description of premises (as contained on deed).
4. Date property acquired: Deed Book and Page Number where recorded.
5. Plot plan, scale drawing or sketch of property, showing improvements, municipal improvements abutting, width of abutting streets, setbacks, rear yard and side yards and nature of abutting properties.
6. Photographs (if submitted) to be no less than 3" x 5" in size of relevant portions(s) of property.
7. Zoning district of property.
8. Restriction on property (deed restrictions, easements, etc.).
9. A copy of administrative official's disapproval of requested use.
10. Describe in detail the intended use and/or construction (including diagrams, plans, setting forth in detail locations and nature of buildings, parking area, surface drainage facilities and related topography, fencing, screening and other pertinent items where such information will be helpful to the Board in its consideration of the application).
11. State reasons for desiring the requested use.
12. Request a review by the Planning Commission. The Board of Commissioners may schedule a public hearing for public review and comment.