

**UPPER LEACOCK TOWNSHIP BOARD OF SUPERVISORS**  
**APPLICATION FOR CONDITIONAL USE NO. \_\_\_\_\_**

**GENERAL INFORMATION**

Name of Applicant(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Application Date \_\_\_\_\_

Property Location \_\_\_\_\_

Property Owner of Record (if different than applicant) \_\_\_\_\_

Property Zoning District \_\_\_\_\_ Tax Map No./Account No. \_\_\_\_\_

Requested Use \_\_\_\_\_

Name, address and telephone number of representative or consultant \_\_\_\_\_

E-mail address \_\_\_\_\_

**ADDITIONAL REQUIREMENTS** - Include 9 complete packets of all information including the following:

- \_\_\_\_\_ 1. Written report/statement providing all of the information required by Section 905 of the Zoning Ordinance;
- \_\_\_\_\_ 2. Listing of names and addresses of adjoining property owners, including properties directly across a public right-of-way;
- \_\_\_\_\_ 3. Ground floor plans and elevations of proposed structures;

\_\_\_\_\_ 4. A scaled site plan with sufficient detail and accuracy to demonstrate compliance with all applicable provisions of the Zoning Ordinance. Please note that photographs are helpful to the receiver. Show all the following (if applicable):

- \* dimensions and number of parking spaces
- \* proposed/existing front yard set back from property line with distance shown
- \* proposed/existing side yard set back from property line with distance shown
- \* proposed/existing rear yard set back from property line with distance shown
- \* location and size of building(s)
- \* size of area to be used for store use, warehouse use, work space or any other use of
- \* applicable facilities that may be helpful in reviewing the conditional use application
- \* driveway location, dimensions, and material
- \* sign location and dimensions
- \* dumpster location and method of screening
- \* lighting location(s), type, size, and height
- \* lot lines
- \* clear sight triangle(s) (see Section 303 of the Zoning Ordinance)
- \* any other information that would be helpful in the review process; and

\_\_\_\_\_ 5. A written description of the proposed use in sufficient detail to demonstrate compliance with all applicable provisions of the Zoning Ordinance\* including the following:

- A. Each of the specific criteria attached to the requested conditional use as listed in Article 4 of the Zoning Ordinance;
- B. The Zone requirements in which the property is located (e.g. setbacks, lot area, lot width, lot coverage, height, landscaping and etc.);
- C. The General Provisions requirements listed in Article 3 of the Zoning Ordinance (e.g. vehicular access, off-street parking and loading, signs, screening and landscaping etc.); and
- D. Each of the General Criteria listed in Section 905 of the Zoning Ordinance.

\_\_\_\_\_ 6. Signs: If the applicant anticipates erecting a sign, the sign information must be submitted with the paperwork for this hearing. Signs must be approved by the Township Supervisors at the hearing.

## **FEES**

The hearing fee for a conditional use is \$700.00 (made payable to Upper Leacock Township) pursuant to Section 903 of the Zoning Ordinance.

\* For a copy of our Zoning Ordinance online, please refer to the Upper Leacock Township website at [www.ultwp.com](http://www.ultwp.com)

**SIGNATURE**

I hereby certify that the information submitted in accordance with this application is correct, and  
I further agree to pay for those costs outlined above.

**PLEASE NOTE:** If this application is approved, the applicant will have up to six (6) months to secure a building permit which is then valid for two years for completion. Failure to obtain a building permit makes the approval void. If public sewer and/or water is required, then sewer and/or water approvals (and payment of the necessary fees) must be obtained prior to the issuance of the building permit.

The applicant agrees to return any signs provided by the Township to the Upper Leacock Township building on the night of the public hearing.

\_\_\_\_\_,  
**Applicant's Signature** **Date**

**ADMINISTRATION**

Date Application Accepted \_\_\_\_\_ Total Costs \_\_\_\_\_

Dates Advertised (two successive weeks no more than 30 and no less than 7 days before hearing)  
\_\_\_\_\_  
\_\_\_\_\_

Property Posting (at least one week before hearing) \_\_\_\_\_

Planning Commission Submission Date (no less than 30 days before public hearing) \_\_\_\_\_

Planning Commission Hearing Date & Recommendation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Chairman, Planning Commission** **Date**

Date of Hearing (within 60 days of application) \_\_\_\_\_

Date of Decision (within 45 days of last hearing) \_\_\_\_\_

Board of Supervisors Decision

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Conditions of Approval \_\_\_\_\_

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<b>Chairman, Supervisors</b>	<b>Vice Chairman, Supervisors</b>	<b>Supervisor</b>

**Revised: 7/26/2023**