

ADMINISTRATIVE PROCEDURES FOR CONDITIONAL USE APPLICATIONS

Please read and follow the rules and procedures listed below if you are filing a conditional use application. Please contact the Borough with any questions. Applicants who do not adhere to these guidelines risk delays in processing and review.

1. Applications for a conditional use shall be made to the Borough, in writing, on a form furnished by the Borough. A complete application includes:

- Two (2) copies of the completed application form
- Borough filing fee (\$1,500 – check made payable to "Wilson Borough")

Four (4) copies of site plans, containing all the required information

- Two (2) copies of a Traffic Impact Study, if required

The Borough will review the application for completeness. If the application is determined to be incomplete, the Borough will notify the applicant of the steps required to make the application complete.

2. Once the Borough determines that the application is complete, the application is forwarded to the Borough Engineer

3. At the next regular Planning Commission meeting, the applicant will present the application to the Commission. The purpose of this review is to discuss in detail how the proposed use will meet the criteria outlined in the Zoning Ordinance. The applicant should be prepared to address major aspects of the project:

- Use(s) proposed
- Surrounding properties/uses
- Compliance with local, state, and federal ordinances
- Suitability for proposed location
- Impacts on health, safety, or welfare
- Impacts on stormwater management
- Potential hazards associated with proposed use
- Impacts to vehicular, pedestrians, and bicycle traffic
- Potential environmental considerations

4. The Planning Commission may make a recommendation to Borough Council.

5. Within 60 days of the application date with the Borough, a public hearing will be scheduled at a regular meeting of the Borough Council. The Borough Council will review the comments and recommendations of the Planning Commission and Borough staff and professional consultants, and the Applicant will be given the opportunity to present any evidence to support their case.

6. At the close of the hearing, the Borough Council may decide to either approve the application, disapprove the application, or approve the application with conditions imposed. The decision will be made in writing and mailed to the applicant within 45 days of the close of the hearing.

7. If the applicant is granted a Conditional Use and agrees to all conditions, then they may obtain a Zoning Permit from the Borough for their proposed use.

WILSON BOROUGH CONDITIONAL USE APPLICATION

Date of Submission: _____

Project Name: _____

Project Address: _____ Tax Map Parcel #: _____

Proposed Use: _____ Zoning District: _____

Required Application Fees

Application Fee: \$_____ Check No.: _____ Cash: _____

Applicant:

Name: _____ Address: _____

Phone: _____ E-mail: _____

Property Owner (if different than Applicant):

Name: _____ Address: _____

Phone: _____ E-mail: _____

Engineer:

Name and Firm: _____ Address: _____

Phone: _____ E-mail: _____

Attorney:

Name and Firm: _____ Address: _____

Phone: _____ E-mail: _____

The applicant is seeking approval under the following section(s) of the Wilson Borough Zoning Ordinance (please note Article and Section numbers):

Describe the nature of the development/business/use you plan to undertake:

Explain what affect the proposed use would have on any existing residential properties in the Borough.

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Explain what affect the proposed use would have on traffic in the Borough.

Explain what affect the proposed use would have on stormwater management in the Borough.

Explain what fire, explosive, public health, toxic or other public safety hazards might be cause by the proposed use:

Explain how the proposed use meets any specific standards for that use listed in Article XIII of the Zoning Ordinance. _____

If the application is for a non-residential use, please provide the following:

Name of Business: _____

Size of business and/or building in square feet: _____

Describe the type of business or operation: _____

Hours and Days of Operation: _____

Number of Employees (Full-time/Part-time): _____

Number of Customer Parking Spaces Required: _____

Number of Employee Parking Spaces Required: _____

Please add any additional information you would like considered as part of your application.

In addition to this application packet, all submissions require 4 copies of the site plan per §170-16, a Traffic Impact Study (if applicable). The required fees should be submitted in the form of a check made payable to Wilson Borough.