

BOROUGH OF COLLEGEVILLE

**APPLICATION FOR CONDITIONAL USE
APPROVAL**

Instructions for filing an application for Conditional Use Approval

PART I – Applicant – Applicant’s name and address.

PART II – Identification – Property owner and applicant’s attorney’s name and address.

PART III thru VI – Complete these sections – If the question is not applicable, then response should be n/a.

PART VII – Sign and date application – If applicant is not the owner of the property, a notarized statement indicating the owner’s approval of the proposed Conditional Use Approval request must be submitted with the application.

SPECIFICATIONS AND PLANS

- The applicant shall file an original and nine copies of the application.
- The original and all copies shall be individually signed and notarized.
- The applicant shall submit with each application ten copies of a site plan of the entire property in question setting out specifically the dimensions of the lot in question and any other adjacent lots owned by the same owner or same applicant, the dimensions of the existing buildings on the property, the dimensions of any proposed building on the property, the height of any building on the property, the rear, the side and front yard setbacks on buildings and proposed buildings and the quantity and location of the off-street parking. The plan should also contain such additional information as the applicant considers useful at the time of the hearing.
- The applicant is required to attach a copy of the Deed to the property.
- The applicant is required to provide a complete listing of all property owners (names & address) within 500 feet of the tract boundary on mailing labels.

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I – APPLICANT

Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

II – IDENTIFICATION – *To be completed by all applicants*

Owner: Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

Applicant's Name: _____ Phone: _____

Attorney: Address: _____

City: _____ Zip Code: _____

III – LOCATION OF PROPERTY

Street Location: _____

Mailing Address: _____

Zoning District: _____ Parcel #: _____ Block: _____ Unit: _____

Deed Book and Page: _____

IV – PROPERTY DESCRIPTION

Lot Size: _____ Lot Frontage: _____ Lot Depth: _____

Description of current use of property: _____

Description of existing improvements of property: _____

Description of proposed use and proposed improvements of property: _____

V – ORDINANCE

State each section of the Collegeville Borough Zoning Ordinance that is involved in this application: _____

VI – PREVIOUS APPEAL

Has any previous appeal or application been filed in connection with this property? _____

VII – SIGNATURE

The applicant hereby deposes and says that all of the above statements contained in this application are true and correct to the best of their knowledge and belief. I hereby certify that the proposed application is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Collegeville Borough.

Signature Date

Date: _____

Sworn to and subscribed before me this _____ day of _____, 20__

Notary Public