

# Honey Brook Township

## Application for Public Conditional Use Hearing

### Before the Board of Supervisors (Chapter 27, Part 13)

**What is a Conditional Use Hearing?** A conditional use is an allowed use in a particular zoning district, subject to prior approval by the Board of Supervisors. The approval must take place after a public hearing during a Board of Supervisors public meeting. The Board can impose reasonable conditions if it grants a request.

## Instructions for obtaining a Conditional Use

**Please submit pages 6-7 filled out completely:**

**Section 1: indicate your reason for applying for the hearing.** In the first blank, indicate briefly your intent. In the second blank, cite the section of the Zoning Ordinance under which the Conditional Use is being sought. The Zoning Ordinance is Chapter 27 of the Township Code of Ordinances, which may be found on the Township website at [www.honeybrooktwp.com](http://www.honeybrooktwp.com). The hardship has not been created by the applicant,

### Section 2: Applicant/ Owner / Agent information

- a. Clearly print the applicant's name (**Please note:** *if the applicant is other than the legal or equitable owner of the property, evidence of authorization to act on their behalf must be attached*).
- b. The applicant's mailing address.
- c. The property owner's name (if different from the applicant's name).
- d. The owner's mailing address (if different from the applicant's).
- e. The location of the property. In some cases, this may differ from the mailing address.
- f. The tax parcel number: if you are unsure of the tax parcel number, it can be found using ChesCo Views at <https://arcweb.chesco.org/CV4/>.
- g. The Agent/Representative name and address, if the application is being filled out by someone other than the homeowner. If this does not apply, put "n/a" (for "not applicable") in the blank.
- h. Phone number (at the very least) and fax number (if applicable. If none, put "n/a" in the blank).
- i. Applicable email addresses: if none, put "n/a" in the blank.

### Section 3: Existing Improvements / Use Information

- a. The size of the property in square feet (s.f.): the property size in acres multiplied by 43,560 sq. ft.
- b. Total buildings, in square feet (sq. ft.): add together the square footage of all buildings
- c. Other impervious coverage, in square feet (sq. ft.), such as sidewalks and driveways.
- d. Total impervious, in square feet (sq. ft.): Add your answers from b. and c. together.
- e. The percent of total impervious: divide the number in d. by the number in a. The result will be the percentage of impervious coverage expressed as a decimal.
- f. Sewer service: please circle the appropriate answer.
- g. Water service: please circle the appropriate answer.
- h. Shared sewer/water: please circle the appropriate answer. If yes, explain.
- i. Current uses: please list the current use(s) on the property. Examples include residential, commercial, agricultural, etc.
- j. Circle the appropriate answer. If anything about the property is non-conforming, explain.
- k. Circle the appropriate answer. If the property is subject to any easements or legal restrictions, explain.
- l. Circle the appropriate answer. If you are unsure if any part of your property is in the flood hazard zone, you may consult the federal Flood Insurance Resource Map (FIRM) or determine this in ChesCo Views at <https://arcweb.chesco.org/CV4/>.
- m. The zoning district. The Zoning map is on the Township website at [www.honeybrooktwp.com](http://www.honeybrooktwp.com).

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**Section 4:** Please give a narrative description of the proposed use and site improvements. Describe what it is that you are doing that requires the conditional use. Attach a separate sheet if necessary.

**Section 5:** *Please carefully read this entire section and check off each box upon completion. Failure to complete all parts of the application and/or provide the supporting documentation will result in the applicant being returned back to the applicant to compete. This will result in delays.*

- **List of names, parcel numbers, and mailing addresses:** this is not simply a list of adjoiningers. This is a list of those properties within 300 feet of the subject property (identified in e. under Section 2). It is helpful to list the situs (or location) address for each property in addition to the mailing address. In many cases, the situs address it will be the same as the mailing address, but in some cases, it will differ.
- **Site Plan.** Use the instructions below to guide you.

In general:

- Site plan should be drawn to a scale of one inch = 100 feet
- Include a copy of the last recorded subdivision plan of which the subject property is a part
- Include an aerial image of your property (such as from Google Earth or ChescoViews)
- Show all property lines with approximate lengths
- Dimensional features showing compliance with applicable area, width, coverage, yard, natural and historic protection standards per Chapter 27 (Zoning Ordinance)

Existing Features:

- Show all existing buildings / structures - this includes driveways/parking areas, sheds, detached garages, decks, pools, patios, accessory buildings, etc.
  - Indicate location of all buildings / structures
  - Indicate size (dimensions) and coverage of all buildings / structures, including height
  - Indicate use of all buildings / structures
  - Show distances from buildings / structures to property lines
  - Show distance from buildings / structures to centerline of road
- Well & Septic locations (or laterals for public water/sewer)
- Locations & dimensions of any stormwater management features (basins, underground stone infiltration beds, swales, etc.)
- Locations and widths of any utility or stormwater easements

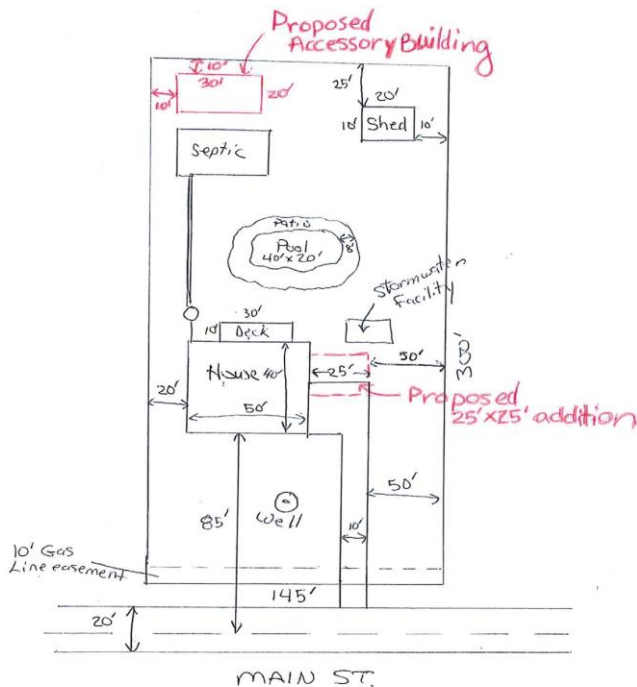
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Proposed Features:

- Show location of all proposed buildings / structures
  - Indicate location of all buildings / structures
  - Indicate size (dimensions) and coverage of all buildings / structures, including height
  - Indicate use of all buildings / structures
  - Show distances from buildings / structures to property lines
  - Show distance from dwelling (and any structures in front of dwelling) to centerline of road
- Provisions for treatment of disposal of sewage and supply of water
- Provisions for handling of stormwater drainage
- Location, dimensions, and arrangement of sidewalks, parking areas, site access, and interior circulation, off-street loading & unloading, and lighting
- Location, dimensions, and arrangement of all areas devoted to open space, ground cover, trees, plantings, and recreation
- Location & design of on- and off-site improvements related to access control & traffic capacity

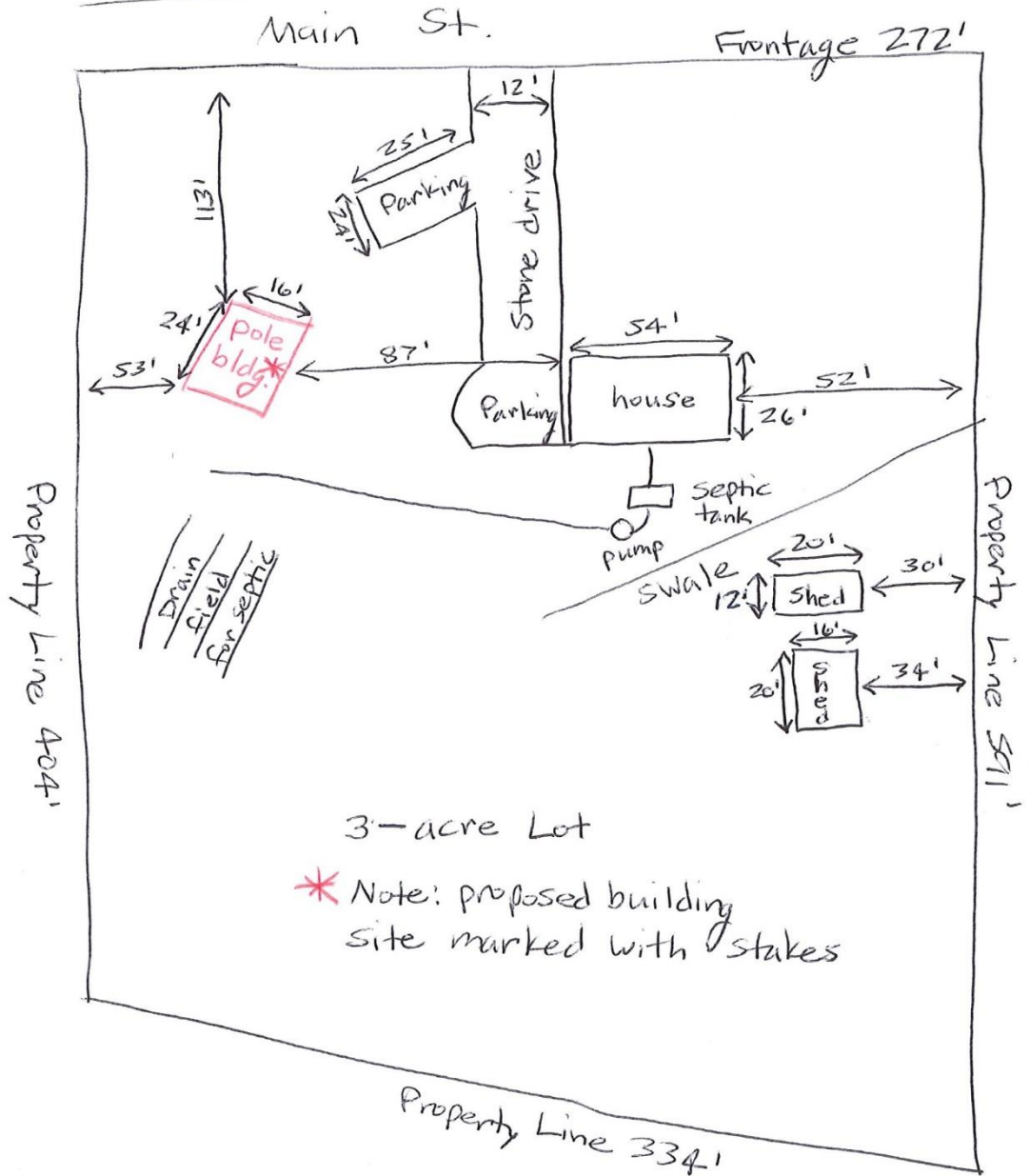
Example Site Plan for Public Hearings



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Example Site Plan for Public Hearings



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- **Non-refundable filing fee:** the amount is per the current Year's Fee Schedule and is due at the time of submitting the hearing application.
- **Sets of applications:** you have the option of submitting only one set of materials, or seven (7) sets of materials. This is because there are a few steps in the process, and some amount of hard copies are required. If you only submit one set of materials, you will be billed for the cost of generating the others per the current year's Fee Schedule.
- **Electronic file of any large-format maps:** please e-mail an electronic file of any large-format plans to [info@honeybrooktwp.com](mailto:info@honeybrooktwp.com).

**Section 6:** The applicant must legibly sign, print, and date the application. All materials and the filing fee must be submitted in order for the application to be considered complete.

**Please submit to: Honey Brook Township, 500 Suplee Road, P.O. Box 1281, Honey Brook PA 19344**

**What happens after I submit my application?** The Township staff will review the application for completeness. Once it is determined the application is complete, the applicant will receive a signed copy of the application in return. The Township's Planning Commission (PC) and Board of Supervisors (BoS) will each, in turn, discuss the application at their next meeting date. The PC makes its recommendation to the Board of Supervisors, which can take one of three positions: opposed, no position, or support.

**What meetings do I have to attend?** After you submit your application, the PC will review it at a public meeting. At the next Board of Supervisors (BoS) meeting following the PC meeting, the BoS will review your application. You will receive a letter from the Township with the dates of the PC and BoS meetings at which your application will be discussed.

It is recommended, but not required, that you attend the PC meeting. The PC will recommend their position to the BoS, but the BoS will make the final decision after they conduct the hearing. If the PC has questions about your application, your presence will be helpful to informing their recommendation to the Board. ***Please note, however, that attending the Conditional Use Hearing is mandatory for your application to be considered.***

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### Section 1:

I request a Conditional Use to \_\_\_\_\_

under Section(s) \_\_\_\_\_ of the zoning ordinance (Chapter 27 of the Township Code of Ordinances).

### Section 2: Applicant/Owner/Agent Information

- a. Applicant Name\*: \_\_\_\_\_
- b. Applicant Mailing Address: \_\_\_\_\_
- c. Property Owner's Name (if different): \_\_\_\_\_
- d. Owner's Mailing Address: \_\_\_\_\_
- e. Property Location: \_\_\_\_\_ f. Tax Parcel #: \_\_\_\_\_
- g. Agent/Representative's Name & Address: \_\_\_\_\_
- h. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
- i. Applicable email address(es): \_\_\_\_\_

*\*if applicant is other than the legal or equitable owner of the property, evidence of authorization to act on behalf of the property owner(s) must be attached.*

### Section 3: Existing Improvements/Use Information

- a. Property size (\_\_\_ acres x 43,560 sq. ft.): \_\_\_\_\_ b. Total Buildings (sq. ft.): \_\_\_\_\_
- c. Other impervious coverage (sq. ft.): \_\_\_\_\_ d. Total Impervious (sq. ft.): \_\_\_\_\_
- e. (Total Impervious / Property Size = ) Percent of total impervious: \_\_\_\_\_
- f. **Sewer service** (circle): public / septic / sand mound/cesspool / holding tank
- g. **Water** (circle): public/well
- h. Is your sewer or water service shared with another property or use? (circle) yes / no
- i. Current use(s) on the property: \_\_\_\_\_  
\_\_\_\_\_
- j. Is anything about your property non-conforming to the zoning ordinance? (circle) yes / no  
If yes, explain: \_\_\_\_\_
- k. Is your property subject to any easements or other legal restrictions? (circle) yes / no  
If yes, explain: \_\_\_\_\_
- l. Have you checked the flood hazard map? Is any part of your property within it? (circle) yes / no  
If yes, explain: \_\_\_\_\_
- m. Zoning District: \_\_\_\_\_

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**Section 4:** Narrative description of the proposed use & site improvements (attach separate sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 5: Checklist for Completed Applications** (incomplete applications must be returned to the applicant for correction)

- I have included a list of the names, parcel numbers, and mailing addresses for all properties within 300 feet of the application property.
- I have included an accurate site plan of the property which identifies existing and proposed features according to Section 27-1404.B.7. of the Zoning Ordinance, including--
  - Size, location, and layout of the lot lines (boundaries)
  - Size, location, and identification of existing improvements (distances to lot lines and size of each structure, driveway, or impervious surface)
  - Size, location and identification of the changes I want to make
  - Streams, ponds, and wetlands
  - Flood hazard zone, if applicable (see Township flood hazard map)
- I have included the \$1,000 non-refundable filing fee. I understand this application has the potential to be eligible for additional fees per Section 27-1209.B.2 of the Zoning Ordinance.
- I am either (check one) \_\_\_ providing seven (7) sets of this application and accompanying information, or \_\_\_ providing one set of documents. I will be billed for the others.
- I am providing an electronic copy of any applicable large-format plan(s).

**Section 6:**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

- List of property owners within 300' attached?
- Plot plan complete?
- Filing fee enclosed?
- Appropriate number of complete sets? Y / N If N, applicant will be billed under separate cover.
- Electronic file received (if applicable)?
- Copy of application signed by township official given to applicant?

Complete application received on the: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.