

# **CONDITIONAL USE APPLICATION** **COVER PAGE**

**FEE:           \$600.00**

**PLEASE MAKE CHECK PAYABLE TO:  
BOROUGH OF POTTSTOWN**

## **SUBMITTAL REQUIREMENTS:**

- 1. Fee (check)**
- 2. Three application packets to include:**
  - a. The application,**
  - b. the sketch plan (if applicable),**
  - c. a copy of the deed**

**AND**

- 3. One thumb/flash drive containing the full application packet and any supporting documentation\***

\*We strongly encourage you to include with the application: Sufficient information to document compliance with the applicable standards of the Conditional Use chapter. If it is not provided with this application, it is **REQUIRED** to be presented at the hearing.

**Only completed applications will be accepted**

Property information and measuring tools (to help determine distances) are available at:  
[Propertyrecords.montcopa.org](http://Propertyrecords.montcopa.org)



# Borough of Pottstown

Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464-9525

## ZONING CONDITIONAL USE APPLICATION

This application must be completed in its entirety.

Property Address: \_\_\_\_\_

Parcel Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Total Square Footage of Lot \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Business (if applicable): \_\_\_\_\_

**1. Conditional Use Code Section:** Enter sections as related to this application.

Chapter 27; Part 3 Section \_\_\_\_\_

Chapter 27: Part 4 Section \_\_\_\_\_

**2. Is the property in Historic District:**  Yes  No

**3. Is the property currently:**  Owner occupied  Rental property

**4. Current land use (choose one):**

Single family detached  Single family attached  Multi-unit residential: \_\_\_\_\_ # of units

Single unit commercial  Multi-unit commercial: \_\_\_\_\_ # of commercial units;

Mixed Use: \_\_\_\_\_ # of Residential and \_\_\_\_\_ # of Commercial units

**5. Describe the requested Use in detail:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Indicate what improvements/renovations you plan for this property, both internal**

**and external:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Conditional Use criteria\*** is provided under Chapter 27; Part 4/Appendix A4.

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While each condition may vary, inclusions for consideration include (but are not limited to) the following examples:

- a. Traffic Studies (if required)
- b. Lease (if not owner occupied)
- c. If a condition limits “distance between existing uses” you are required to provide supporting documentation showing how you meet that requirement (*i.e. Section 401.30*)
- d. Child Care Facilities: You must provide sketches or pictures showing drop off areas, play areas, distance between facilities, etc.

**I certify that I am authorized to make this application; and to the best of my knowledge and belief, all the information on this form and its attachments is true and correct.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Submittal requirements:**

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