



# CU

**HANOVER TOWNSHIP**  
**APPLICATION FOR**  
**CONDITIONAL USE REVIEW**

**CONDITIONAL USES**

What is a conditional use?

A conditional use is nothing more than a special exception that falls within the jurisdiction of the governing body rather than the Zoning Hearing Board. Uses which could be provided as conditional uses rather than as special exceptions are often those uses that could have a direct effect upon the lives of all persons within the community. Some examples of such land uses are airports, paper manufacturing plants, or landfills. Such uses would be specifically listed under the various districts, and to use land for any of these purposes a conditional use application would have to be filed. The governing body would then have the opportunity to thoroughly examine the proposal and to impose any reasonable safeguards necessary to implement the purposes of the ordinance and to protect the general welfare.

According to the Zoning Ordinance, all conditional uses must first be reviewed by the Hanover Township Planning Commission. After this review, the Hanover Township Council, based upon the recommendation of the Planning Commission and any testimony presented at the review by the applicant, decides on the proposed use.

Land Development Approval may not be obtained unless and until the conditional use has first been approved by the Township; as mandated by the Pennsylvania Municipalities Planning Code.

## PLAN REQUIREMENTS FOR CONDITIONAL USE REVIEW

1. Application for a conditional use shall contain the following:
  - (1) Twenty (20) copies of accurately scaled site plans, sealed by a registered professional engineer or land surveyor showing (All plans must be folded):
    - (a) the location, size and topography of the tract;
    - (b) flood plain information;
    - (c) existing and proposed buildings, parking area accesses and improvements;
    - (d) location, size and use of open space; and
    - (e) existing and proposed easements
  - (2) A description of any public service and facilities which would be provided in connection with the conditional use.
  - (3) A description of size and use of all existing and proposed buildings or structures as well as any other site data which is needed to determine compliance with this section and other applicable zoning regulations.
  - (4) A description of covenants, easements or other restrictions proposed to be imposed upon the use of the land, buildings, and structures, including those proposed easements from or for public utilities.
  - (5) In the case of development plans, which call for development over a period of years, the developer shall designate geographic sections or phases for development and file a schedule showing the proposed areas for which applications are intended to be filed and a time frame for same. This schedule must be updated annually on the anniversary of its approval until the development is completed and accepted.
  - (6) A description of any and all waivers, variances or interpretations requested or necessary to complete the project as proposed.
  - (7) Twenty (20) copies of the completed application form.
  - (8) Review Fees (checks are made payable to Hanover Township):
    - Application Fee: \$1,200.00
    - Escrow: \$ 2,500.00 – This **must** be a separate check made payable to Hanover Township Escrow
  - (9) Any additional information required by the Planning Commission, Zoning Hearing Board, Township Engineer, or Township Council.

**PLEASE NOTE:** Plans which do not address the above topics will risk delay and/or denial.

HANOVER TOWNSHIP LEHIGH COUNTY  
CONDITIONAL USE APPLICATION



CONDITIONAL USE NO.: _____
FEE: \$ _____
DATE RECEIVED: _____
DATE SUBMITTED TO PLANNING COMMISSION: _____
PLAN ATTACHED? _____
60-DAY EXPIRATION DATE _____
<b>FOR OFFICE USE ONLY</b>

I, We \_\_\_\_\_  
Name(s)

\_\_\_\_\_ Mailing Address Telephone Number

Hereby apply for a hearing before the Zoning Hearing Board concerning the property or use located at:

\_\_\_\_\_ Physical Location of Subject Matter

Current Zoning District \_\_\_\_\_

The reasons for this request, circumstances concerning same and/or special conditions concerning this application are attached and made part of this application.

\_\_\_\_\_ ORIGINAL SIGNATURE OF APPLICANT

\_\_\_\_\_ Mailing Address

\_\_\_\_\_ Print Name

\_\_\_\_\_ Telephone Number

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

\_\_\_\_\_ ORIGINAL SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_ Mailing Address

\_\_\_\_\_ Print Name

\_\_\_\_\_ Telephone Number

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

**NOTE: Application must be submitted with original signatures. Copies will not be accepted.**

**The following is a list of questions designed to assist you and the Township in the efficient review of your request. It is strongly recommended that you be prepared to thoroughly answer all the questions. Failure to do so may result in the continuance or possible denial of your request.**

1. A Conditional Use is hereby requested to:

\_\_\_\_\_ Section(s) of the Zoning Ordinance.

2. What is the full name and home address of the owner(s) of the premises which is the subject of the appeal?

\_\_\_\_\_  
\_\_\_\_\_

3. If appellant is other than the owner, what is the full name and home address of the appellant, and the specified interest of the appellant in the appeal (agent for owner, equitable interest, agreement of sale, etc.)?

\_\_\_\_\_  
\_\_\_\_\_

4. What is the date of acquisition of the subject premises by the owner?

\_\_\_\_\_

5. What is the exact location of the property in question – Tax Parcel Identification (PIN) (located on tax bill for the property)?

\_\_\_\_\_

6. What is the Flood Insurance Rate Map (FIRM) Information?

Map / Panel Number: \_\_\_\_\_

FIRM Index Date: \_\_\_\_\_

FIRM Panel Effective Date / Revised Date: \_\_\_\_\_

Flood Zone(s): \_\_\_\_\_

7. What is the exact use proposed for the property? List hours of operation, number and type of employees, business equipment to be stored at site, nature of normal business operations. (Attach additional sheets if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Is the proposed use in accordance with the spirit, intent and purpose of the Zoning Ordinance?

---

---

9. Is the proposed use suitable for the site chosen? Explain. (Attach additional sheets if necessary)

---

---

---

10. What is the character of the existing neighborhood?

---

---

11. Will the proposed use be in harmony with the character of the existing neighborhood? Explain.

---

---

---

12. What type of sewer and water facilities are proposed?

---

---

13. What will the impact of this use be on existing traffic patterns and volumes?

---

---

14. Will there be any increase to dangers of fire or panic, or may hazard which would endanger public safety?

---

---

15. Will proposed use overcrowd the land or create an undue concentration of population?

---

---

16. Will this use be detrimental to the appropriate use of surrounding properties?

---

---

17. How will ingress and egress to and from this site be addressed?

---

---

◆◆◆◆◆ If the provided area is insufficient, use additional sheets of paper and attach to application.

◇◇◇◇◇◇◇ Copies of the Hanover Township Zoning Ordinance are available in the Township Office for a fee or on the Township's website at [www.hanleco.org](http://www.hanleco.org).

**REPRESENTATION BY COUNSEL:**

***(Please check one)***

The applicant: **will** \_\_\_\_\_ **OR** **will not** \_\_\_\_\_ be represented by counsel.

If legal counsel will represent the applicant, please provide the following information:

**NAME:** \_\_\_\_\_

**FIRM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NO.:** \_\_\_\_\_ **FAX NO.:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

The following paragraph **MUST** be filled in as to how the Conditional Use shall be advertised. **Failure** to complete this form may result in the delay of your application being heard.

**DOCKET # (XXXX)** - \_\_\_\_\_  
(Your Name(s))

\_\_\_\_\_  
(Your Mailing Address)

**LOCATION:** \_\_\_\_\_, Allentown, PA 18109, **PIN** \_\_\_\_\_,  
(Location of property for this hearing)

the subject property is located in a \_\_\_\_\_ Zoning District. Applicant(s) is / are requesting a

**Conditional Use** to Section(s) \_\_\_\_\_  
Section(s) of the Zoning Ordinance

of the Zoning Ordinance regarding \_\_\_\_\_  
(Brief Description)

\_\_\_\_\_  
\_\_\_\_\_