



CONDITIONAL USE APPLICATION

All submissions require ten (10) paper copies to be printed and one (1) electronic copy to be provided via USB Flash Drive or Compact Disc (CD). Please note that all plans and drawings must be included with each copy.

OFFICE USE ONLY	
PERMIT # _____	TAX MAP PARCEL # _____
PROJECT NAME _____	

I. APPLICANT

Name _____ Date of Application _____
Email _____ Phone _____
Property Location _____
Applicant Mailing Address (If Different) _____
Tax Map Parcel # _____ Size of Parcel _____

II. OWNER (Only required when owner is not the applicant)

Name _____
Email _____ Phone _____

III. PROJECT

Please attach a narrative explaining in detail the applied use for the property in question. A description of the property and its location with plans and supporting information should also be provided. A plot plan should also be included. Applicants may refer to the Solebury Township Zoning Ordinance of 1988 as amended.

IV. ATTACHMENTS

Please check the box of all attachments that have been included with this application.

Adjacent Property List

Applied Use Narrative

Plot Plan

Professional Services Agreement (Residential or Commercial)

Project Plans (10 Paper Copies, 1 Electronic Copy)



PROPERTY ACCESS AUTHORIZATION

Property Location _____
Applicant's Name _____
Tax Map Parcel No. _____

In accordance with Solebury Township Subdivision and Land Development Ordinance, Section 4.00 E, permission is hereby granted to enter upon the above property at any reasonable hour as part of the review process of the submitted application.

OWNER SIGNATURE _____ DATE _____

CERTIFICATE OF OWNERSHIP AND AUTHORIZATION OF AGENTS

Owner Name _____ Tax Map Parcel # _____
Email _____ Phone _____
Property Location _____

The individual(s) listed below is/are authorized to act on my behalf regarding this conditional use submission to Solebury Township:

Agent 1 Name _____
Address _____
Phone _____ Email _____

Agent 2 Name _____
Address _____
Phone _____ Email _____

OWNER SIGNATURE _____ DATE _____



FEE SCHEDULE

Description	Fee
RESIDENTIAL - Filing fee for Conditional Use other than Telecommunications, as required under the Solebury Township Zoning Ordinance, as amended. This filing fee is non-refundable.	\$1,750
COMMERCIAL - Filing fee for Conditional Use other than Telecommunications, as required under the Solebury Township Zoning Ordinance, as amended. This filing fee is non-refundable.	\$2,500
TELECOMMUNICATIONS - Filing fee for Conditional Use relating to Telecommunications Applications as required under the Solebury Township Zoning Ordinance, as amended. This filing fee is non-refundable.	\$7,500

The filing fee shall be determined upon the present or proposed use of the property if it is different than the Zoning Classification of the property.

I, _____, having this day filed with Solebury Township hereby acknowledge that I have read the above and I hereby agree to its terms.

APPLICANT SIGNATURE _____ DATE _____



Acknowledgement

1. By making a submission under this Ordinance, the applicant and all of its agents, employees, and consultants acknowledge(s) and agree(s) that all documents and other information submitted to the Township as part of this application, whether subject to a statutory or common law copyright, constitute public records within the meaning of the Pennsylvania Right to Know Law, Act 3 of 2008, as amended, and are therefore subject to public review upon request in accordance with the Right to Know Law and applicable Township ordinances and resolutions.

2. The applicant and all of its agents, employees, and consultants further agree(s) and authorize(s) that all documents and other information submitted to the Township as part of this application, whether subject to a statutory or common law copyright, may be duplicated, posted on the Township website and otherwise provided to the public.

Applicant signature _____

Date _____



UNIFORM NOTIFICATION

Pursuant to Part 6 of the Solebury Township Code of Ordinances, the following procedures must be undertaken to provide notice for hearings and meetings for a duly filed application before the Solebury Township Board of Supervisors, the Solebury Township Planning Commission.

NEIGHBORING OWNER

The owner of record of a parcel of land which is: a) contiguous at any point to the parcel in question, or b) which is contiguous at any point to a parcel of land that is contiguous at any point to the parcel in question, i.e. a parcel that is one parcel away from the subject parcel, or c) which is on the other side of a section of street (public or private) on which the subject parcel has frontage, i.e., a lot across from the subject parcel.

1. Contemporaneous with the filing of an application governed by this part, the applicant shall certify to the Zoning Officer or HARB Administrator, if applicable, and the Township Secretary, the names and last-known mailing addresses of all neighboring owners, and the addresses and tax parcel numbers of all neighboring parcels. The mailing addresses on the tax rolls shall be considered a neighboring owners' last-known mailing addresses.
2. Within 10 days of filing an application governed by this part, the applicant shall notify all neighboring owners of the pendency and purpose of the application at the neighboring owners' mailing addresses certified by the applicant, and provide the Township with proof of mailing.
3. Within 10 days of filing an application governed by this part, the applicant shall also post notice of the of the pendency and purpose of the application at a minimum of two conspicuous locations on the subject property on a form attached hereto as Appendix K, and submit to the Township photographs and a certification of posting. The size of the postings shall be greater than 200 square inches. In order for a placard to be considered posted in a conspicuous location, the placard must be clearly visible to the public from roadways on which the subject parcel has frontage and to neighboring owners and not obstructed by structures, vegetation or landscaping. The Township reserves the right to determine whether or not the posting has been conspicuous. The applicant shall maintain the postings throughout the pendency of the application