

BOROUGH OF SUGARCREEK CONDITIONAL USE HEARING
APPLICATION INFORMATION SHEET

The Borough of Sugarcreek Council hears and decides requests for conditional uses in accordance with standards and criteria stated in the Borough's Zoning Ordinance and with the PA Municipalities Planning Code. This information sheet is meant to assist an applicant in completing the attached application for a conditional use hearing.

Borough Council holds public hearings on an as needed basis on the 1st Wednesday of the month. A fee of \$800.00 must be submitted with the application and the fee is non-refundable, regardless of the result of the hearing. Applicants have the right to be represented by an attorney during the hearing, although an attorney is not required.

Conditional Use - A conditional use is a use permitted in a particular zoning district pursuant to the regulations in the Zoning Ordinance and authorized by Borough Council. In addition to the public hearing, the applicant must also present their application to the Borough of Sugarcreek Planning Commission for review and comment prior to hearing. Borough of Sugarcreek Planning Commission meets on the 2nd and 4th Wednesday of the month on an as needed basis. Applications must include the following.

- 5 copies of a site plan must be submitted with the following information (if applicable)
 - Location of all existing floodplains, watercourses, wetlands, right-of-ways, easements, and other significant features.
 - The location and proposed function of all yards, open spaces, parking areas, driveways, storage areas and accessory structures.
 - The use of adjacent land, the proposed size, bulk, use and location of buildings.
 - Location of public water and sewer lines.
 - All proposed site grading and drainage provisions.
 - Zoning data.
 - Certification of site plan by professional engineer/surveyor.
 - Certification of ownership and acknowledgment of plans signed by owner.
- The applicant shall provide Borough Council with sufficient plans, studies, or other data to demonstrate compliance with all applicable regulations.
- The applicant must provide evidence of compliance with all conditions for the condition use.
- The applicant must prove that the proposed conditional use will not have a negative impact on utilities, police protection, fire protection, and parks and recreation facilities.
- The proposed conditional use shall not significantly detract from the use of neighboring properties or from the character of the neighborhood.



Borough of Sugar Creek
 212 Fox Street
 Franklin, PA 16323

CONDITIONAL USE APPLICATION

OFFICE USE ONLY		
Application #:	Application Date:	Bldg. Permit #:
Fee \$	Receipt #:	Receipt Date:
Advertisement Dates:	Posting Date:	Notices Date:
Hearing Date:	Decision Date:	Decisions Mailed Date:

Name:	Phone:
Address:	
Address of Property in Question:	
Owner's Name (if different from applicant):	

Parcel ID:	Zoning District:
Zoning Ordinance section(s) which applies to this case:	
Present Use of Property:	

Proposed Use of Property:	

Explain Conditional Use:	

I/We attest that the information provided is true and correct to the best of my/our knowledge.

Signature: _____ Date: _____
 ***Must be signed by the owner of the premises or his/her designated representative.

- I have included the following with my application (check all that applies):
- Drawing(s) or sketch of existing property
 - Drawing(s) or sketch of proposed change(s)
 - Blueprints
 - Architectural renderings
 - Photographs
 - Check for \$800.00 payable to "Borough of Sugar Creek"
 - Proof of ownership (i.e., executed sales agreement and or property deed)

**Please note that upon receiving the application, Borough Council may request further information.