

**BOROUGH COUNCIL
BOROUGH OF SINKING SPRING
BERKS COUNTY, PENNSYLVANIA**

APPLICATION REQUESTING CONDITIONAL USE FOR:

(please check the applicable action)

- A Variance
- A Special Exception
- An Appeal From Action Taken by the Zoning Officer

1. Name, Address and Telephone Number of Property Owner of Record

2. Name, Address and Telephone Number of Applicant (if other than Property Owner) and relationship of Applicant to the property in question (i.e. equitable owner, agent of owner, lessee , ect.)

3. Describe the location of the affected property, including its street address, its tax map parcel identification number and its current zoning classification.

4. State the nature of the Appeal/Variance/Special Exception which is sought:

5. State the reasons why the Applicant believes the Appeal/Variance/Special Exception should be granted and indicate the specific sections of the Zoning Ordinance which the Applicant is seeking, either an interpretation of or, relief from:

6. **THE FOLLOWING SHALL ALSO ACCOMPANY THIS APPLICATION:**

- a) A map of the property in question, drawn to scale, clearly indicating the size of the property, its current zoning classification, its TAX PIN, all the property's boundary lines, and the exact location(s) on the lot of all existing and proposed buildings, fences, signs, structures, and any existing or proposed alterations to said buildings or structures.
- b) The use, height and width of all proposed and existing buildings, structures and additions or alterations to buildings or structures, and the height, length, width and design of all signs.
- c) A statement indicating the number of dwelling units and/or commercial or industrial establishments to be accommodated within existing and/or proposed buildings on the property in question. In the case of apartment buildings and townhouses, a breakdown of units by number of bedrooms shall be given. In the case of commercial and industrial uses and home occupations, the floor area to be devoted to each use shall be indicated.
- d) The location, dimensions and design of parking and loading areas including the size and arrangement of all parking spaces and means of ingress, egress, and interior circulation, recreation areas, screens, buffer yards and landscaping, means of egress from, and ingress to the lot, routes for pedestrian and vehicular traffic, and outdoor lighting.
- e) The location of all utility lines, easements, or right-of-ways, the method of water supply, sanitary sewage disposal, and stormwater management, including the location of any existing or proposed on-lot water, sewer or stormwater facilities.
- f) The names, mailing addresses, telephone numbers, and tax map parcel identification numbers of all adjoining property owners.
- g) The percentage of both the proposed and existing types of impervious coverage (buildings, parking lots, driveways, sidewalks, etc.) on the property in question.
- h) The name, address and telephone number of any attorney who will be representing the applicant at any zoning hearing which may be held due to this application being filed.

- i) All other information as may be deemed necessary by the Zoning Officer in order for him/her to determine conformance with and provide enforcement of the Zoning Ordinance.

7. **VERIFICATION STATEMENT (must be completed by the applicant)**

I _____, hereby apply for a hearing before Borough Council
(print name here)

and by affixing my signature below do hereby certify that I have, and can demonstrate for Borough Council, the legal authority to be a bona-fide applicant before the Council. I further verify that all of the information contained in this application, including statements, representations, and other entries, is true and correct to the best of my knowledge, information, and belief. This verification, willingly made, is subject to the penalties of 18 PA.C.S. § 4904, relating to unsworn falsification to authorities and § 4911, relating to tampering with official records.

Signature of Applicant

Date

Send four (4) copies of the completed application and all supporting documentation for Appeal/Variance/Special Exception along with your check in the amount of \$750.00 (seven hundred fifty dollars), made payable to the BOROUGH OF SINKING SPRING to:

Mrs. Regina Shade, Secretary
Borough of Sinking Spring
3940 Penn Avenue
Sinking Spring, PA 19608

PLEASE NOTE: PLEASE BE ADVISED THAT ALL OF THE REQUESTED INFORMATION MUST BE SUPPLIED BY THE APPLICANT. FURTHERMORE, ANY APPLICATIONS WHICH ARE DEEMED TO BE INCOMPLETE BY THE ZONING OFFICER AND BOROUGH COUNCIL SHALL BE REJECTED. FURTHERMORE, NO HEARINGS WILL BE SCHEDULED UNLESS AND UNTIL A COMPLETE APPLICATION HAS BEEN RECEIVED BY THE MUNICIPALITY.