



TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PA
2900 SOUTH PIKE AVENUE
ALLENTOWN, PA 18103

Phone: 610-797-4000
Fax: 610-797-5516

APPLICATION FOR CONDITIONAL USE

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 mobile home parks, lumber yards, trucking terminals or landfills. Also, temporary structures or uses that are not specifically permitted by right by this Ordinance may be issued by the Board of Commissioners as a Conditional Use. 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 Section §27-119 of the Zoning Ordinance, all Conditional Uses must first be reviewed by the Zoning Officer to determine if the application is administratively complete. After this review, the application shall be reviewed by the Planning Commission and submit recommendations to the Board of Commissioners. The Board of Commissioners, 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

Land Development Approval may not be obtained unless, and until the Conditional Use has been approved by the Township, as mandated by the Pennsylvania Municipalities Planning Code.

PLAN REQUIREMENTS FOR CONDITIONAL USE REVIEW

APPLICATION FOR A CONDITIONAL USE SHALL CONTAIN THE FOLLOWING:

1. Fifteen (15) copies of accurately scaled site plans, sealed by a registered Professional Engineer or Land Surveyor showing:
 - a. The location, size and topography of the tract
 - b. Existing and proposed buildings, parking area accesses and improvements
 - c. Location, size and use of open space
 - d. Existing and proposed easements
2. A description of any public services 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 streets.
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 area for which applications are intended to be filed, and its approval, until the development is completed and accepted.
6. A description of any and all waivers, variances or interpretations requested or necessary information to complete the project as proposed.
7. Fifteen (15) copies of the completed application form.
8. Review Fee: \$900.00 - Residential & Commercial (payable upon application)
9. Zoning Application: \$50.00 - Commercial (payable upon application)
 \$35.00 - Residential (payable upon application)
10. Any additional information required by the Planning Commission, Zoning Hearing Board, Township Engineer or Commissioners.
11. **PLANS THAT DO NOT ADDRESS THE ABOVE TOPICS WILL RISK DELAY AND / OR DENIAL.**



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C.U. No.: _____
Date Received: _____
Meeting Date: _____
Plan Attached: _____
60 Day Expiration: _____
Fee: _____
Meeting Date (BOC): _____

I, WE: _____

ADDRESS: _____ Phone No.: _____

HEREBY APPLY FOR USE REVIEW BEFORE THE PLANNING COMMISSION AND THE BOARD OF COMMISSIONERS CONCERNING THE PROPERTY OR USE LOCATED AT:

Location of Subject Matter: _____

Zoning District: _____ Tax Parcel No.: _____

THE REASONS FOR THIS REQUEST, CIRCUMSTANCES CONCERNING SAME AND/OR SPECIAL CONDITIONS CONCERNING THIS APPLICATION ARE ATTACHED AND MADE PART OF THIS APPLICATION.

Signature of Applicant: _____

Print Name: _____ Phone No.: _____

Applicant Address: _____

E-Mail Address: _____

Signature of Property Owner: _____

Print Name: _____ Phone No.: _____

Property Owner Address: _____

E-Mail Address: _____

Law Firm (if applicable): _____ Phone No.: _____

Attorney Name: _____

Law Firm / Attorney Address: _____

Law Firm / Attorney E-Mail: _____

**PLEASE READ THE ATTACHED MATERIAL CAREFULLY
ANSWER ALL QUESTIONS TO THE BEST OF YOUR KNOWLEDGE**

**SALISBURY TOWNSHIP
APPLICATION FOR CONDITIONAL USE**

NOTE: No application shall be accepted unless and until all requested data, information, and plans are completed, and the required number submitted; and all fees are paid in full.

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 herein contained. Failure to adequately answer any of these questions 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 the 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 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 Map reference (located on tax bill) for property?

6. 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).

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

8. Is the proposed Use suitable for the site chosen? Explain (attach additional sheets if necessary).

9. What is the character of the existing neighborhood? _____

10. Will the proposed Use be in harmony with the character of the existing neighborhood? Explain.

11. What type of sewer and water facilities are proposed? _____

12. What will the impact of this Use be on existing traffic patterns and volumes? _____

13. Will there be any increase to dangers of fire or panic, or any hazard that would endanger public safety? _____

14. Will proposed Use overcrowd the land or create an undue concentration of population?

15. Will this Use be detrimental to the appropriate use of surrounding properties? _____

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

17. Is parking available to accommodate the intended Use? Provide detailed information and location of parking facilities and number of cars that could be accommodated.

18. **PERMISSION FOR AERIAL & GROUND VIEW OF PROPERTY**

Applicant(s) and/or owner hereby grant(s) permission and authorize members of the Township of Salisbury Planning Office to provide aerial and ground depiction of the subject property as part of the submission with the Conditional Use Appeal.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____



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ZONING APPLICATION

Zoning Permit No.: _____
Date Received: _____
Date Issued: _____
Fee: _____

NOTICE
This permit is void within one year of date of issuing if work has not commenced.

A. LOCATION, OWNERSHIP AND PRESENT USE OF PROPERTY:

1. Street & Number: _____ Parcel No.: _____
2. Deed Owner: _____ Zoning District: _____
3. Owner's Address: _____ Phone No.: _____
4. Present Use of Land: Residential Commercial Undeveloped
5. Type of Use: Stand-Alone Bldg. Multi-Unit Residential Bldg. Multi-Use Commercial Bldg.
6. Current Use of Building – Describe: _____
7. Number of Dwelling Units: Multi-Family / Number of Units: _____ Single-Family Residential
8. Number of Structures and Buildings on Lot: _____ Describe: _____
9. Present Use of Land: _____
10. Proposed Use of Land: _____

B. PROPOSED TYPE / USE OF STRUCTURE AND/OR LAND:

1. Type: New Structure Change of Use Major Subdivision
 Addition Sign Land Development
 Interior Alterations Billboard Other _____
 Exterior Alterations Minor Subdivision
2. Use: Retail Auto Communication Tower
 Food Service Place of Worship School
 Warehouse Storage Office Home Occupation
 Hospital Industrial Treatment Center
 Other _____
3. Description of Work: _____

C. APPLICANT:

1. Name of Applicant: _____ Phone No.: _____
2. Address of Applicant: _____
3. E-Mail Address: _____

4. Owner, Lessee, or Authorized Agent for Owner of Subject Property: _____
5. Please Print Name: _____ Date: _____
6. Applicant's Signature: _____

D. CHANGE OF USE:

1. Name of Previous Business: _____
2. Previous Use or Type of Business: _____
3. Name of Proposed Business: _____
4. Total Sq. Ft. Floor Space: _____ No. of Parking Spaces: _____ ADA Accessible Spaces: _____
5. A detailed Floor Plan must be submitted, including room dimensions (sq. ft.).
6. An inspection is required for any Change Of Use with or without alterations. A Certificate of Occupancy will be Issued after the Inspector certifies all inspections.
7. Building Permits are required for interior and exterior alterations for Commercial buildings.

NOTE: Were there any previous Appeals to the Zoning Hearing Board? If so, provide specifics and date of the Appeal:

OFFICE USE ONLY

1. Application Approved: Yes No Date: _____ Zoning Officer: _____

2. Comments: _____

3. Appeal to Zoning Hearing Board: Yes No Date of Appeal: _____

Date of Hearing: _____ Appeal No.: _____

Variance Yes No
 Special Exception Yes No
 Conditional Use Yes No

Appeal Enforcement Notice Yes No
 Appeal Interpretation of Ordinance Yes No

4. BOARD'S'S DECISION: GRANTED DENIED Date: _____

Additional Comments: _____
