



CONDITIONAL USE APPLICATION CHECKLIST

Property Address _____ Application # CU- _____ - _____
Date Received _____

The following documentation must be submitted with each conditional use application. Upon submission of an application, staff will review the application and notify the applicant of any deficient information. If any information is deficient, a public hearing cannot be scheduled until all required information is received. A public hearing will be scheduled within 60 days of receipt of required information.

Required Item	Staff use:	Notes (if deficient)
(1) <i>Zoning Permit.</i> A zoning permit must be submitted and a review/denial letter issued before submission of a conditional use application.	☐ Complete ☐ Deficient	
(2) <i>Conditional Use Application.</i> All items must be completed or marked "N/A" if not applicable. Application must be signed by applicant. Corporations, LLCs, and other entities must be represented by an attorney.	☐ Complete ☐ Deficient	
(3) <i>Owner authorization.</i> If applicant is not the sole record owner of property, authorization from all owners or the legal representative (e.g., attorney for corporation or LLC) is required.	☐ Complete ☐ Deficient	
(4) <i>Plot plan.</i> Must accurately depict proposed construction, additions or changes; existing lot size and use(s) on lot; and all relevant dimensions. Plans must be clear, legible, and accurately drawn to scale. Three (3) hard copies must be provided as well as one digital copy (in PDF format). <i>Note: the zoning ordinance requires that applications for certain uses include architectural drawings.</i>	☐ Complete ☐ Deficient	
(5) <i>Fees.</i> The following fees apply to conditional use applications: Conditional Use Hearing Fee \$1200 Plan Review Fee \$150 (Applies to revised/corrected plans submitted after the initial zoning permit application)	☐ Complete ☐ Deficient	

☐ This application has been reviewed and is scheduled for public meetings on the following dates: Planning Commission Meeting: _____, 20____ at 6 p.m.

☐ This application has been determined to be incomplete and cannot be scheduled for public meeting at this time.

Reviewer name: _____ Title: _____

Signature: _____ Date: _____

Contact phone: _____ Email: zoning@readingpa.gov



CITY OF READING CITY COUNCIL

CONDITIONAL USE HEARING APPLICATION

(PLEASE PRINT CLEARLY OR TYPE IN BLUE OR BLACK INK)
(Prior to filing, the proposal should be discussed in detail with the City Zoning Administrator)

1. Name of Applicant _____
2. Mailing Address of Applicant _____

3. Phone number of Applicant (day phone) _____
4. Cell Phone number of Applicant _____
5. E Mail Address of Applicant _____
6. Property Interest of Applicant _____
(owner, renter, contract purchaser, etc.)
7. Tax Assessor's Parcel Number and Legal Description of Subject Property **(the parcel number is mandatory to begin processing of the application)**
8. Street Address of Subject Property _____
9. City of Reading Business License No. _____
10. Zoning District of Property _____
11. Name of Property Owner _____

12. Mailing Address of Property Owner (if different from applicant)

13. Name of Contact Person or Attorney for Project (this is the single point of contact that should receive all notices, mailings, information, etc.)

14. Address of Contact Person _____

15. Phone number of Contact Person (day number) _____

16. E Mail address of Contact Person _____

17. Nature of the Request (be specific) _____

18. Site Area of subject property is square feet. _____

19. Total gross floor area of new construction _____

20. How many off-street parking spaces are available _____

21. List the name of the trash collector who services this property

22. Your application will be judged against the following criteria. Please answer these questions thoughtfully and attach additional pages as needed.

A. Explain how the proposed use will promote the health, safety and general welfare of the community:

B. Explain how the proposed use will satisfy the purpose and intent of the land use zone in which it is located:

C. Explain how the proposed use will not be detrimental to the surrounding neighborhood:

D. Explain how the proposed use will:

- (1) Be harmonious with the general policies and specific objectives of the Comprehensive Plan (ask Planning Staff for assistance):

- (2) Enable the continued orderly and reasonable use of adjacent properties by providing a means for expansion of public roads, utilities, and Plan:

- (3) Be designed so as to be compatible with the essential character of the neighborhood:

- (4) Be adequately served by public facilities and utilities including drainage provisions:

- (5) Not create excessive vehicular congestion on neighborhood collector or residential access roads:

- (6) Not create a hazard to life, limb, or property resulting from the proposed use, or by the structures used therefore, or by the inaccessibility of the property or structures thereon:

- (7) Not create influences substantially detrimental to neighboring uses. "Influences" shall include, but not necessarily be limited to: noise, odor, smoke, light, electrical interference, and/or mechanical vibrations:

- (8) Not result in the destruction, loss, or damage to any natural, scenic, or historic feature of major consequence:

Acknowledgement and Signature:

The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the City of City of Reading City Council to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances of the City of Reading and the laws of the Commonwealth of Pennsylvania.

Signature of Applicant

Date

Printed Name of Applicant

Signature of Property Owner (in different from Applicant)

Printed Name of Current Fee Owner

Does the applicant require a translator? ____ Yes ____ No.

If a translator is required please indicate the dialect required

_____.