



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Licensing & Inspections Dept.

610-970-6520 Email: LNIAdmin@pottstown.org

CONDITIONAL USE APPLICATION **COVER PAGE**

FEE: \$600.00

**PLEASE MAKE CHECK PAYABLE TO:
BOROUGH OF POTTSTOWN**

SUBMITTAL REQUIREMENTS:

- 1. Fee (check)**
- 2. Three application packets to include:**
 - a. The application,**
 - b. the sketch plan (if applicable),**
 - c. a copy of the deed**

AND

- 3. One thumb/flash drive containing the full application packet and any supporting documentation***

Sufficient information to document compliance with the applicable standards of the Conditional Use chapter must be included with your application. If it is not provided with this application, this application will be considered incomplete and be rejected.

Only complete applications will be accepted

Property information and measuring tools (to help determine distances) are available at:
Propertyrecords.montcopa.org



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ZONING CONDITIONAL USE APPLICATION

This application must be completed in its entirety

Property Address: _____

Parcel Number _____ Zoning District _____

Total Square Footage of Lot _____

Property Owner: _____ Phone: _____

Address: _____

Print Email Address: _____

Applicant Name: _____ Phone: _____

Address: _____

Print Email Address: _____

Name of Potential Business (if applicable): _____

Legal Firm (if applicable): _____

Attorney Name: _____ Phone: _____

Attorney Email Address: _____

1. Conditional Use Code Section: Enter sections as related to this application.

Chapter 27; Part 3; Subsection _____

Chapter 27: Part 4 Subsection _____

2. Is the property in Historic District: ☐ Yes ☐ No

3. Is the property currently: ☐ Owner occupied ☐ Rental property

4. Current land use (choose one):

- ☐ Single family detached ☐ Single family attached ☐ Multi-unit residential: _____ # of units
- ☐ Single unit commercial ☐ Multi-unit commercial: _____ # of commercial units;
- ☐ Mixed Use: _____ # of Residential and _____ # of Commercial units

5. Describe the requested Use in detail: _____

6. Indicate what improvements/renovations you plan for this property, both internal and external: _____

7. Conditional Use criteria is provided under Chapter 27; Part 4/Appendix A4.

Sufficient information to document compliance with the applicable standards of the Conditional Use chapter must be included with this application.

While each condition may vary, inclusions for consideration include (but are not limited to) the following examples:

- a. Traffic Studies (if required)
- b. Lease (if not owner occupied)
- c. If a condition limits "distance between existing uses" you are required to provide supporting documentation showing how you meet that requirement (*i.e. Section 401.30*)
- d. Child Care Facilities: You must provide sketches or pictures showing drop-off areas, play areas, distance between facilities, etc.
- e. Proposed parking layout

I certify that I am authorized to make this application; and to the best of my knowledge and belief, all the information on this form and its attachments is true and correct.

Applicant Signature: _____ Date: _____

Printed Name: _____

Property Owner Signature: _____ Date: _____

Printed Name: _____