

**BOROUGH OF COLLEGEVILLE**  
**APPLICATION FOR CONDITIONAL USE**  
**APPROVAL**

*Instructions for filing an application for Conditional Use Approval*

**PART I** – Applicant – Applicant's name and address.

**PART II** – Identification – Property owner and applicant's attorney's name and address.

**PART III thru VI** – Complete these sections – If the question is not applicable, then response should be n/a.

**PART VII** – Sign and date application – If applicant is not the owner of the property, a notarized statement indicating the owner's approval of the proposed Conditional Use Approval request must be submitted with the application.

**SPECIFICATIONS AND PLANS**

- The applicant shall file an original and nine copies of the application.
- The original and all copies shall be individually signed and notarized.
- The applicant shall submit with each application ten copies of a site plan of the entire property in question setting out specifically the dimensions of the lot in question and any other adjacent lots owned by the same owner or same applicant, the dimensions of the existing buildings on the property, the dimensions of any proposed building on the property, the height of any building on the property, the rear, the side and front yard setbacks on buildings and proposed buildings and the quantity and location of the off-street parking. The plan should also contain such additional information as the applicant considers useful at the time of the hearing.
- The applicant is required to attach a copy of the Deed to the property.
- The applicant is required to provide a complete listing of all property owners (names & address) within 500 feet of the tract boundary on mailing labels.

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**I – APPLICANT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**II – IDENTIFICATION** – *To be completed by all applicants*

**Owner:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Applicant's** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Attorney:** Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**III – LOCATION OF PROPERTY**

Street Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Parcel #: \_\_\_\_\_ Block: \_\_\_\_\_ Unit: \_\_\_\_\_

Deed Book and Page: \_\_\_\_\_

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**IV – PROPERTY DESCRIPTION**

Lot Size: \_\_\_\_\_ Lot Frontage: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

Description of current use of property: \_\_\_\_\_

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Description of existing improvements of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of proposed use and proposed improvements of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V – ORDINANCE**

State each section of the Collegeville Borough Zoning Ordinance that is involved in this application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI – PREVIOUS APPEAL**

Has any previous appeal or application been filed in connection with this property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VII – SIGNATURE**

*The applicant hereby deposes and says that all of the above statements contained in this application are true and correct to the best of their knowledge and belief. I hereby certify that the proposed application is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Collegeville Borough.*

\_\_\_\_\_  
Signature Date

Date: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public