

HAWLEY BOROUGH
CONDITIONAL-USE/OCCUPANCY CHECKLIST

Prior to filling out a Conditional Use Application, please meet with Zoning, Planning, Sewer and Hawley Borough Council for Approval to process a Conditional Use Application.

Sewer Account Number: _____ Tax Map Number: _____

Address of Property Owner: _____

Telephone Number of Property Owner: _____

Physical Address of Property Owner: _____

Applicant/Relationship to Owner: _____

Signature of Applicant: _____

Zoning District Status: _____

Existing Status:

☐ Residential ☐ Commercial ☐ New Construction ☐ Other: _____

Proposed Change:

☐ Residential ☐ Commercial

Description: _____

Zoning:

☐ Approved ☐ Not Approved

Comments: _____

Signature: _____ Date: _____

Planning:

☐ Recommended ☐ Not Recommended

Comments: _____

Signature: _____ Date: _____

Sewer:

☐ Approved ☐ Not Approved

Comments: _____

Signature: _____ Date: _____

Hawley Borough Council:

☐ Approved ☐ Not Approved

Comments: _____

Signature: _____ Date: _____

Applicant's Name: _____

Address: _____

**CONDITIONAL USE APPLICATION
HAWLEY BOROUGH
WAYNE COUNTY, PENNSYLVANIA**

**CONDITIONAL USE APPLICATION
TO THE
HAWLEY BOROUGH COUNCIL**

GENERAL PROCEDURES

1. All applications for a Conditional Use as defined within the Hawley Borough Zoning Ordinance shall be submitted to the Hawley Borough Secretary.
2. The Hawley Borough Secretary shall submit a copy of the Conditional Use Application to the Hawley Borough Planning Commission for review and comment at their next regularly scheduled meeting.
3. Upon the submission of a complete Conditional Use Application to the Borough of Hawley inclusive of an application, plan or plot plan, supplement information, application fee and comments from the Hawley Borough Planning Commission the Borough Council shall establish a hearing date and time to consider the application.
4. The Conditional Use Hearing shall be advertised within a local newspaper for two (2) successive weeks. The first publication shall not be more than thirty (30) days and the second publication shall not be less than seven (7) days from the hearing.
5. The property in question and the Hawley Borough Council shall be posted at the Borough Hall at least seven (7) days prior to the hearing.

APPLICATION REQUIREMENTS

A complete application contains the following:

- A. Application to the Hawley Borough Zoning Planning Commission for a Conditional Use.
- B. Plan or Plot (as defined within number nine (9) of this Application.)
- C. Application Fee: checks shall be made payable to the Hawley Borough. (Amount of the Application? Fee is established by Resolution by the Hawley Borough Council on annual basis.

1. Full name, address and telephone number(s) of applicant and owner of the property:

APPLICANT: _____

OWNER: _____

2. Tax Map and Parcel number of the property including a brief, common description of the property (i.e. road, driveway)

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3. Interest of the applicant in the property (if the applicant is other than the owner of the property), the applicant shall provide a notarized statement from the owner indicating that authorization to act on behalf of the owner has been given to the applicant. This statement shall be attached to the application.
4. Name, address and telephone number of the attorney representing the applicant. (If any attorney is involved.)

5. Has a previous application been submitted to the Hawley Borough Planning Commission for this property?

6. Yes ☐ No ☐

If the answer to the question is yes, please provide the previous date of application submission.

7. The applicant shall submit photographs of the property in relationship to this application, identifying the following information:
- a. Established property lines
 - b. Any structures
 - c. Any unusual physical limitations which might exist on the property. (i.e. Bodies of water, steep slopes, etc.)
 - d. Access road(s)
 - e. Any nearby improvements on adjacent properties.

8. Identify the Section(s) of the Hawley Borough Zoning Ordinance upon which this application is based:

9. Provide a brief statement of the Conditional Use request being made by the applicant to the Hawley Borough Council: (Please identify the use request in specific details):

10. The applicant must submit a plan or plot of the property identifying the following:

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- a. Existing or planned buildings drawn to scale.
- b. Lot dimensions (this includes lot area in square feet or acreage.)
- c. Location of all corner stakes or monuments.
- d. Setbacks (front, back and side yards).
- e. Well or other source of water.
- f. On site septic system or public/private sewer access
- g. Water courses or right of ways which may extend through the property.
- h. Existing uses of all lots within two hundred (200) feet of the property in question.
- i. Existing zoning classifications of the property in question.
- j. Existing and proposed use of the property in question.
- k. Parking facilities if appropriate.

If a current or recent subdivision or land development is involved with the property, the plan must be prepared, dated and signed by a registered engineer or a professional land surveyor. If no subdivision or land development is involved with the property, the plan may be prepared by the applicant.

11. The Secretary of the Hawley Borough Council will on behalf of the applicant research the Tax Map and Parcel Number, name and address of each property owner with two-hundred (200) feet of the property in question in order to notify them of the intent of the applicant and the date of the hearing.

The applicant must submit a copy of the deed which identifies ownership of the property in question.

12. The applicant must include a statement of the grounds for request or of the reasons in law and in fact for the granting of the Conditional Use, including a description of the use of the neighboring properties where pertinent. The applicant must include an explanation of the impact of the economic, noise, glare and odor effects on the adjoining property(s) and the general compatibility with property(s) in the surrounding area. In case of an appeal, the specifications of error shall state separately the applicant's objections to the action of the Borough with respect to each question of law and fact which is sought to be reviewed.

13. Upon written request of the Chairperson of the Hawley Borough Planning Board, the applicant will provide any additional information and records which may be relevant.

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14. This application, plan/plot plan and supporting documentation together with the appropriate fee(s) shall be submitted to the Hawley Borough Secretary.

The Hawley Borough Council reserves the right in its sole discretion to reject any applicant not accompanied by a plan/plot plan that meets the requirements as defined within number eight (8) above. SUCH AN UNACCEPTABLE APPLICATION OR PLAN/PLAT Will NOT COMMENCE THE RUNNING OF ANY STATUTORY TIME PERIODS INVOLVED IN THE APPLICATION FOR A CONDITIONAL USE TO THE HAWLEY BOROUGH COUNCIL.

Date: This _____ day of _____ month _____ year

I verify that the statements made in the foregoing application are true and correct. I understand that false statements herein are made subject to the penalties of 18Pa.C.S. 4904, relating to unsworn falsifications to authorities.

APPLICANT: _____ **OWNER:** _____

HAWLEY BOROUGH SUBMISSION FEE SCHEDULE

<u>DESCRIPTION</u>	<u>APPLICATION FEE</u>	<u>ESCROW FEE</u>
Lot Line Adjustment	\$100.00	\$500.00
Minor Subdivision (1-6 lots)	\$300.00 plus \$25/lot	\$500.00 plus \$25/lot
Preliminary Major Subdivision	\$750.00 plus \$25/lot	\$1000.00 plus \$50/lot
Final Major Subdivision	\$500.00 plus \$25/lot	\$1000.00 plus \$50/lot
Preliminary Site plan	\$500 plus \$10/1000 sq ft. of site disturbance	Same amount as Preliminary Site Plan application fee
Final Site Plan	½ the amt. of Prelim. Site Plan	Same amt as app. Fee.
Conditional use:	\$750.00 (continuation of hearing \$350.00 And any additional fees will be the Responsibility of the applicant)	\$500.00