



# CITY OF READING CITY COUNCIL

## ZONING CHANGE APPLICATION

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(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)

### **Application Process**

Please be advised that a zoning change is a 2-3 month process.

The applicant or his/her agent shall conduct a pre-application neighborhood meeting to explain the proposed new zoning and receive comment from the surrounding property owners. The meeting must be convened no earlier than 5 pm and no later than 8 pm and the meeting must be held at a location that is within or adjacent to the affected neighborhood. The applicant or his/her agent shall notify in writing the persons owning property within 400 feet of the area to be rezoned. The applicant will provide a copy of the list of property owners and their addresses along with a copy of the notification mailed to the property owner no less than 14 days before the meeting is held.. The written notification shall be mailed to the property owners at least seven (7) calendar days prior to the scheduled meeting. The written notification shall include all the materials required for this application. The pre-application neighborhood meeting shall be conducted at least seven (7) calendar days prior to the submittal of the proposed zone change to the planning department. The applicant shall obtain a roster of the names of the persons that attend the pre-application neighborhood meeting, make a record of the minutes of the meeting and provide a copy of the meeting minutes to the Zoning Office within seven (7) days of the meeting. Charges to advertise and conduct the City's required public hearing will be billed to the applicant.

### **Application Submission**

The City requires the submission of ten (10) hard copies of this application and one (1) electronic version in a printable format to the Zoning Office. The City also requires the applicant to prepare the amendment to the zoning ordinance. This ordinance must be submitted with the application packet (in hard copy and electronic copy) and may be amended by the City.

City Council will then schedule and conduct a public hearing to consider the request. Prior to the hearing, the City will mail notices to all property owners within 400 feet of the subject tract, to the listed applicant and property owner, to any lien holders, and to the appropriate neighborhood representative. A notice is published in the newspaper 15 days prior to the hearing. A sign advertising the change will also be

placed on the property by the City. The City and County Planning Commissions will be asked to make a recommendation on the proposed ordinance to City Council.

At the public hearing, the applicant, or a representative for the applicant, should be present to answer any questions City Council may have. Failure to appear could result in your request being tabled or denied. Those in support of the request and those in opposition will be given an opportunity to speak.

After the public hearing City Council will either adopt an Ordinance to approve the change or deny the request at a regular business meeting. You will be notified of the date of the City Council meeting.

### **Checklist**

The items in this checklist must be provided by the applicant, signed and returned to the Zoning Office along with 10 folded copies of the completed Site Plan and one electronic version in a printable format. The Site Plan shall be presented on sheets 36 inches wide by 24 inches high at a scale of 1" = 100 ' or 1" = 50 ' **folded to 8 ½ by 11 " size** unless prior approval for a variation in size or scale is obtained from the City.

The following summary is provided for the applicant's benefit however fulfilling the requirements of the summary checklist does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning Ordinance, Subdivision Regulations, and other development related ordinance of the City of Reading.

1. Date, scale, key scale, north arrow, vicinity map.
2. Title of project, name, address, phone & fax numbers of owner, engineer/surveyor/or planner in bottom right-hand corner of the plan.
3. Boundary lines, total acreage, and building setback lines.
4. Location of existing utilities, streets, easements on property and abutting properties.
5. Dimensions of existing streets, alleys, easements including emergency access easements.
6. Names, location, width and dimension of proposed streets and other features.
7. Size, names and locations of all major thoroughfares.
8. Two foot interval contour lines (extreme slopes may be at five foot intervals).
9. Flood plains, water courses, marshes, drainage areas, and other environmental features.
10. Location and use of all existing and proposed buildings or structures and the maximum building coverage of the site;
  - Where building complexes are proposed, the locations of all buildings, the distance between buildings and the distance to the property line, street line and/or alley.
  - For buildings more than one (1) story in height, except "R-15,000" through "MD-1", elevations and/or perspective drawings shall be required.
11. Where multiple type of land uses are proposed, a land use plan delineating the specific areas devoted to each use shall be required.
12. Total number and location of off-street parking and loading spaces shown in the plan and tabular form.

13. All points of vehicular ingress and egress and circulation within the property.
14. Location of all proposed security gates.
15. Location of trash receptacles and indication of screening around them.
16. Location of existing fire hydrants.
17. Location, size, and arrangement of all outdoor signs, exterior auditory speakers and lighting.
18. Type, location, and quantity of all plant material used for landscaping, shown in plan and tabular form.
19. Type, location, and height of fences or screening and the plantings around them.
20. Current land uses and zoning classification of property and contiguous properties.
21. Buildings on the adjacent properties within twenty-five (25) feet.
22. Location, size, and flow lines of existing drainage structures and the location and size of all existing and proposed surface and subsurface drainage facilities.
23. Number of square feet of the property after construction which will constitute impervious surface and vegetated area as defined by the Stormwater Utility Ordinance.
24. Roadway speeds and distance of adjacent driveways from all proposed driveways.
25. For requests for alcoholic beverages uses the distances from schools, churches, and day care facilities.

## ZONING CHANGE APPLICATION FORM

1. Name of Applicant \_\_\_\_\_

2. Mailing Address of Applicant \_\_\_\_\_

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3. Phone number of Applicant (day phone) \_\_\_\_\_

4. Property Interest of Applicant \_\_\_\_\_

(owner, renter, contract purchaser, etc.)

5. Tax Assessor's Parcel Number and Legal Description of Subject Property **(the parcel number is mandatory to begin processing of the application)**

6. Street Address of Subject Property \_\_\_\_\_

7. City of Reading Business License No. \_\_\_\_\_

8. Zoning District of Property \_\_\_\_\_

9. Name of Property Owner \_\_\_\_\_

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

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\_\_\_\_\_

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

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12. Address of Contact Person \_\_\_\_\_

\_\_\_\_\_

13. Phone number of Contact Person (day number) \_\_\_\_\_

14. Nature of the Request (be specific) \_\_\_\_\_

15. Site Area of subject property is square feet. \_\_\_\_\_

16. Total gross area of subject parcel. \_\_\_\_\_

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

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

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

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

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D. Explain how the proposed use will:

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

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

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

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(4) Be adequately served by public facilities and utilities including transportation, water, sewerage, schools, parks, fire, police and other public requirements:

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

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(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:

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(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:

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

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(9) Secure safety from fire, panic and other dangers:

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(10) Provide adequate light and air:

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(11) Prevent the overcrowding of land:

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(12) Secure safety from fire, panic and other dangers:

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**Acknowledgement and Signature:**

The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the 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

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Property Owner (in different from Applicant)

\_\_\_\_\_  
Printed Name of Current Fee Owner

### City of Reading Processing Procedures for a Change in Zoning

