



CITY OF READING CITY COUNCIL

CONDITIONAL USE APPLICATION REQUIREMENTS

REQUIRED MATERIALS

Submit twelve (12) sets of the following with the application fee of \$1,000 made payable to the City of Reading to the Zoning Office. Plans (if larger than 11" x 17") and one (1) 8 ½" x 11" reduction of suitable quality for copying. Provide scaled plans. Plans must be of an appropriate size and standard scale to show the required information. **Also provide one electronic copy of all materials.** Someone from the Council Office will contact you to schedule the hearing.

I. Site Plan(s):

1. Scale shall be appropriate but in no case less than 1" = 40' scale.
2. The property lines of subject parcel.
3. All proposed and existing structures, including pavement areas, parking design and location of storm water facilities.
4. If the project involved new construction, show existing and proposed topography lines.

II. Off Street Parking Plan (in conformance with Part 16 of the Zoning Code.)

III. Copy of the property deed or lease.

IV. Copy of photo identification or driver's license

III. Landscape Plan

1. A general landscaping plan showing the location of existing vegetation, any trees to be removed, and proposed types and locations of new landscaping.

IV. Floor Plans for all existing and proposed buildings

V. Building Elevations (side views) for all proposed structures or additions including:

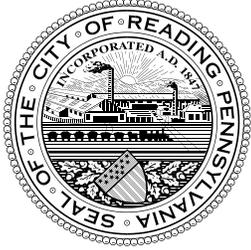
1. Show existing and proposed grade levels and label height of building above grade (see height definitions in BMC 20.20)
2. General types of proposed exterior materials.

VI. Location, size, and type of any proposed signs.

VII. Plans, photos, perspective views or other materials that illustrate how the proposal satisfies the criteria for Conditional Use approval.

VIII. Valid copy of the trash removal contract for the property.

PUBLIC HEARING The applicant or an authorized representative must be present at the public hearing.



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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
_____.