

## East Goshen Township

To: Township Zoning Officer

Name of Applicant: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

Tax Parcel Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Acreage: \_\_\_\_\_

Description of proposed use:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conditional Use is provided in Zoning Ordinance Section: \_\_\_\_\_

We hereby acknowledge that we have read this application and state that the above is correct and agree to comply with all provisions of the East Goshen Township Zoning Ordinance applicable to this project and property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_

**\* Review the formal Planning Commission review procedure on page three.**

Conditional Use Application and Checklist

**Township Administration use only:**

This checklist outlines the steps and items needed to insure completeness of the application and to insure the application follows the process and conforms to the timeframe outlined by the state of Pennsylvania and East Goshen Township. This checklist is broken into two parts, the Application process and the Review Process. The application process must be completed in its entirety prior to the applications advancement into the Review Process.

**Application Checklist:**

- | <u>Item</u>   | <u>Date Complete</u> |
|---|----------------------|
| 1. Completed Township Application Form: .....       | _____                |
| 2. All related materials submitted: .....           | _____                |
| 3. Township application and review fees paid: ..... | _____                |

Application accepted as complete on \_\_\_\_\_ by \_\_\_\_\_

Official Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**Review Process Checklist**

- | <u>Item</u>   | <u>Date</u>   |
|---|---------------|
| 1. Start date: .....  | _____         |
| 2. Date of first formal Planning Commission Meeting following Submission of complete application: ..... | _____         |
| 3. Sent to Twp. Engineer: .....   | _____         |
| 4. Date presented to Planning Commission: .....   | _____         |
| 5. Abutting Property Letter sent: .....   | _____         |
| 6. Date sent to CB: .....   | _____         |
| 7. Date sent To MA: .....   | _____         |
| 8. Date sent to HC: .....   | _____         |
| 9. Date sent to PRB: .....  | _____         |
| 10. Date sent to TAB: .....   | _____         |
| 11. Date by which the PC must act: .....  | _____         |
| 12. Date by which Board of Supervisors must act: .....  | _____         |
| 13. Drop Dead Date; (Day 60): .....   | _____         |
| 14. Conditional Use Hearing Date: .....   | _____         |
| 15. Dates of hearing advertisement:.....  | _____ & _____ |
| 16. Property Posted: .....  | _____         |

**East Goshen Township Planning Commission**  
**Procedure for processing Subdivision, Land Development, Conditional Use,**  
**Variance, and Special Exception Applications**  
**August 19, 2002**  
**2<sup>nd</sup> Revision: March 2, 2006**

1. In order for any application to be considered by the Planning Commission it must be submitted to the Township with all required documentation as per the Township Code and with all applicable fees paid. The Township will use a checklist to verify all required documentation has been submitted. Until the application is complete the application will not be considered "filed" by the Township staff. The Planning Commission will acknowledge receipt of the application at their next regularly scheduled meeting.
2. All materials to be considered at the next regular meeting of the Planning Commission must be submitted with at least eleven (11) copies to the Township Staff by not later than close of business the previous Tuesday. Any materials submitted after that time will be held for the following meeting and not provided to the Commission at the upcoming meeting.
3. The application review cycle for Subdivision and Land Development Applications shall begin with the next regular meeting of the Commission after the complete application is filed. The application review cycle for Conditional Use, Variance, and Special Exception Applications shall begin the day a complete application is filed with the Township.
4. Applicants should not distribute material to the Commission during a meeting unless it is directly related to the initial presentation of the application. All materials for the Planning Commission, including any material to be used at a meeting, must be delivered to the Township Staff not later than close of business the previous Tuesday.
5. The burden of supplying necessary materials to the Planning Commission in a timely manner is on the applicant. Late delivery of material may require an extension on the part of the applicant or a recommendation for denial of the application by the Planning Commission.
6. Formal application presentations to the Planning Commission will only be made at the regular meeting after the complete application is submitted and accepted by the Township staff.
7. The application will remain on the Planning Commission's agenda until such time as the Commission has made its recommendation to the Board of Supervisors and or Zoning Hearing Board.
8. Applicants are encouraged to attend each Planning Commission meeting in order to answer questions or address issues concerning their application.
9. Applications will be voted on only during the regular Planning Commission meetings.
10. The Chairman, in his sole discretion, may waive or modify any of this procedure.