

## **PROCESSING OF CONDITIONAL USE APPLICATION**

### **APPLICANT SUBMITS CONDITIONAL USE REQUEST TO THE TOWNSHIP**

- ◆ Provide brief explanation of request including ordinance section references
- ◆ Provide fifteen (15) copies of the site plan and any other pertinent information. (3 full sized site plan drawings and 12 reduced sized drawings is acceptable)
- ◆ Provide check in the amount of fifteen hundred (\$1,500) payable to Manheim Township. (Five-hundred (\$500) dollar application fee, plus a \$1,000 Escrow Fee). A fee of \$300 will be charged for each subsequent hearing, if applicable.

### **CONDITIONAL USE ACKNOWLEDGEMENT**

- ◆ Conditional use request will be placed on the Commissioners agenda for acknowledgement and to set the date for the public hearing
  - ◆ The public hearing is typically set within 60 days of acknowledgement

### **PLANNING COMMISSION MEETINGS & PUBLIC HEARING**

#### **PLANNING COMMISSION**

- ◆ Following acknowledgement, the conditional use will be placed on the Township Planning Commission meeting agenda
  - ◆ The Planning Commission meets the third (3<sup>rd</sup>) Wednesday of each month – generally the conditional use is scheduled for two (2) Planning Commission meetings
  - ◆ The applicant should be prepared to give a brief presentation and answer any questions from the Planning Commission
  - ◆ The Planning Commission will make a recommendation on the conditional use request and the recommendation will be forwarded to the Commissioners

#### **PUBLIC HEARING**

- ◆ At the public hearing you or your representative will be required to demonstrate compliance with Section 2210.3 of the Zoning Ordinance.
- ◆ The Commissioners will render a decision at the public hearing or at the next scheduled Commissioners meeting