



Charlestown Township

4030 Whitehorse Road, P.O. Box 507, Devault, PA 19432

(610) 240-0326 Fax: (610) 240-0328

admin2@charlestown.pa.us

Conditional Use Application

Application *(office use)*

Application No.: _____

Date Application Received: _____

Fee Received: _____

Escrow Deposit Received: _____

Amount: _____ Check #: _____

Amount: _____ Check #: _____

Applicant

Applicant: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Owner *(if different from above)*

Owner: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Attorney *(if applicable)*

Attorney: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Property

Location _____

Zoning District: _____ Lot Size in Acres: _____

Tax Parcel #: _____ Subdivision/Land Dev. #: _____

Reason for Application *(select one):*

Flood Hazard Area

Flood Fringe Area

Steep Slope Area

Very Steep Slope Area

Other _____

Description of proposed use requiring conditional use approval: _____

I acknowledge that this application is not deemed complete until reviewed and accepted by the Township.

Signature of Applicant: _____

Signature of Owner (If different): _____

Application Instructions

*For additional requirements to complete the **Conditional Use Hearing Application** – please refer to Chapter 27, Section 1809 of the Zoning Ordinance. The full codes are available online at www.charlestown.pa.us*

1. Complete the application form, including description of the use requiring conditional use approval.
2. A non-refundable filing fee of \$500.00 plus an escrow deposit of \$1,000.00 must accompany the submission of the application.
3. Submit 18 sets of plans and supporting documents along with the fees and Application Form to the Township Office. The Planning Commission will review the Application at their next scheduled meeting provided that the application is received in the Township Office three weeks prior to the meeting. The Planning Commission meets the second Tuesday of the month.
4. A public hearing date will be set by the Board of Supervisors within 60 days of the application date. The Board has 45 days to render a decision following the close of the hearing.