

**APPLICATION FOR CONDITIONAL USE HEARING TO THE  
BOARD OF SUPERVISORS OF UPPER HANOVER TOWNSHIP**

1704 PILLSBURY ROAD, P.O. BOX 27, EAST GREENVILLE, PA 18041  
(215) 679-4401 FAX (215) 679-3585

1. **Date:** \_\_\_\_\_
2. **Applicant:**  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_
3. **Applicant's Attorney (if applicable):**  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number \_\_\_\_\_
4. **Applicant's interest in property is:** \_\_\_\_\_  
\_\_\_\_\_
5. **Owner of Property:**  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
6. **Property Subject to Appeal:**  
Location/Street Address: \_\_\_\_\_  
Location/Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Deed Book and Page: \_\_\_\_\_  
Block and Unit No.: \_\_\_\_\_  
Tax Parcel No.: \_\_\_\_\_  
Present Zoning Classification: \_\_\_\_\_  
Lot Size: \_\_\_\_\_  
Lot Frontage: \_\_\_\_\_  
Lot Depth: \_\_\_\_\_

A brief description and exact location of the real estate to be affected by such proposal is as follows: \_\_\_\_\_

\_\_\_\_\_

Description of the current use of property: \_\_\_\_\_

\_\_\_\_\_

Description of the existing improvements at this property: \_\_\_\_\_

\_\_\_\_\_

Description of the proposed use and proposed improvements: \_\_\_\_\_

\_\_\_\_\_

**7. Applicant claims that the application herein requested may be allowed under Article \_\_\_\_\_, Section \_\_\_\_\_, of the Upper Hanover Township Zoning Ordinance.**

**8. Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Has any previous appeal or application been filed in connection with this property? YES NO (Circle one)

If YES, identify the dates and the subjects of the previous applications or hearings: \_\_\_\_\_

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

THE APPLICANT HEREBY DEPOSES AND SAYS THAT ALL OF THE ABOVE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE AND BELIEF.

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

DATE: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

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**ADMINISTRATIVE USE ONLY:**

Application Fee Paid: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Date Paid: \_\_\_\_\_

**WAIVER**

I/We hereby waive the provision that the hearing before the Board of Supervisors of Upper Hanover Township be held within 60 (sixty) days of the filing of the application as required by the Pennsylvania Municipalities Planning Code.

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

\_\_\_\_\_  
Date

**WAIVER**

I/We hereby waive the provision that the Upper Hanover Township Board of Supervisors shall render a written decision, or when no decision is called for, make written findings on the application within 45 (forty-five) days after the last hearing before the Board, as required by the Pennsylvania Municipalities Planning Code.

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

\_\_\_\_\_

Date

**INSTRUCTIONS FOR FILING APPLICATIONS**  
**FOR CONDITIONAL USE APPROVAL**

1. The application form shall be filled out completely and if a question is not applicable, then the response should be N/A.
2. The applicant shall file an original and thirteen (13) copies of the application.
3. The original shall be signed and notarized.
4. The applicant shall submit with each application thirteen (13) copies of a site plan of the entire property in question setting out specifically the dimensions of the lot in question and any other adjacent lots owned by the same owner or same applicant, the dimensions of the existing buildings on the property, the dimensions of any proposed building on the property, the height of any building on the property, the rear, the side and front yard set backs on buildings and proposed buildings and the quantity and location of the off-street parking. The plan should also contain such additional information as the applicant considers useful at the time of the hearing.

5. Township Application Fee payable to: UPPER HANOVER TOWNSHIP

Residential & Non-Residential: \$450.00

In addition, any applicant who appears before the Board of Supervisors and whose case is continued for any reason whatsoever, shall be required to pay an additional fee in the amount of \$200.00 for each additional hearing. Applicant will be billed after the hearing for ½ of the Stenographer appearance fee. Applicant will pay 100% of the costs of transcript preparation.

6. Montgomery County Application Fee payable to: MONTGOMERY COUNTY TREASURER

Flat Fee: \$260.00

7. The applicant is required to attach thirteen (13) copies of the Deed to the property. At all hearings, proof of title to the property affected must be available to the Board whether the applicant's interest be as owner, tenant, purchaser or in any other capacity.
8. The applicant is required to enclose envelopes (#10 size) addressed to owners of all properties within five hundred (500) feet of the property subject to appeal. Applicant will provide sufficient postage for certified mail, return receipt requested, with certified mailings slips completed. (Please use stamps and not metered postage.)