

MATAMORAS PLANNING COMMISSION
CONDITIONAL USE REQUIREMENTS

APPLICANT: _____ PROPOSED USE: _____

ADDRESS: _____ CLASS OF DISTRICT: _____

DATE: _____ SIGNATURE: _____

REQUIREMENTS:

1. Contact Zoning Officer _____, phone (570) 491-5154 to obtain a conditional use application. Submit a fee of \$_____ with the completed application.
2. See attached Matamoras Zoning Ordinances which outlines the supporting data to accompany the application [§124-44E (1)(d)]. If any construction will be required, follow all requirements of [§124-44E(1)(2)].
3. Submit completed application supporting data and fee to zoning officer.

PLANNING COMMISSION ACTIVITIES:

Planning Commission will review the application within (30) days following its next regular meeting and may hold a public hearing pursuant to public notice to receive comment on the proposed use. (A PUBLIC HEARING IS NOT A REQUIREMENT) Planning Commission will consider the following factors: (Applicant's presences at the Planning Commission is suggested, though not required)

- ❖ Ensure no adverse effects upon adjacent property, neighborhood, traffic, parking etc.
- ❖ Any undue burden causing upgrades or replacement of borough facilities will be at applicant's expense. Including any facilities needed in application process.
- ❖ Location, arrangements, size, design and general site compatibility of buildings, lighting and signs.
- ❖ Adequacy and arrangement of vehicular traffic access
- ❖ Pedestrian traffic, walkway structures and control with vehicular traffic
- ❖ Storm water drainage facilities are adequate. No post development additional runoff.
- ❖ Buffer zone for visual and/or noise and/or odors. (Required when commercial meets residential) Maximum retention of existing vegetation.
- ❖ Fire lanes, emergency zones and/or provisions for fire hydrants
- ❖ Compatibility to flood areas and erosion

PLANNING COMMISSION MAY RECOMMEND THE FOLLOWING CONDITIONS:

Additional parking	Traffic control	Plans for landscape screening
Setbacks	Sales period activities	Hours of operation
Alternative buffer zones	Environmental controls	Proof of health inspections
Extended maintenance agreements	Sanitary site control	Other

REQUIRED STEPS IN THE CONDITIONAL USE APPLICATION:

1. Application with supporting data submitted to the Planning Commission by the Zoning Officer.
2. PC reviews the application within (30) days followings its next regular meeting.
3. PC may hold a public hearing pursuant to public notice.
4. PC submits recommendations to the borough council, indicating any applicable performance standards are satisfied; recommending conditions.
5. BC sets date for public hearing; applicant arranges for court stenographer at their expense.
6. BC may set additional conditions and direct zoning officer in writing to issue permit for same.
7. If denied, BC notifies applicant in writing within five (5) days, including reason for denial.
8. Expansion of/or addition to a conditional use is itself considered a conditional use.

MATAMORAS BOROUGH CONDITIONAL USE APPLICATION

NAME: _____ Date: _____

Address: _____ Zone: _____

Proposed Use: _____

Conforming Use/ Non-Conforming Use (CIRCLE ONE)

Will use affect parking? _____

Will use need signage? _____

Any indoor/outdoor storage? _____

Is use in or next to a residential zone? _____

Any trucks to be used? _____ Type? _____

Any vehicles to be parked at site? _____

Any deliveries to site? _____

Will use create noise, odors or visual effect? _____

Any state licenses or certifications required? _____

Are any state inspections required? _____

Will use create any unsanitary conditions? _____

Will use have any abnormal operating hours? _____

What personnel will use have? _____

Will use affect septic system? _____

Other possible effects: _____

Applicant's Signature: _____ Date: _____

Submitted: _____ Zoning Officer: _____

Received by Planning Commission: _____ Next Meeting: _____