

MATAMORAS PLANNING COMMISSION  
SPECIAL EXCEPTIONS REQUIREMENTS

APPLICANT: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CLASS OF DISTRICT: \_\_\_\_\_

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

**REQUIREMENTS:**

1. Contact Zoning Officer \_\_\_\_\_, phone (570) 491-5154 to obtain a special exceptions 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 SPECIAL EXCEPTIONS APPLICATION:**

1. Application with supporting data submitted to the Planning Commission by the Zoning Officer.
2. PC reviews the application within (30) days following 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 SPECIAL EXCEPTION 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: \_\_\_\_\_