

Zelienople Borough

Conditional Use “Guidelines”

1. Conditional Use Application and additional support materials are to be completed by the applicant and submitted to the Zoning Officer no less than twenty-one (21) days prior to the next regularly scheduled meeting of the Borough Planning Commission.
2. Borough Planning Commission meetings are scheduled on the fourth (4th) Thursday of the month at 7:00 p.m. on the second floor of the Zelienople Borough Municipal Building located at 111 West New Castle Street, Zelienople, PA. 16063.
3. Conditional Use request must be in compliance with the appropriate sections of the Zelienople Borough Zoning Ordinance #779, as amended (9-24-07). For standard submission items, please refer to section 1002, “Conditional Use Application Requirements”, #1 thru 6, page’s 79 and 80.
4. Applicant must submit with the application a detailed narrative describing exactly what is being proposed and what action is being requested from the Borough Planning Commission and Borough Council.
5. Applicants must submit ten (10) complete set’s of the application, support materials, and plans / drawings to the Zoning Officer for distribution to the Borough Engineer, Borough Planning Commission, and Borough Office.
6. After compliance with filing procedures, the Conditional Use Application will be placed on the agenda of the Borough Planning Commission and reviewed by the Borough Engineer for recommendations prior to the meeting.
7. The Borough Planning Commission will hold a meeting in order to review the Conditional Use Application and make recommendation of approval or denial, with or without conditions, to the Borough Council. The applicant or representative thereof should attend said meeting.
8. The Borough Council shall hold a public hearing in order to act upon the Conditional Use Application and may attach conditions for approval that are consistent with the Zelienople Borough Zoning Ordinance. The applicant or representative thereof should attend said meeting.

Note: *the applicant will pay any fees incurred by the Borough of Zelienople in review of application.*

Zelienople Borough

111 West New Castle St.
Zelienople, Pa 16063

Phone 724-452-6610
Fax 724-452-6613

Conditional Use Application

Name of Applicant: _____
Address: _____
City: _____ State: _____ Zip: _____

Phone: _____
Fax: _____
E-mail: _____

Name of Property Owner: _____
Address: _____
City: _____ State: _____ Zip: _____

Phone: _____
Fax: _____
E-mail: _____

*** If applicant is not the property owner, written authorization to act on the owner's behalf must accompany this application.**

Please cite applicable section (s) of Zoning Ordinance for Conditional Use being requested:

Property Identification: _____

Property Description: _____

Current Use: _____

Proposed Use: _____

Current Improvements: _____

Proposed Changes: _____

Zoning District: _____

Map / Parcel #: _____

Applicant Signature: _____

Date: _____

Office Use Only

Received By: _____

Date: _____

Application Fee: _____

Date Paid: _____

ZELIENOPLE BOROUGH

ZONING ORDINANCE

#779

AS AMENDED THROUGH SEPTEMBER 24, 2007

Section 1002. Conditional Use Application Requirements.

1. The applicant shall submit the items required in this Section, including required filing fees, which shall be required in order to constitute a complete application.
 - A. Where new structures, parking, or landscaping are required or proposed, the applicant shall submit a mylar and sufficient copies of a plan on 24 by 36 inch sized paper at a scale necessary to show all required details. Said plan shall be drawn by a registered surveyor and shall include all details necessary to demonstrate and evaluate compliance with the Zoning Ordinance and the standards and criteria specified in this article.
 - B. Where new structures are proposed, building elevations showing building façade treatments.
 - C. Where specified in this Part, conditional uses shall be required to submit the following impact study.
 - D. Information concerning the average number of daily vehicle trips estimated to be generated by such use, with peak-hour vehicle trip ends identified.
 - E. Information concerning the estimated amount of tax revenue to be generated by such a use, broken down by revenue to paid to the Borough, Butler County, and the Seneca Valley School District.
 - F. Information concerning the estimated cost of public services to be provided to such use, broken down by cost to be borne Borough, Butler County, and the Seneca Valley School District, including police, transportation, and other public services.
 - G. Applicants shall submit a narrative detailing the proposed use including gross floor area, number of employees, operating hours, and a general synopsis of business or use activities and operating polices, including information sufficient to demonstrate compliance with State licenses as may be required.
 - H. Required fee per the Borough's adopted fee schedule.
 - I. The applicant shall indicate whether or not the applicant is willing to accept the decision of a hearing officer if the Borough Council, by majority vote, accepts the decision and findings of a hearing officer in lieu of its own decision and findings, as authorized in Section 913.2 of the MPC as amended.

Zelienople Borough

J. Conditional Uses Applications for Planned Residential, Traditional Neighborhood Developments, or related land development that requires some conditional use approval may be submitted simultaneously with the preliminary or tentative approval application, wherein the conditional use shall be reviewed based on materials submitted with the tentative application proposal and shall not be accepted until all materials required for Planned Residential Development, Traditional Neighborhood Development, or Subdivision Ordinance requirements. Where no proposal is submitted, the applicant shall submit drawings sufficient to demonstrate compliance with the standards outlined in the respective sections of this article. Such drawings and materials include, but are not limited to approximate number and type of units and uses proposed, existing topography on five foot intervals, the street network and cartway locations within 250 feet of the site.

2. A complete application shall be submitted to the zoning officer at least 21 days prior to the next regularly scheduled monthly Planning Commission.
3. Three copies of all application materials and reports and seven copies of all plans and drawings.
4. The Borough Council shall hold a public hearing, per public notice within 60 days of the filing of a complete application. Where a hearing officer has been designated, the officer shall preside over the hearing.
5. A decision and accompanying findings of fact shall be issued within 45 days after the conclusion of the aforesaid hearing. The Borough Council or hearing officer may attach conditions to any approval that either finds are necessary to permit the conditional use in a manner consistent with this ordinance and this article in particular. A condition of approval shall include the receipt of the applicant's signature, indicating acceptance of the findings of fact and conditions, if any, within 30 days of approval, wherein the failure of the applicant to submit the aforesaid acceptance shall be deemed a denial of the conditional use. A copy of the decision shall be filed at the Borough Office. The decision shall be mailed to the applicant no later than one day following the date of the decision.
6. Where the Borough Council fails to render the decision within 45 days of the conclusion of the required public hearing or fails to commence the required hearing within 60 days from the date of the applicant's request for a hearing or fails to complete the hearing no later than 100 days after the completion of the applicant's case in chief, unless extended for good cause upon application to the court of common pleas, the decision shall be deemed to have been rendered in favor of the applicant unless the applicant has agreed in writing or on the record to an extension of time. When a decision has been rendered in favor of the applicant because of the failure of the Borough Council to meet or render a decision as hereinabove provided, the Borough Council shall give public notice of the decision within ten days from the last day it could have met to render a decision in the same manner as required by the public notice requirements of this act. If the Borough Council shall fail to provide such notice, the applicant may do so.