



BOROUGH OF WEST READING

CODE ENFORCEMENT DEPARTMENT

500 Chestnut Street, West Reading PA 19611

(610) 374-8273 Fax: (610) 374-8419

E-mail: wrcodes@westreadingborough.org

CONDITIONAL USE APPLICATION

Name of Applicant: _____

Address: _____

E-mail: _____ **Phone #:** _____

Address of Subject Property: _____

Engineer/Surveyor/Architect: _____

Address: _____

E-mail: _____ **Phone #:** _____

Describe Proposed Use(s) for the subject property: _____

Property History:

Existing Use: _____

Land Development Approvals: _____

Building Permit Approvals: _____

Previous Modifications or Variances Granted: _____

Zoning District: _____ Square Footage: _____ Building Area: _____

Modifications Requested: _____

DO NOT WRITE BELOW – FOR BOROUGH USE ONLY

Hearing Date: _____ Location: _____

Payment Received: _____ Cash _____ Credit Card _____ Check # _____

Information Required

This section will be used to evaluate all applications for conditional use review. The following information is required by ordinance:

Please check box if information is provided with this application.

- ☐ One (1) original application form completed by the applicant. If the developer is other than the landowner, the landowner's authorization of the developer to apply and nature of developer's interest in the site shall accompany application.
- ☐ Seven (7) copies 24 x 36 and 11 x 17 of a plan prepared by a PLS or PE depicting the subject property boundary, topography, existing features and the proposed land uses(s).
- ☐ Four (4) copies of the architectural renderings of all existing and proposed buildings and building additions, showing all sides of the building. This requirement may be waived by the Borough for existing buildings when it is demonstrated that no exterior changes to the building are proposed.
- ☐ Application fee and review fees established by resolution of the Borough Council.
- ☐ Two (2) copies of the current deed of record and a narrative of the project.
- ☐ Name, address, telephone number, of any and all adjoining property owners.
- ☐ Written response addressing compliance with each standard and criteria for the requested Conditional Use.

Applicant being duly sworn says he/she is:

- ☐ The owner of the property in question.
- ☐ The authorized agent for owner of record of the property for which the application is made. The owner's signed and notarized authorization to his/her agent to act on owner's behalf is required to be submitted.
- ☐ Has an equitable interest in the property as submitted and documentation is attached to this application.

All information provided on and with this application is true and correct to the best of my knowledge or belief.

☐ **Individual Applicant**

Signature of Individual	Print Name	Date
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☐ **Partnership Applicant**

Signature of Individual	Print Name	Date
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☐ **Corporate Applicant**

Name of Corporation	Signature of Individual	Date
	Print Name	