



PETERSBURG BOROUGH CONDITIONAL USE PERMIT APPLICATION

APPLICANT/AGENT	LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)
NAME	NAME
MAILING ADDRESS	MAILING ADDRESS
CITY/STATE/ZIP	CITY/STATE/ZIP
PHONE	PHONE
EMAIL	EMAIL

Application Submission:

1. Complete this application, including your responses to criteria on page 3.
2. Include a Site Plan
 - a. For new construction, please include an elevation drawing
 - b. For home occupation permits, please include a site plan showing location and size of area to be used for the home occupation (including storage area), and location and size of spaces available for off-street parking.
3. Application fee of \$120 may be paid in person at the Borough's Finance office or by phone 907-772-4425.
4. Applications will not be scheduled until complete and fees paid.

How is the application processed? Conditional Use Permits (CUP) are approved based upon the discretion (subject to appeal) of the Planning Commission. Assuming the materials submitted are accurate and complete and fees are paid, the proposal will be placed on the Planning Commission agenda for scheduling. The Planning Commission generally will schedule the application for a public hearing at the following month's meeting. The process includes the notification of all property owners within 600 feet of the site, a notice of the request advertised in the newspaper, posting of a notice at the subject property, and the preparation of a staff report for the Planning Commission.

It is recommended that the applicant attend the public hearing either in person or by video conference and be prepared to answer questions and present evidence supporting the requested CUP. For the Planning Commission to approve a request for a CUP, the commission must find that based upon the information contained in the application and the testimony given at the public hearing the request meets the required criteria (see page 3 for criteria).

What happens after the Planning Commission's decision? After publicly discussing the case, the Planning Commission may approve, deny, or continue the case to a later meeting for further study. It is important to know that if an application is approved, there is a ten-day appeal period. During this time an appeal may be filed by the applicant, a property owner within 600 ft, or a governmental agency. An appeal requests that the Borough Assembly reverse or modify the decision of the Planning Commission. An appeal may be filed and paid for at the Borough Clerk's Office in the Municipal Building. The appeal will then be scheduled to be heard by the Borough Assembly which may affirm, modify or overturn the Planning Commission action.

What are "conditions" of approval? If the application is approved, the CUP may contain certain conditions affecting the proposed use/development. Staff may recommend conditions to the Planning Commission for the mitigation and/or improvement of the individual circumstances to ensure the compatibility of the use with surrounding land uses.



PETERSBURG BOROUGH

CONDITIONAL USE PERMIT APPLICATION

For Borough Use	Date:
Base Fee: \$50	Check No. or CC:
Public Notice Fee: \$70	Received by:
Total: \$120	Code to: 110.000.404110

APPLICANT INFORMATION

NAME: _____

PROPERTY INFORMATION

PHYSICAL ADDRESS or LEGAL DESCRIPTION:			Lot Size:
LOT:	BLOCK:	SUBDIVISION:	PLAT #:
PARCEL ID:	ZONE:		OVERLAY:

LEGAL ACCESS AND UTILITIES

WASTEWATER SYSTEM: What is the current or planned system? ☐ Municipal ☐ DEC-approved on-site system

WATER SOURCE: What is the current or planned system? ☐ Municipal ☐ Cistern/Roof Collection ☐ Well

LEGAL ACCESS TO LOT(S) (Street Name): _____

TYPE OF USE

What is the current use of property?

What is the proposed use of property?

SUBMITTALS

Is a site plan included? For new construction, please include elevation drawing. ☐ Yes ☐ No

SIGNATURE(S)

I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner or authorized agent thereof for the property subject herein.

Applicant(s): _____ Date: _____

Owner (if different from applicant): _____ Date: _____

Owner (if different from applicant): _____ Date: _____

19.72 CONDITIONAL USE APPLICATION

Applicant Name: _____

Project Summary:

Please respond to the following conditions of approval as required in Petersburg Municipal Code 19.72.020 below:

(Note: In addition to meeting criteria, all regulations and requirements of Title 19 must be satisfied to qualify for a conditional use permit.)

1. The commission shall consider the suitability of the property, the character of the surrounding property and the economic and aesthetic effects of the proposed use upon the property and the neighboring property. The use will be permitted if it is in harmony with the general purpose and intent of this title and where the use will be in keeping with the uses generally authorized for the zone in which the use is to take place. Please explain how the proposed use meets the criteria above.

2. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets. Please explain how the proposed use meets the criteria above.

3. In addition to the conditions of subsections (A) and (B) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and size and character of the site shall facilitate maximum benefit and service to the public. Please explain how the proposed use meets the criteria above.

CONDITIONAL USER PERMIT APPLICATION - ADDITIONAL INFORMATION

APPLICANT: _____