



## PETERSBURG BOROUGH SPECIAL 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.
2. Submittals: Sketch plat showing area to be used
3. Applications will not be scheduled for a hearing until complete and fees paid.

**How is the application processed?** After you've submitted a complete and accurate application with all required fees, your proposal will be scheduled for a public hearing with the Planning Commission. The Planning Commission's role is to make a recommendation to the Borough Assembly. The Assembly holds the final authority to approve or deny the permit.

Before the hearing, we'll notify all property owners within 600 feet of your site. We'll also advertise the request in the newspaper and post a notice at the property itself. Additionally, our staff will prepare a detailed report for the Planning Commission to review. We strongly recommend that you attend the public hearing in person or by video conference. This is your opportunity to present evidence supporting your request and answer any questions the commission may have.

**What happens after the Planning Commission's decision?** Following the public discussion, the Planning Commission Will make a recommendation to the Borough Assembly. There is no appeal process for the commission's recommendation. Instead, the Borough Assembly will hold its own hearing and make the final decision on whether to issue the permit.

**What are "conditions of approval"?** If the application is approved, it may include conditions affecting the proposed use/development. These conditions are legally binding and are designed to lessen any negative impacts a project might have on the community, such as noise, traffic, or aesthetics. Ultimately, these conditions allow a project to be approved while protecting the public interest.

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<b>For Borough Use</b>	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:			OVERLAY:
ZONE:			

CURRENT USE OF PROPERTY:

PROPOSED USE OF PROPERTY:

### 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 APPLICATION

☐ Use of Borough right-of-way for access to private property

☐ Other:

### SUBMITTALS

Sketch plat showing area to be used and approximate size.

### 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: \_\_\_\_\_

## 19.76 SPECIAL USE APPLICATION

(SUBMIT WITH SITE PLAN)

Applicant(s): \_\_\_\_\_

Project Summary:

Conditions of approval as required in Petersburg Municipal Code 19.76.020:

**(Note that all regulations and requirements of Title 19 must be satisfied in order to qualify for a special use permit.)**

1. The Borough Assembly may issue the permit if the request, as approved by the Planning Commission, is found to be of beneficial nature to the community and that adjacent and surrounding property will not be adversely impacted.

There are instances when the private sector needs to use borough property for uses other than what the property was initially intended for. An example would be to use a platted, but undeveloped, right-of-way for private access to private property.

Explain how your application meets these conditions: