

PAUPACK TOWNSHIP, WAYNE COUNTY  
PENNSYLVANIA

CONDITIONAL USE APPLICATION

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_ Surveyor/Engineer: \_\_\_\_\_

Tax Map & Parcel Number: \_\_\_\_\_

TOWNSHIP FEES: \$ 750.00 COMMERCIAL  
\$ 500.00 RESIDENTIAL

DEPOSIT: \$500.00 or less for anticipated stenographic fees at the Public Hearing, certified mailings,  
and related advertising cost

APPLICATION FILING

A complete application is required to be submitted to the Township Secretary ten (10) business days prior to the Paupack Township Planning Commission meeting date (1<sup>st</sup> Thursday of the month)

APPLICATION INFORMATION REQUIRED

Ten (10) individual packets including the following:

- > Plat (Section 9 of Application)
- > Supporting Materials – See Application Requirements

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\_\_\_\_\_  
Date of filing

\_\_\_\_\_  
Township Secretary, Signature

\_\_\_\_\_  
Date filing rejected

\_\_\_\_\_  
Township Secretary, Signature

(If filing is rejected, provide the reasons for the rejection)

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Township Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

***PAUPACK TOWNSHIP, WAYNE COUNTY  
PENNSYLVANIA***

***APPLICATION TO THE BOARD OF SUPERVISORS  
FOR***

***CONDITIONAL USE APPLICATIONS  
AND  
VALIDITY CHALLENGE APPLICATIONS***

**APPLICATION TO THE  
PAUPACK TOWNSHIP BOARD OF SUPERVISORS**

***This application shall be used for the purpose of filing a Conditional Use or a Validity Challenge of the Zoning Ordinance or Map to the Paupack Township Board of Supervisors.***

**GENERAL PROCEDURES**

1. All applications as defined within the Paupack Township Zoning Ordinance and Act 247, the Pennsylvania Municipalities Planning Code, shall be submitted to the Paupack Township Secretary.
2. The Paupack Township Secretary shall submit a copy of the Application to the Paupack Township Planning Commission for their review and comment at their next regularly scheduled meeting. For a Validity Challenge Application, it shall be submitted to the County Planning Commission for their review and comment in addition to the Paupack Township Planning Commission.
3. Upon the submission of a complete Application to the Township of Paupack inclusive of a application, plan or plot plan, supplemental information, application fee and comments from the Paupack Township Planning Commission and in the case of a Validity Challenge, the Wayne County Planning Commission, the Board of Supervisors shall establish a hearing date and time to consider the application.
4. The Application shall be advertised within the local newspaper for two (2) successive weeks. The first publication shall not be more than thirty (30) days and the second publication shall not be less than seven (7) days from the date of the hearing.
5. Once the hearing date is established, the applicant and the adjoining property owners within two-hundred (200) feet of the property in question shall be notified by certified mail of the hearing date, time and location.
6. The property in question and the Paupack Township Municipal Building shall be posted by the Paupack Township Code Enforcement Officer at least seven (7) days prior to the hearing date.

## ***APPLICATION REQUIREMENTS***

**A Complete Application contains ten (10) copies of the following information:**

- A. Application to the Paupack Township Board of Supervisors as defined herein.**
- B. Plan or Plat (as defined within Section 9 of this Application).**
- C. Application Fee, checks shall be made payable to Paupack Township. (Amount of the Application Fee is established by Resolution by the Paupack Township Board of Supervisors on an annual basis)**

**APPLICATION TO THE  
PAUPACK TOWNSHIP BOARD OF SUPERVISORS**

**APPLICATION FOR**

**\_\_\_\_\_CONDITIONAL USE \_\_\_\_\_VALIDITY CHALLENGE**

1. Full name, address and phone number (s) of the applicant and the owner of the property:

Applicant:

Owner:

2. Tax Map, Parcel Number and Zoning District of the property including a brief, common description of the location of the property in question(i.e. road, drive and subdivision):
3. Interest of the applicant in the property (If the applicant is other than the owner of the property, the applicant shall provide a notarized statement from the owner indicating that authorization to act on behalf of the owner has been given to the applicant. This statement shall be attached to the application).
4. Name, address and telephone number of the attorney representing the applicant, if an attorney is involved within the application process.

5. Has a previous application been submitted to the Paupack Township Board of Supervisors for this property?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If the answer to this question is yes, please provide the previous date of application submission.

6. The applicant shall submit photographs of the property in relationship to this application, identifying the following information:
- A. Established property lines
  - B. Any structures
  - C. Any unusual physical limitations which might exist on the property (i.e. water bodies, steep slopes, etc.).
  - D. Access Road(s)
  - E. Any nearby improvements on adjacent properties.
7. Identify the Section (s) of the Paupack Township Zoning Ordinance upon which this application is based.
8. Provide a brief statement of the Conditional Use or the Validity Challenge application being submitted to the Board of Supervisors. The statement should describe the reason for the request, the present use of the property and the proposed use of the property.

9. The applicant must submit a plan or plat of the property identifying the following:
- a. Existing or planned buildings drawn to scale.
  - b. Lot dimensions.
  - c. Location of all corner stakes and monuments.
  - d. Setbacks (front, back and side-yards).
  - e. Well or other source of water.
  - f. On-site septic system or public / private sewer access.
  - g. Water courses or right-of-ways which may extend through the property.
  - h. Existing uses of all lots within two-hundred (200) feet of the property in question.
  - i. Existing zoning classification of the property in question.
  - j. Existing and proposed use of the property in question.
  - k. Parking facilities or signs, if appropriate.

If a current or recent subdivision or land development is involved with the property, the plan must be prepared, dated and signed by a Registered Engineer or a Professional Land Surveyor. If no subdivision or land development is involved with the property, the plan may be prepared by the applicant.

10. The Secretary of the Paupack Township Board of Supervisors will, on behalf of the applicant research the Tax Map and Parcel Number, name and address of each property owner within two-hundred (200) feet of the property in question in order to notify them of the intent of the applicant and the date of the hearing.
11. The applicant must submit a copy of the deed which identifies ownership of the property in question.
12. The applicant must include a statement of the grounds for the request, or of the reasons in law and fact for the granting of the conditional use. For a conditional use applicant as well as a Validity Challenge to the Paupack Township Zoning Ordinance or Map, the applicant shall include a description of the neighboring properties where pertinent. The applicant must include an explanation of the impact of the economic, noise, glare and odor effects on the adjoining property(s) and the general compatibility with property(s) in the surrounding area. In the cases of appeal, the specifications of error shall state separately the applicant's objections to the action of the municipality with respect to each question of law and fact which is sought to be reviewed.

13. Upon written request of the Chairperson of the Paupack Township Board of Supervisors, the applicant will provide any additional information and records which may be relevant to this application.
14. The application, plan / plot plan and supporting documentation together with the appropriate application fee shall be submitted to the Paupack Township Secretary.

The Board of Supervisors of Paupack Township reserves the right, in its sole discretion, to reject any application not accompanied by a plat / plot plan that meets the requirements as defined within Question Number 9 contained within this application. *Such an unacceptable application or plan / plot plan will not commence the running of any statutory time periods involved in the application for a conditional use or validity challenge as submitted to the Board of Supervisors.*

**Dated:** \_\_\_\_\_ *this* \_\_\_\_\_ *day of* \_\_\_\_\_  
 (Month)

I verify that the statements made in the foregoing application are true and correct. I understand that false statements herein are made subject to the penalties of 18Pa. C.S. 4904, relating to unsworn falsifications to authorities.

Applicant Name: \_\_\_\_\_  
 (Print Name)

Owner: \_\_\_\_\_  
 (Print Name)

Applicant Name: \_\_\_\_\_  
 (Signature)

Owner: \_\_\_\_\_  
 (Signature)

Adopted: July, 1998  
 Revised: September, 1998 / August, 2004 / June, 2020