



# Borough of Wilkinsburg

## Code Enforcement

Municipal Building  
605 Ross Avenue  
Wilkinsburg, PA 15221

Phone: (412) 244-2923 • Fax: (412) 244-2922

### CONDITIONAL USE APPLICATION FORM

In accordance with Zoning Ordinance adopted August 7, 2013

APPLICATION DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_

Applicant Name \_\_\_\_\_ Primary Phone Number \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner Name (If Owner differs from Applicant) \_\_\_\_\_ Primary Phone # \_\_\_\_\_

E-mail Address \_\_\_\_\_

If Applicant differs from Property Owner, Please provide Property Owner authorization: \_\_\_\_\_

Section of Ordinance appealing \_\_\_\_\_ Date of Hearing: \_\_\_\_\_ Appeal No. \_\_\_\_\_

#### Type of Request (Check Appropriate Box):

- Conditional Use:       Accessory Uses
- New Construction
- Moving Building
- Change in Use

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application. For Corporations, a form of identification of an authorized officer of the company, or copy of a written agreement of the corporation's registered agent is required.

The undersigned hereby represents that, to the best of his/her knowledge, belief that all information listed above is true, correct, and complete; and that all attachments contain the required information.

#### Applicant Signature

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fees

\$1200.00

**For Office Use Only**

Date Application Received: \_\_\_\_\_ Date Land Development Received: \_\_\_\_\_  
Date Borough Notified \_\_\_\_\_ Date Public Hearing \_\_\_\_\_  
Date Planning Commission Notified \_\_\_\_\_

Conditional Use:     Granted     NOT Granted

Date Conditional Use Permit Issued: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date : \_\_\_\_\_

Title: \_\_\_\_\_

**Notice: If a land development approval is required for the conditional use, the application for conditional use approval and the land development approval can be processed concurrently or separately at the discretion of the applicant AS LONG AS all application requirements of both ordinances are met.**

### Application Procedure

**Please complete all information on this application.**

- 1. You must submit a written business plan or description of use.**
- 2. The applicant shall submit this application for approval of a conditional use to the Zoning Officer or designated staff person of the Borough.**
- 3. The application for development shall indicate the section of the Conditional Use Ordinance chapter under which the conditional use is sought and shall state the grounds upon which it is requested.**
- 4. All application fees and review fees required by the ordinance or resolution of Borough Council should be included at the time of application submission.**

### Checklist for applicants of Conditional Use Permit:

- Please include seven copies of a site plan meeting the requirements for a preliminary plan for land development as set forth in Subdivision and Land Development Ordinance which, in addition, demonstrates conformity with all requirements of the chapter on Conditional Uses. This shows proper site layout, internal circulation, parking, buffering, and all other elements of proper design.
- Lot and property dimensions as to show how the space will be used shall be included as well. A sketch of the property outline, where the house is located on the property, and the area the proposed fence, shed, patio or deck will be located.
- An explanation regarding the use of traffic with this proposed conditional use, aiming to minimize hazards and congestion while providing adequate access arrangements after considering any improvements proposed.
- A descriptive narrative of your request for conditional use. This narrative should include an explanation of how the proposed use shall not substantially change the character of any surrounding residential neighborhood and shall not create a significant hazard to the public health safety and welfare.

REMEMBER: The Burden of Proof for a conditional use rests upon the applicant. Failure to submit the above referenced information will result in a rejection of the Conditional Use Application by the Zoning Officer.

For a full list of the conditional use operations and the additional standards involved, see Table 10 (Authorized Principal Uses) and Table 11 (Authorized Accessory Uses) of the Adopted Zoning Ordinance no. 2912, which you can find online at [ecode360.com/laws/Wi1398](http://ecode360.com/laws/Wi1398)