

Borough of Carlisle
Conditional Use Application
Application Instructions/Checklist/and General Information

Intent: Carlisle's conditional use process is designed for certain uses other than those specifically permitted in a Zoning district and are intended to provide for the needs of the community in areas where they may be appropriate, but where special safeguards may be needed to protect other permitted uses from any adverse effects.

General:

1. Submit application at least 10 days prior to the regularly scheduled Borough Planning Commission meeting. (Meeting schedule is available from the Zoning Officer.)
2. Application form must be complete, signed and the required fee enclosed. Please type or print requested information. Attach additional information sheets as needed.
3. Submit photographs of the existing site or buildings and drawings or other plans showing the proposed conditional use.
4. Submit a site plan in conformance with the Zoning Ordinance, Chapter 255, Section 232.
5. Your application must consider the following zoning items which may or may not be all inclusive depending on the type of application being presented. (Sign or mixed use business park.)
 - a) Building code compliance.
 - b) Minimum tract size.
 - c) Minimum lot area.
 - d) Front building setback line; rear yard; side yard.
 - e) Paved area setback line.
 - f) Lot width.
 - g) Building coverage.
 - h) Impervious coverage.
 - i) Building height.
 - j) Distance between buildings.
 - k) Distance between street and access points.
6. Submit a list to the Zoning Officer of the names and addresses of all property owners of record, as confirmed with the records of the Cumberland County Assessment Office, within a radius of two hundred (200) feet from the lot lines of the subject property. (See attached sheet.)
7. Each conditional use shall comply with all of the following standards:
 - a) Other laws: shall not be in serious conflict with other Borough Ordinances or State or federal laws or regulations that the Borough Council has clear knowledge of.

- b) Comprehensive Plan: shall not be substantially incompatible with the adopted Comprehensive Plan.
 - c) Traffic: shall not result in or significantly add to a serious traffic hazard or serious traffic congestion.
 - d) Safety: shall not create a significant public safety hazard, including fire, toxic or explosive hazards.
 - e) Design: will involve adequate sight design methods, including evergreen screening, setbacks, berming and traffic control, to avoid serious negative influences on adjacent uses.
8. In granting a conditional use, the Borough Council may attach such reasonable conditions and safeguards, in addition to those expressed in this chapter, as it may deem necessary to implement the purposes of the Pennsylvania Municipalities Planning Code and pertinent zoning ordinance chapters. Conditions imposed by the Borough Council shall automatically become conditions of any building or other permit issued in connection with the use, and any failure to comply with said conditions shall be a violation of the Zoning Ordinance, as well as of any other ordinance relating to such permit.
9. A conditional use becomes effective immediately upon approval by the Borough Council, but only after all of the conditions imposed by Council for approval have been completed by the applicant.

NOTE: This information is being supplied to aid an applicant through Carlisle's conditional use process. It is not intended to be a complete summary of the pertinent conditional use zoning ordinances. The Zoning Ordinance is available for review by contacting Carlisle's Zoning Officer. You may purchase a copy of the Zoning Ordinance or review it free of charge in the Public Works Department of Carlisle Borough. **Incomplete application information may result in a delay of your conditional use application being considered by the appropriate governing body(ies).**

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8. In granting a conditional use, the Borough Council may attach such reasonable conditions and safeguards, in addition to those expressed in this chapter, as it may deem necessary to implement the purposes of the Pennsylvania Municipalities Planning Code and pertinent zoning ordinance chapters. Conditions imposed by the Borough Council shall automatically become conditions of any building or other permit issued in connection with the use, and any failure to comply with said conditions shall be a violation of the Zoning Ordinance, as well as of any other ordinance relating to such permit.
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Application Fee \$ payable to Carlisle Borough. **All fees non-refundable.**

For Official Use Only. Do Not Write In This Space.

Date received: _____
Application Fee Paid: \$ _____ () cash () check # _____ Date _____
Date of Planning Commission Review: _____
Date of Publication of Hearing Date: _____
Date of Public Hearing: _____
Date of Borough Council Review: _____

Applicant(s)

Name _____ Phone: () _____
Address: _____
Name _____ Phone: () _____
Address: _____

Property Owner(s): (If different from applicant)

Name: _____ Phone: () _____
Address: _____
Name _____ Phone: () _____
Address: _____

Engineer/Architect/Surveyor (circle one)

Name: _____ Phone: () _____
Address: _____

Legal Description:

Subdivision: _____ Lot(s): _____
Address: _____
Zoning Classification: _____

Applicant Requests A Conditional Use Involving A:

() Sign () Mixed Use Business Park

Is Proposed Conditional Use Permitted In Present Zone?

() Yes

() No

Please Explain in Detail Your Application and Why You Believe a Conditional Use Should be Granted _____

CSC SHOULD BE GRANTED

(Use additional pages as necessary)

I/We Certify that the Above Information is True and Correct.

Signature of Applicant(s)

Signature(s) of Property Owner(s)
if Different from Applicant.

The applicant, or the applicant's representative, must be present at all public meetings and be prepared to speak on behalf of their application.

Is Proposed Conditional Use Permitted In Present Zone?

() Yes

() No

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Case should be granted

(Use additional pages as necessary)

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