

PALMYRA TOWNSHIP  
PIKE COUNTY, PENNSYLVANIA

**CONDITIONAL USE POLICY AND PROCEDURE**

**1. Application**

- Submitted to Township Administrator not less than 10 days prior to the Planning Commission meeting.
- Form signed by applicant and owner with required notarization.
- Fee must be attached.
- A narrative which addresses criteria in zoning ordinance §11,804 and other standards.
- Plot plan showing applicable information zoning ordinance §11.2031

**2. Planning Commission**

- Accepts application for review only if complete,
- Applicant or authorized representative must be present or no action will be taken.
- Planning Commission Secretary notifies Township Administrator in writing of acceptance.
- Depending on the complexity of the application the Planning Commission may:
  - make a recommendation based simply on the application information
  - table action until after the public hearing (Note: If action is tabled, Planning Commission representative attends public hearing.)
- Makes recommendation to Board of Supervisors in writing:
  - approval
  - approval with conditions
  - denial with specific reasons and Zoning Ordinance sections

**3. Township Engineer Review** - Administrator sends application to Township Engineer for review if

- application involves any building construction or storm water facilities
- if otherwise directed by the Commission or Board of Supervisors

**4. Pike County Planning Commission** - Review by die County Planning Commission is not required unless the application is also a subdivision or land development.

**5. Public Hearing**

- Board of Supervisors public hearing required. Applicant must be present.
- Notice - once each week for two consecutive weeks, 1<sup>st</sup> notice not more than 30 days prior to hearing, 2<sup>nd</sup> notice not less than 7 days prior to hearing.
- Administrator, per this Board policy, schedules public hearing as soon as possible following Commission acceptance of the application.

**6. Board of Supervisors Action**

- Board takes action following receipt of Planning Commission recommendation
- Applicant must be present or no action taken.
- If Commission recommendation is not received within the time limit for the decision, the Board may make a decision without the Commission recommendation.
- Board notifies applicant of decision in writing.

**MUNICIPALITIES PLANNING CODE  
CONDITIONAL USE PROCEDURE**

Planning Commission shall be given the opportunity to review the Application



Required public hearing by Board of Supervisors {hearing must be held within 60 days of Applicant's request; subsequent hearings within 45 days of prior hearing; hearing shall be completed within 100 days of completion of Applicant's ease in chief)



Board of Supervisors action to approve, approve with conditions, or deny (45 days After last hearing)



Notify applicant of decision and any conditions In writing\* (delivered to applicant personally or mailed not later than the day following its date)



Appeal to Court of Common Pleas