



**260 Lewis Road
West Grove, PA 19390
(P) 610-869-9620 (F) 610-869-9194**

Conditional Use Hearing Application

- All sections of the application must be completed, including but not limited to the specific section in the ordinance under which you seek relief. the application must be signed by all record property owners, not just one and it must be notarized.
- When submitting the application, a \$1500.00 check is required and will be held in an escrow account.
- The application will not be considered complete until it has been reviewed by township personnel.
- You will be notified of a hearing date which will be held within sixty days of the determination that the application is complete.
- The Penn Township Planning Commission will review the application at its regular meeting. You should plan on attending this meeting to explain why you need the relief requested. This is an informal meeting.
- A copy of the completed application will be sent to the Township solicitor to review and schedule the hearing with the applicant.
- After the Planning commission has reviewed the application, it will be forwarded to the Board of Supervisors notifying the Board of the Planning Commission's recommendation for the application.
- The Board of Supervisors will schedule and conduct a hearing. That hearing is a record hearing, the applicant must be prepared to present testimony and evidence in support of the request for relief. A court reporter records the sworn testimony at the hearing. If the applicant has drawings, or pictures or any other information that is relevant to the request the applicant should present that at the hearing. The Board may render a decision at the hearing, or continue the hearing to render a decision at a second hearing. If the testimony and evidence is longer that the time allotted, the hearing may be continued to another date for more testimony. Close neighbors have the right to be a part of the hearing as parties and may also present testimony and evidence at the hearing.