

EATON/MONROE TOWNSHIPS  
WYOMING COUNTY, PENNSYLVANIA

**CONDITIONAL USE  
STATUS LOG AND CHECKLIST**

Development Name: \_\_\_\_\_  
Location: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Applicant/Owner: \_\_\_\_\_  
Address/Telephone: \_\_\_\_\_  
Township application fee: \$ \_\_\_\_\_ Date fee paid: \_\_\_\_\_

**PLAN FILING INFORMATION** (confirmed by Township Administrator)

- \_\_\_\_\_ 5 copies of application form with site plan narrative  
\_\_\_\_\_ 5 copies of the following:
- \_\_\_\_\_ sewage planning modules and associated documents
  - \_\_\_\_\_ deed covenants and restrictions
  - \_\_\_\_\_ latest deed of record, or other proof of legal interest
  - \_\_\_\_\_ water supply information
  - \_\_\_\_\_ stormwater management plan
  - \_\_\_\_\_ proposed zoning variance or subdivision waivers

**FILING 10 DAYS PRIOR TO PLANNING COMMISSION MEETING**

\_\_\_\_\_ Date of filing \_\_\_\_\_ Township Zoning officer \_\_\_\_\_

\_\_\_\_\_ Date filing returned \_\_\_\_\_ Township Zoning Officer \_\_\_\_\_  
(SEE ATTACHED REASONS FOR RETURN: INFORMATION MISSING, INCORRECT NUMBER OF COPIES, ETC.)

**TOWNSHIP ENGINEER REVIEW** (Submission is Township responsibility)

- \_\_\_\_\_ Date initial plan submitted to Township Engineer  
\_\_\_\_\_ Date Township Engineer comments received
- \_\_\_\_\_ Date revised plan submitted to Township Engineer  
\_\_\_\_\_ Date Township Engineer comments received
- \_\_\_\_\_ Date revised plan submitted to Township Engineer  
\_\_\_\_\_ Date Township Engineer comments received

**TOWNSHIP ZONING OFFICER REVIEW** (Submission is Township responsibility)

- \_\_\_\_\_ Date initial plan submitted to Zoning Officer  
\_\_\_\_\_ Date Zoning Officer comments received
- \_\_\_\_\_ Date revised plan submitted to Zoning Officer  
\_\_\_\_\_ Date Zoning Officer comments received
- \_\_\_\_\_ Date revised plan submitted to Zoning Officer  
\_\_\_\_\_ Date Zoning Officer comments received

**SEWAGE PLANNING**

(Applicant prepares and Township submits to DEP)

\_\_\_\_\_ Date submitted to DEP  
\_\_\_\_\_ Date OF DEP approval

**SOIL EROSION AND SEDIMENTATION CONTROL PLAN**

(Applicant prepares and submits to County Conservation District)

\_\_\_\_\_ Date of District approval - Copy must be provided by Applicant

**HIGHWAY OCCUPANCY PERMIT**

(Applicant prepares and submits to Township or PennDOT as applicable)

\_\_\_\_\_ Date of HOP approval - Copy must be provided by Applicant

**DEPARTMENT OF LABOR AND INDUSTRY**

(Applicant prepares and submits to Department of Labor and Industry)

\_\_\_\_\_ Date of L&I approval - Copy must be provided by Applicant

**PLANNING COMMISSION ACCEPTANCE FOR REVIEW**

\_\_\_\_\_ Official date of acceptance \_\_\_\_\_ Planning Commission Chairman

\_\_\_\_\_ Application rejection date \_\_\_\_\_ Planning Commission Chairman  
(SEE ATTACHED REASONS FOR REJECTION: INFORMATION MISSING, INCORRECT # OF COPIES, ETC.)

**CONDITIONAL USE REVIEW AND ACTION**

\_\_\_\_\_ Sixty day hearing deadline date (60 days from Zoning Officer Acceptance)

\_\_\_\_\_ Deadline date for extensions granted for hearing  
(EXTENSIONS MUST BE GRANTED IN WRITING BY APPLICANT.)

\_\_\_\_\_ Date of Planning Commission recommendation to Supervisors  
\_\_\_\_\_ approval  
\_\_\_\_\_ approval with conditions (attach list of conditions)  
\_\_\_\_\_ denial (attach list of specific Ordinance sections)

Name(s) of Planning Commission member(s) to attend public hearing

\_\_\_\_\_ Date of Board of Supervisors hearing

\_\_\_\_\_ Date of Board of Supervisors action  
(UNLESS AN EXTENSION IS GRANTED, MUST NOT EXCEED 45 DAYS FROM THE DATE OF LAST HEARING.)

\_\_\_\_\_ approval  
\_\_\_\_\_ approval with conditions (attach list of conditions)  
\_\_\_\_\_ denial (attach list of specific Ordinance sections)

\_\_\_\_\_ Date of notification to applicant  
(DELIVERED TO APPLICANT PERSONALLY OR MAILED NO LATER THAN THE DAY FOLLOWING ITS DATE.)

\_\_\_\_\_ written approval with conditions stated  
\_\_\_\_\_ written denial with reasons stated, certified mail

\_\_\_\_\_ Date of acceptance of conditions from applicant

**PLANNING COMMISSION REVIEW**

**GENERAL PERFORMANCE STANDARDS** (Zoning Ordinance §701)

complies

- Yes No NA 1. Yards and Buffers
- Yes No NA 2. Landscaping
- Yes No NA 3. Operations and Storage
- Yes No NA 4. Fire and Explosion Hazards
- Yes No NA 5. Radioactivity or Electric Disturbance
- Yes No NA 6. Noise
- Yes No NA 7. Vibration
- Yes No NA 8. Lighting and Glare
- Yes No NA 9. Smoke
- Yes No NA 10. Odors
- Yes No NA 11. Other Forms of Air Pollution
- Yes No NA 12. Surface and Ground Water Protection
- Yes No NA 13. Storm Water Management and Soil Erosion Control
- Yes No NA 14. Waste Materials
- Yes No NA 15. Handicapped Access
- Yes No NA 16. Settling and/or Storage Ponds and Reservoirs
- Yes No NA 17. Security
- Yes No NA 18. Water Supply
- Yes No NA 19. Sewage Disposal
- Yes No NA 20. Other Regulations

**PLANNING COMMISSION REVIEW**

**CONDITIONAL USE CRITERIA** (Zoning Ordinance §1208.4)

complies

- Yes No NA A. Consistent with purposes, goals, objectives and standards of the Township Comprehensive Plan, this Ordinance and all other ordinances of the Township
- Yes No NA B. Suitability of proposed location in terms of the site's physical characteristics
- Yes No NA C. The proposed use at the proposed location shall not result in a substantial or undue adverse effect on adjacent property, the neighborhood, traffic, parking, public improvements, public sites or rights-of-way,, or other matters affecting the public health, safety, and general welfare

- Yes  No  NA D. The proposed use shall not impose an undue burden on any public improvements, facilities, utilities, and services
- E. The following:
- Yes  No  NA 1. Location, arrangement, size, design and general site compatibility of buildings, lighting and signs
- Yes  No  NA 2. Vehicular traffic access and circulation, including intersections, road widths, pavement surfaces, dividers and traffic controls
- Yes  No  NA 3. Location, arrangement, appearance and sufficiency of off-street parking and loading
- Yes  No  NA 4. Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience
- Yes  No  NA 5. Adequacy of storm water and drainage facilities
- Yes  No  NA 5. Adequacy of water supply and sewage disposal facilities
- Yes  No  NA 6. Adequacy, type and arrangement of trees, shrubs and other landscaping constituting a visual and/or noise buffer between the applicant's and adjoining lands, including the maximum retention of existing vegetation
- Yes  No  NA 7. Adequacy of fire lanes and other emergency zones
- Yes  No  NA 8. Special attention to the adequacy and impact of structures, roadways and landscaping in areas with susceptibility to ponding, flooding and/or erosion

**PLANNING COMMISSION REVIEW COMMENTS / CONDITIONS**

(Completed by Planning Commission.)

Please check appropriate box:

- Submission Deficiencies (Note specific Ordinance sections)
- Conditions of Approval
- Reasons for Denial (Note specific Ordinance sections)

**BOARD OF SUPERVISORS REVIEW COMMENTS / CONDITIONS**

(Completed by Township Administrator.)

Please check appropriate box:

- Submission Deficiencies (Note specific Ordinance sections)
- Conditions of Approval
- Reasons for Denial (Note specific Ordinance sections)