

Lycoming County Zoning Program: To Lycoming County Zoning Hearing Board

FORM #1

COMPLETE IN FULL
Additional Pages as Needed

SPECIAL EXCEPTION REQUEST
Please Print Only-Use Black Ink Pen

ZONING PERMIT NUMBER

Citations that apply to Special Exception Application Criteria can be found on page three (2) of this application.

1. Applicant Name _____ Phone Number (____) _____
(First) (Last)

Address _____
(Street)

(City) (State) (Zip Code)

Applicant acknowledges all information is correct and accurate to the best of their knowledge. Applicant agrees not to initiate this proposed project until a municipally-issued permit is obtained

Date of Application _____ Applicant's Signature _____

2. Name of Township/Borough _____ Tax Parcel Number _____

Site Address _____
(Street) (City) (State) (Zip Code)

3. Zoning District _____

Existing Use (s) _____

Proposed Use (s)

Type of Activity (Description)

SECTION 10320 A.

Applications for a Special Exception permit shall contain all the information required for a Simplified Site Plan Review as specified in Section 10230. The Zoning Administrator may require additional information as provided under Section 10240 (General Site Plan Requirements) as necessary for the Zoning Hearing Board to make the findings required by Section 10310.

Simplified Site Plan

(See **Section 10230** on reference)

General Site Plan

(See **Section 10240** on reference)

Lycoming County Zoning Ordinance Excerpt for Special Exception Application Procedure

SECTION 10310

GENERAL STANDARDS FOR SPECIAL EXCEPTION USES

No application for a Special Exception shall be approved unless the Lycoming County Zoning Hearing Board specifically finds that the proposed Special Exception use is appropriate in the location for which it is proposed. This finding shall be based on the following criteria:

- A. The proposed use and location shall be consistent with the general purpose, goals, objectives, and standards of the adopted Lycoming County Comprehensive Plan, this Ordinance, or any other plan, official map, or ordinance adopted by the county or the municipality.
- B. The proposed use at the proposed location shall not result in a substantial or undue adverse effect on adjacent property, the character of the neighborhood, traffic conditions, parking, public improvements, public sites or right-of-way, or other matters affecting the public health, safety, and general welfare.
- C. The proposed use in the proposed area will be adequately served by, and will not impose an undue burden on any public improvements, facilities, utilities, or services. Where any such improvements, facilities, utilities, or services are not available or adequate to service the proposed use in the proposed location, the applicant may, as part of the application for a Special Exception, enter into a voluntary agreement with the affected municipality(ies) for the provision of such improvements, facilities, utilities, and services in sufficient time, and in a manner consistent with the Comprehensive Plan, this Ordinance, or other plans, official maps, and ordinances adopted by the county or municipality to service the development. Approval of the Special Exception may be conditioned upon the provision of such improvements, facilities, utilities or services.

Include Overview of the proposal in accordance with above A, B and C

A. _____

B. _____

C. _____

**SECTION 10230
SIMPLIFIED SITE PLAN REQUIREMENTS**

A. A simplified site plan may be filed instead of a general site plan for the following uses, unless such uses are situated within the regulatory floodplain, or unless specifically required by the supplementary land use regulations of Article 3:

1. A single institutional, commercial, or industrial use where the structure does not exceed two-thousand (2,000) square feet in gross floor area.
2. **Additions.** A simplified site plan is required for additions to existing structures of more than two-thousand (2,000) square feet and less than six-thousand (6,000) square feet of floor area.

B. The simplified site plan shall contain the following information: **(Please Check All That Apply)**

1. Number of units and square feet of use proposed.

Yes No N/A

2. Boundary drawing of the lot or area involved.

Yes No N/A

3. Present owner of record of the property.

Yes No N/A

4. Approximate location of the vehicular entrance to the site.

Yes No N/A

5. Method of handling and approximate location of water and sewer (septic) facilities, if required.

Yes No N/A

6. Location, dimensions, height, and setbacks of all existing and proposed buildings.

Yes No N/A

7. Location of existing and proposed roads, rights-of-way, easements, and means of access.

Yes No N/A

8. Location of parking area and number of stalls required.

Yes No N/A

9. Proposed use of structural additions.

Yes No N/A

10. General location of landscaping, buffer areas, and screening.

Yes No N/A

11. The general location of any natural resources and environmental hazard areas listed in Article 5 which would be affected by the proposed development.

Yes No N/A

12. North arrow and accurate, graphic scale of drawings.

Yes No N/A

13. The Zoning Administrator may request additional information as provided in Section 10240 to determine compliance with the standards in this Ordinance.

Yes No N/A

Include Summary of the proposal in accordance with A and B above.

SECTION 10240

GENERAL SITE PLAN REQUIREMENTS

The following information is required for those land uses which require site plan review, but which are not reviewed as a simplified site plan (see Section 10230): **(Please Check All That Apply)**

A. General Matters

1. A small location "key" map showing the subject parcel and illustrating its relationship to the nearest major street intersection and adjacent streets. This map may be drawn at an accurate scale of one (1) inch equals two-thousand (2,000) feet (1"=2,000').

Yes No N/A

2. North arrow and accurate, graphic scale of drawings.

Yes No N/A

3. Title block including the name and address of the development and the developer, architect, engineer, or land surveyor seal; the date; and the date of all revisions.

Yes No N/A

4. Property lines, existing and proposed right-of-way lines, with metes and bounds (bearing and distances) indicated, and building or setback lines.

Yes No N/A

5. Existing and proposed easement lines and dimensions, with the owner's name or a description of facilities located therein.

Yes No N/A

6. Location, size, dimensions, height, and setbacks of all existing and proposed structures and other improvements on the property, including but not limited to, buildings, existing and proposed parking areas, streets, walkways, drainage structures, utility poles, fences, retaining walls, including on-site sewage systems or private water supply systems, etc.

Yes No N/A

7. Ownership, land-use, and zoning of adjoining properties.

Yes No N/A

8. Submission of permits or other records, if required, proving that the proposed use is located on a legal lot.

Yes No N/A

9. Design of all exterior signs, including location and size (both free-standing and attached signs) and illumination technique.

Yes No N/A

10. Location and intensity, in candlepower, of all exterior lighting, including height and spacing of all lighting standards.

Yes No N/A

11. Location of outside refuse collection areas and the type of screen to be provided.

Yes No N/A

12. Within a legend or title block, the following information:

(a) Gross square footage of all building structures.

Yes No N/A

(b) Type and size of all trees and shrubs used in landscaping of the site if not noted elsewhere on the plan.

Yes No N/A

(c) Present zoning of the subject tract.

Yes No N/A

(d) Open space per lot not occupied by buildings, structures, or paving.

Yes No N/A

(e) A description of the general use for which any structure is intended and its size in square feet.

Yes No N/A

(f) For non-residential uses, the number of employees on the largest work shift; for places of assembly, the maximum capacity of the meeting or assembly space (if applicable).

Yes No N/A

B. Drainage Matters

1. All existing or proposed ponds, lakes, basins, rivers, streams, or other bodies of water, and their intended purpose (recreation, retention, etc.).

Yes No N/A

2. Existing and/or proposed storm sewers to serve the site.

Yes No N/A

3. When applicable, the nearest available sanitary sewer and an indication of the sanitary sewer district or sewer company to serve the project.

Yes No N/A

4. Existing and proposed major drainage facilities, such as culverts, channels, creeks, etc.

Yes No N/A

5. The limits of the floodway and 100-year floodplain (if applicable) from the FEMA floodplain maps.

Yes No N/A

6. Stormwater management and construction site erosion control plans.

Yes No N/A

7. Location of the ordinary high water mark of any abutting navigable waterways.

Yes No N/A

8. Location and elevation of existing or future access roads.

Yes No N/A

9. The elevation of the lowest floor of proposed buildings and any fill within the 100-year floodplain using National Geodetic Vertical Datum of 1929 (NGVD).

Yes No N/A

C. Circulation, Parking, and Landscaping Matters

1. The internal and peripheral vehicular circulation including:

(a) Curb cuts required to provide ingress and egress to and from adjacent streets.

Yes No N/A

(b) The existing width and proposed widening of all existing adjacent streets and rights-of-way (including the number and width of lanes and any island or medians). Note that new easements and right-of-way dedications may be required in conjunction with the proposed development, and must be shown and dimensioned on the plan.

Yes No N/A

(c) All the entrances on opposite sides of existing adjacent streets within the frontage of the development.

Yes No N/A

(d) The width and location of all internal drives, aisles, parking and loading spaces.

Yes No N/A

(e) The location of all islands and medians.

Yes No N/A

(f) The location and dimensions of all existing and proposed curbs.

Yes No N/A

2. The number of parking and loading spaces.

Yes No N/A

3. The location of spaces to be used for outdoor vehicular and equipment storage, and the location of screening, existing and proposed.

Yes No N/A

4. All proposed deciduous and evergreen trees, ground cover, and other landscaping elements.

Yes No N/A

D. Site Grading Matters

1. Existing and proposed contours shall be referenced to U.S. Geological Survey data normally at twenty (20) foot intervals for the subject property, extending at least fifty(50) feet off site. Contour intervals at smaller intervals than the above may be required depending on the topography of the site. Existing contour lines shall be differentiated from that of proposed contour lines. A varied frequency of contours and/or spot elevations may be required.

Yes No N/A

2. A minimum of two (2) cross sectional profiles (taken perpendicular to each other), showing proposed structures and proposed and existing grades through the center of the property. The Zoning Administrator may request additional profiles for large or unusually shaped tracts.

Yes No N/A

3. An erosion and sedimentation control plan is required for disturbance of steep slopes in excess of two-thousand (2,000) square feet in accordance with Section 5180 of this Ordinance. The control plan shall be submitted to the Lycoming County Planning Commission for review and referral to the Lycoming County Conservation District. No land disturbance shall be permitted until the Conservation District has approved the erosion and sedimentation control plan.

Yes No N/A

E. Proposed Activities

1. In single-lot developments, approximate location of all buildings and other structures, as well as parking and loading areas, shall be indicated. In multiple lot developments, conceptual location and configuration of buildings, approximate locations of common ground areas, open space, major utility easements, and stormwater retention areas shall also be indicated.
Yes No N/A

2. Preliminary plan for sanitation and storm drainage facilities.
Yes No N/A

3. Proposed land uses, lot areas and dimensions, building sizes and heights, and setback distances.
Yes No N/A

4. Proposed landscaping, lighting, and screening plans.
Yes No N/A

5. Proposed development phasing schedule.
Yes No N/A

F. Existing Natural Resources

1. Approximate location of wooded areas on the tract.
Yes No N/A

2. Location on the site of all the natural resources and environmental hazard areas listed in Article 5 which would be affected by or have an impact on the proposed development.
Yes No N/A

Include Summary of the proposal in accordance with above A, B, C, D, E and F

**DIVISION 10300
SPECIAL EXCEPTION PROCEDURES**

Special Exception uses have a special impact or uniqueness such that their effect on the surrounding environment cannot be determined in advance of the use being proposed for a particular location. The Zoning Hearing Board may grant Special Exceptions only for those uses as are provided in Section 3120, Table of Permitted Uses.

When such a use is proposed, a review by the Lycoming County Zoning Hearing Board will be conducted to determine whether the proposed use should be permitted. In making such a determination, the Board may attach reasonable conditions and safeguards, in addition to those already expressed in the Ordinance.

A summary of the procedure for obtaining a Special Exception is contained in Appendix C

**ALL USES ARE SUBJECT TO STANDARDS IN ARTICLE 4, 5, 6, 7, 8 AND 9 OF THE
LYCOMING COUNTY ZONING ORDINANCE COMPLIANCE WITH THE ABOVE
PROVISIONS WOULD BE FROM REFERENCE SECTION 10310A.**

