



# BOROUGH OF WILKESBURG

CODE ENFORCEMENT DEPARTMENT

ROOM 304 THIRD FLOOR

605 ROSS AVENUE

WILKESBURG PENNSYLVANIA 15221

PH 412-244-2923/FX 412-244-2

## Zoning Hearing Board Application Wilkesburg

In accordance with Zoning Ordinance adopted August 7, 2013

APPLICATION DATE: \_\_\_\_\_ PERMIT # \_\_\_\_\_

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Owner Name (If Owner differs from Applicant) \_\_\_\_\_ Phone # \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

If Applicant differs from Property Owner, Please provide Property Owner authorization: \_\_\_\_\_

Lot & Block # \_\_\_\_\_

Section of Ordinance appealing \_\_\_\_\_ Date of Hearing: \_\_\_\_\_ Appeal No. \_\_\_\_\_

**Fee**

\$1200

### Type of Application:

Appeal from Municipal Action

Use by Special Exception

Variance:     Use     Height     Area     Dimensional Setback

Validity Challenge

Curative Amendment

Other (please explain) \_\_\_\_\_

Cite All Applicable Sections of the Zoning Ordinance: \_\_\_\_\_

### Describe Property for which Appeal is Filed:

Location: \_\_\_\_\_ Approximate Cost of Proposed Work: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Existing Improvements on the Land: \_\_\_\_\_

**Description** of Variance / Appeal Requested: \_\_\_\_\_

Justification for Request: (please include grounds for application, and if physical hardship is claimed as basis for variance, state specific hardship)

Has a Previous Application been filed with the Board for this property? (If yes, please provide date)

Please provide names & addresses of all adjoining property owners of the property for which this application is filed as shown on the latest assessment rolls of the County of Allegheny:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Note: The required fee and eight copies of any additional information must accompany this application.

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application. For Corporations, a form of identification of an authorized officer of the company, or copy of a written agreement of the corporation’s registered agent is required.

The undersigned hereby represents that, to the best of his/her knowledge, belief that all information listed above is true, correct, and complete; and that all attachments contain the required information.

**Applicant Signature**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date Application Received: \_\_\_\_\_ Date Plot Plan Received: \_\_\_\_\_

Date Board Notified \_\_\_\_\_ Date Area Posted \_\_\_\_\_

Date of Hearing \_\_\_\_\_ Date Planning Commission Notified \_\_\_\_\_

Variance:     Granted     NOT Granted

Date Zoning Permit Issued: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date : \_\_\_\_\_

Title: \_\_\_\_\_

## **Wilkinsburg Borough Zoning Hearing Board Application Guidelines**

- 1. Please describe the requested variance in sufficient detail, attach additional pages to the application if necessary.**
- 2. Attach a survey or sketch, which graphically depicts the variance being sought.**
- 3. The appellant must demonstrate an unnecessary hardship.**
- 4. In accordance with the Pennsylvania Municipal Planning Code and the Wilkinsburg Borough Zoning Ordinance, a variance cannot be granted unless the following are demonstrated:**
  - A. That there are unique physical circumstances or conditions, including irregularity, narrowness or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions, and not the circumstances or conditions generally created by the provisions of the zoning ordinance in the neighborhood or district in which the property is located;**
  - B. That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity with the provisions of the zoning ordinance and that the authorization of a variance is therefore necessary to enable the reasonable use of the property;**
  - C. That such unnecessary hardship has not been created by the appellant,**
  - D. That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use or development of adjacent property, nor be detrimental to the public welfare; and**
  - E. That the variance, if authorized will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue. In granting any variance, the board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of the Pennsylvania Municipal Planning Code and the Zoning Ordinance.**
- 5. Be prepared to explain the unnecessary hardship, in detail, at the public hearing.**
- 6. Be certain of your request for a variance in terms of the variance being sought and the magnitude of the variance. A decision on the application maybe delayed should the variance requested on the application differ from that presented at the public hearing.**
- 7. All adjoining property owners will be notified by the Borough of the variance request. This information is taken from the application and is to be supplied by the appellant. Please be certain all adjoining property owners are listed to avoid delay of a decision on the request.**
- 8. The application must be submitted to the Zoning Officer twenty-five (25) days prior to the Zoning Hearing Board Meeting to allow time for proper advertisement (public notification in a publication of general circulation), posting of the subject property and notification of adjoining property owners.**
- 9. The Zoning Hearing Board meets on the fourth Wednesday of the month; generally special meetings to accommodate a particular application will not be scheduled.**

*The above guidelines represent the minimum information required for the Zoning Hearing Board to render a decision. Additional information and/or testimony may be necessary.*

## **Zoning Hearing Board / Application Submittal Requirements**

***\* Insufficient information may delay the board's decision of your request \****

### **Have you submitted the following: (please check list)**

\_\_\_ A detailed description of the requested variance, special exception, validity challenge, or appeal from municipal action.

\_\_\_ A survey, sketch, or plot plan, drawn to scale, for property which request is being filed.

(Include: owners name, address, size of parcel, location, and direction, etc.)

\_\_\_ Justification for request, including grounds for appeal and specific hardship.

\_\_\_ Authorization to act on property owner's behalf if applicant is not the owner.

\_\_\_ Citation of all applicable sections of the Zoning Ordinance. {(Ex.) sect.604, 4, C, (1), d.}

\_\_\_ Names and addresses of all adjoining property owners.

\_\_\_ Any pictures, building plans, or other representation needed in determination of request.

(Include: setbacks, parking, access, and dimensions of all structures, etc.)

\_\_\_ Completed application, signed and dated, along with required fee.

\_\_\_ Eight copies of all information to the Zoning Officer. / Must be submitted at least 25 days prior to the next regular scheduled meeting.

**{The Zoning Hearing Board meets on the fourth Wednesday of the month (as scheduled)**

**@ 7:30 p.m. on the second floor of the Wilkinsburg Municipal Building.}**

**\* Additional information and or testimony may be necessary before the board. \***