

ZONING AMENDMENT APPLICATION GUIDELINES

A. ZONING AMENDMENTS

The Township Zoning Code provides for petitioners to petition to the Board of Commissioners for an amendment to the Zoning Code. Amendments may involve changes to the text of the Zoning Code or to the Zoning District Map.

B. APPLICATION PROCEDURES

1. Staff Conference and Optional Preapplication Conference

The applicant should meet with staff, prior to application submission, to review procedural requirements and feasibility of the proposed amendment. Depending on the nature of the application, staff may advise a preapplication conference with the Planning Commission. The preapplication conference is intended to be an open-ended exchange of ideas and the applicant is not required to present detailed plans.

In all cases, a written request for a preapplication conference before the Planning Commission MUST be filed with the Department of Planning and Community Development on the Planning Commission Filing Deadline (see Calendar). The applicant is encouraged to submit seventeen (17) copies of any maps or other information.

2. Application Submission

Seventeen (17) copies of the formal application must be submitted on the Planning Commission Filing Deadline. The regular monthly meeting of the Planning Commission is usually held on the third Thursday of the month. Please see the Calendar for exact deadlines and meeting dates or call the Department of Planning and Community Development, 412.831.9000.

3. Staff Review

Application content is outlined in the following section. All applications are reviewed by staff for completeness prior to scheduling for Planning Commission consideration. Incomplete or late applications will be returned to the applicant and will not be scheduled for Planning Commission consideration.

4. Planning Commission Review

The Planning Commission will review petitions and will forward a recommendation to the Board of Commissioners.

4.1 Public Notice re: Map Amendments Only

Public notice is to be given for Planning Commission meetings as follows:

- 4.1.1. At least five (5) days prior to the Planning Commission meeting, written notice must be sent by certified mail to the owner of the lot or his agent, and to the lot owners in the Township whose lots are adjacent to the subject lot and to all other lot owners in the Township whose lots are within two hundred (200) feet of the subject lot. This is done by Township staff.
- 4.1.2. Notice must be posted in the vicinity of each front lot line of the lot or several notices on the front lot line of a large site, in a place conspicuously visible from the street and in the place reserved for such notices at the Municipal Building.

5. Public Notice

After Planning Commission review, the Board of Commissioners will schedule a public hearing. Public notice is given as follows:

- 5.1. by advertising for two successive weeks in a newspaper of general circulation, the first advertisement being not more than 30 nor less than 7 days before the hearing;
- 5.2. by mailing a notice thereof by certified mail to the owner of the lot for which a zoning map amendment is requested, or his agent, and to the lot owners in the Township whose lots are adjacent to the lot for which the zoning map amendment is requested, and by regular mail to all other lot owners in the Township whose lots are within two hundred (200) feet of the lot for which the zoning map amendment is requested;
- 5.3. by posting notices on the property, which is the subject of the zoning map amendment, and in area affected.

6. Public Hearings

Usually two public hearings are held by the Board of Commissioners. At the first hearing, the applicant is expected to make a brief (not more than 20 minutes) presentation. Public comments are also accepted at the first hearing. Usually at the second hearing, staff testimony is presented.

7. Decision

There is no time limit for processing petitions for zoning amendments. However the whole process usually takes about four months. A decision must be rendered at a public meeting after the close of the public hearing.

C. APPLICATION CONTENT

Submit seventeen (17) copies of the following, unless otherwise stated.

1. Completed application form supplied by the Township.
2. Application fee - check or money order made payable to Township of Upper St. Clair. No cash please. See attached Fee Schedule.

Professional services (Township Engineer, Township Attorney, Township Traffic Engineer, etc.) for review of applications is charged at actual cost (see Chapter 57, Fees, for rates) and generally are billed separately.

Fees for revised applications shall be determined by the Township Manager based on estimated actual cost of review by the Township staff. This fee applies to applications when revisions are initiated by the developer or submitted to complete an application.

3. SURVEY of the LOT - A precise legal description of a LOT and the graphic delineation of precise LOT boundaries; LOT dimensions and areas; all easements and PUBLIC and PRIVATE RIGHTS-OF-WAY; and north point and graphic scale, affecting the LOT, prepared by a professional land surveyor licensed and registered in the Commonwealth of Pennsylvania. The SURVEY shall be drawn on sheets of twenty-four by thirty-six (24 by 36) inches. More than one (1) sheet may be used for a larger tract but the same must be indexed. [For Map Amendment only]
4. Letter justifying the petition and any other plans or materials.
5. Precise legal description of the lot. [For Map Amendment only]
6. One (1) copy of a map showing the site for which a zoning map amendment is requested and indicating and identifying with Lot/Block numbers all lots within two hundred (200) feet of the site. The base map is to be obtained from the Allegheny County Tax Assessment Office. [For Map Amendment only]
7. Complete list of the Lot/Block numbers of all lots adjacent to and all other lots within two hundred (200) feet of the lot for which a zoning map amendment is requested, and the names and addresses of the owners thereof from the most current records of the Allegheny County Tax Assessment Office. Use Public Notice Property Owners List form attached to the Planning Commission Application. [For Map Amendment only]