

Township of Upper St. Clair

ZONING AMENDMENT APPLICATION GUIDELINES

A. ZONING AMENDMENTS

The Township Zoning Code provides for persons 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. The full Township Code is available on the website www.twpusc.org.

B. APPLICATION PROCEDURES

1. Staff Conference and Optional Preapplication Conference

The applicant will 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. Staff will provide a Planning Commission Application packet and Guidelines, which are also available on the website.

The preapplication conference is intended to be an open-ended exchange of ideas and the applicant is not required to present detailed plans, however submission of plans or other information is encouraged.

In all cases, a written request for a preapplication conference **MUST** be submitted to the Department of Planning and Community Development by the **Planning Commission Filing Deadline** (see Calendar).

2. Application Submission

A complete application (see Application Content table attached to the Planning Commission application) should be submitted on the **Planning Commission Filing Deadline (see calendar)**. **All applications must be submitted during regular office hours (7:30 A.M. to 4:00 P.M.; summer 7:30 A.M. to 3:30 P.M.) to:**

Department of Planning and Community Development
Township of Upper St. Clair
1820 McLaughlin Run Road
Upper St. Clair, PA 15241 Phone: 412.831.9000 Email: cd@twpusc.org

This deadline is strictly enforced.

Applications are reviewed by staff for completeness prior to scheduling for Planning Commission consideration. **INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED BUT WILL BE RETURNED WITH AN EXPLANATION.** Once applications are accepted for processing, no refunds will be issued.

3. Fees (See Fee Schedule)

Applications will not be considered complete unless accompanied by the required fee and escrow. Two separate checks or money orders made payable to Upper St. Clair Township are required. No cash please.

Escrow fees for professional services: This covers reviews by the Township Attorney, Township Engineer, Township Traffic Engineer, etc. and Court Reporter fees for public hearings. Any balance remaining after completion of the project will be refunded.

Fees for revised applications will 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.

4. Planning Commission Review

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

4.1 Public Notice of Planning Commission meeting: **Map Amendments Only**

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.

4.2. Public Notice of Public Hearing:

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

4.2.1.1. 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; if full text of amendment is not published in the newspaper, then a full copy must be supplied to the newspaper and an attested copy must be filed in the Allegheny County Law Library;

4.2.1.2. *[map amendment only]* 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 certified 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 and to every resident or association of residents who have registered their names for this purpose;

4.2.1.3. *[map amendment only]* by posting notices on the property, which is the subject of the zoning map amendment, and at the municipal building at least 15 days prior to the public hearing.

5. 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.

6. Decision

There is no time limit for processing petitions for zoning amendments. A decision must be rendered at a public meeting after the close of the public hearing.

C. APPLICATION CONTENT

See Township Code Chapter 130 and Application Content table attached to Planning Commission application.

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