## *TOWNSHIP OF UPPER ST. CLAIR*
ZONING HEARING BOARD APPLICATION/APPEAL

| *FILE DATE:* *Office Use* | *HEARING DATE:* *Office Use* | *ZHB #* *Office Use* |
|---|---|---|

**SUBMIT SIX (6) COPIES OF APPLICATION & ALL SUPPORTING DOCUMENTS.**
***ORIGINAL MUST BE NOTARIZED.***

***Attach the following:***

- ☐ Survey of property in question showing relevant information.
- ☐ Copy of action being appealed, if any.
- ☐ Statement of argument or justification for request.
- ☐ Public notice property owner's list form. (Not applicable to Appeals from Zoning Officer's Action).
- ☐ Map of properties within 200 feet of perimeter of property in question. This should be the lot/block property identification map obtained from the County of Allegheny and used in preparation of public notice property owners list. (Not applicable to Appeals from Zoning Officer's Action).
- ☐ Application fee - $500.00 Residential, $700.00 Commercial
  Make check or money order payable to the *Township of Upper St. Clair*. The cost of a transcript or copy thereof will be paid by the requesting party. ***Applicant will also be invoiced for half of the appearance fee charged by the Court Reporter.***

***APPLICATIONS ARE NOT COMPLETE WITHOUT THE ABOVE ITEMS***

## *ALL APPLICANTS MUST COMPLETE THIS SECTION IN ITS ENTIRETY*

| | | | |
|---|---|---|---|
| Property Address: | | \|Email: | |
| Plan Name: | Lot No. | Block/Lot(s) | Zoning District: |
| *Applicant's Name: | | Home:<br>Cell: | |
| Mailing Address: | City | | Zip |
| Landowner's Name: | | Phone:<br>Cell Phone: | |
| Mailing Address: | City | | Zip |

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| Is site located within the Identified Floodplain area? | Proposed Construction, if any: |

## *INDICATE TYPE OF APPLICATION*
***SECTION 909.1 (A) OF THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE***

- ☐ 1. Substantive challenge to the validity of any land use ordinance except those brought before the governing body
- ☐ 2. Challenges to the validity of a land use ordinance raising procedural questions
- ☐ 3. Appeals from determination of Zoning Officer
- ☐ 4. Appeals from determination of municipal engineer or zoning officer regarding flood plain restrictions of the Zoning Code
- ☐ 5. Applications for variances from the terms of the Zoning Code or of flood plain provisions within a land use ordinance
- ☐ 6. Applications for uses authorized by special exception under the Zoning Code
- 7. (NA) Appeals from determinations related to transfer of development rights or performance density provisions
- ☐ 8. Appeals from the Zoning Officer's determination under Section 916.2, entitled Procedure to Obtain Preliminary Opinion
- ☐ 9. Appeals from the determination of the Zoning Officer or municipal engineer with reference to sedimentation and erosion control and storm water management for development not involving subdivision and land development or planned residential development
- ☐ 10. Nonconforming uses and structures - authorization of expansion, enlargement, alteration or extension (Article VII, USC Code)

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* **If Applicant is not Owner, evidence to act on the owner's behalf is required**

*Citation Of Action Or Ordinance Requirements Which The Application Or Appeal Involves. Be Specific Attaching Copy Of Action Being Appealed If Any, And Giving Code References.*

## *SWORN STATEMENT OF TRUTH*

***To be completed by all Applicants. This form may be notarized at the Community Development Office, Township of Upper St. Clair, 1820 McLaughlin Run Road, Upper St. Clair PA 15241. Office Hours: Monday through Friday, 8:00 AM to 4:00 PM.***

*Applicant, being duly sworn, says he/she is:*

- ☐ the owner of the property in question.
- ☐ the authorized agent for the owner of record of the property for which the application is made. The owner's signed and notarized authorization to his/her agent to act on owner's behalf is required to be submitted.
- ☐ a person aggrieved.
- ☐ an officer or agency of the municipality.

All information provided on and with this application is true and correct to the best of my knowledge or belief.

INDIVIDUAL APPLICANT:

_____

**Signature of Individual**

PARTNERSHIP APPLICANT:

_____

**Name of Partnership**

_____

**Signature Partner**

CORPORATE APPLICANT:

_____

**Name of Corporation**

_____

**Signature** **Title**

# AFFIDAVIT OF VERIFICATION

COMMONWEALTH OF PENNSYLVANIA )
) SS:
COUNTY OF ALLEGHENY )

On this _____day of _____, 20___, before me, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be: **(choose one:)**

- ☐ the individual whose name is subscribed to the within instrument;
- ☐ a partner of _____, a Pennsylvania General/Limited Partnership; or
- ☐ the _____ of _____, a corporation,

and acknowledged that **(choose one:)**

- ☐ he/she
- ☐ he/she as such _____ partner
- ☐ he/she as such _____ by signing the name of the corporation as himself/herself

executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set by hand and official seal.

_____

Notary Public

Revised: 5/5/15

TOWNSHIP OF UPPER ST. CLAIR

**PUBLIC NOTICE PROPERTY OWNERS LIST**

Case No: _____

Property Owner: _____

Address:_____ Cert. No. _____ Date Rec'd. _____

Applicant:_____

Address: _____ Cert. No. _____ Date Rec'd. _____

The following are names and addresses of property owners within a distance of 200 feet from all exterior limits of the property involved in _____as shown by the latest assessment roll of the County of Allegheny, 3rd Floor, Room 303, County Office Building, 542 Forbes Avenue, Pittsburgh, PA l52l9 (Phone: 412.350.5011).

| Lot/Block No. | Name | Address | Cert. # | Rec'd |
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= Township Use Only

**TOWNSHIP OF UPPER ST. CLAIR**
**PUBLIC NOTICE PROPERTY OWNERS LIST**

**Case No:** _____

| Lot/Block No. | Name | Address | Cert. # | Rec'd |
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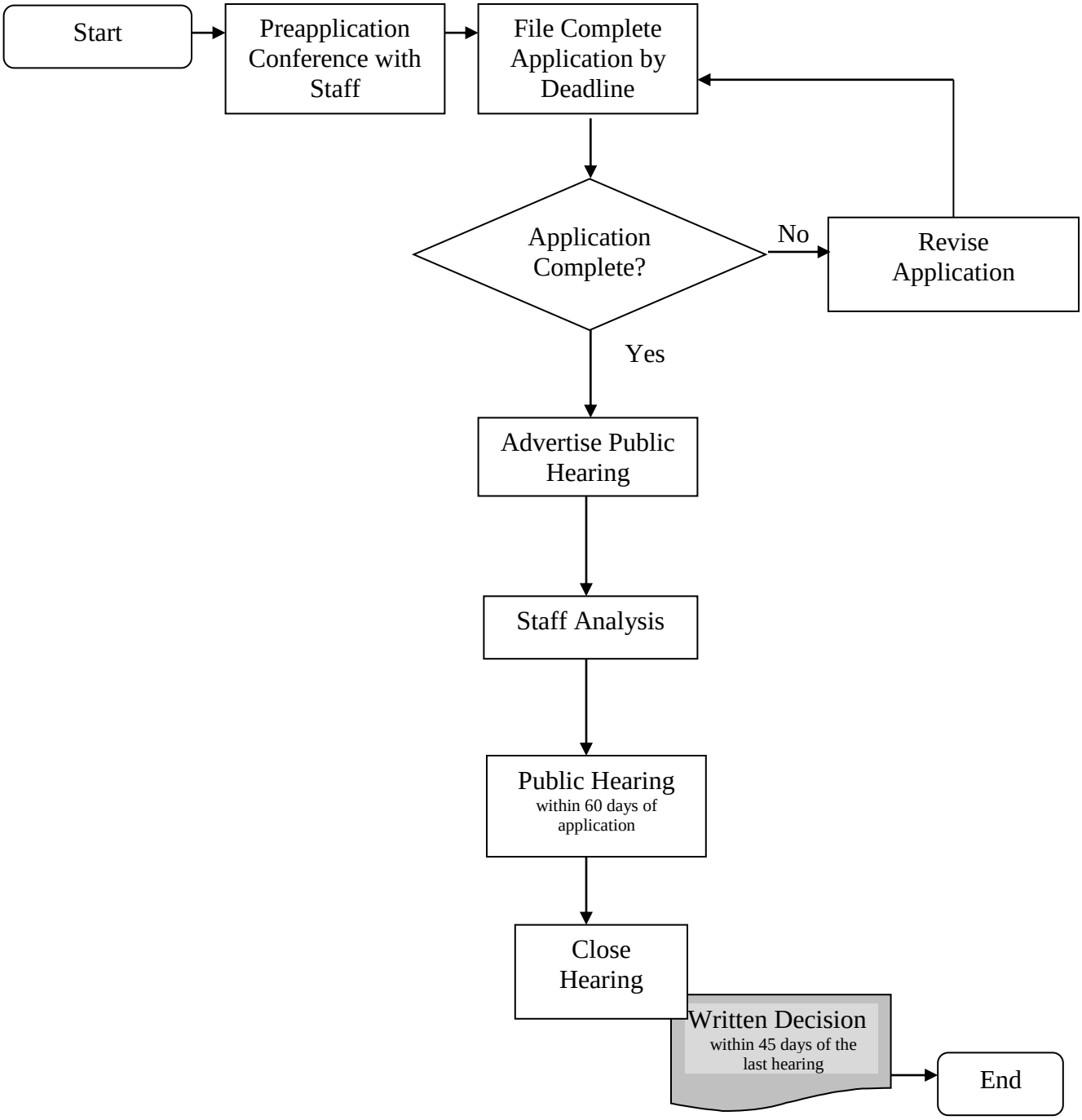
# TOWNSHIP OF UPPER ST. CLAIR
# ZONING HEARING BOARD PROCESS