



APPLICATIONS TO THE ZONING HEARING BOARD

Under the provisions of Ordinance #2420 (the Penn Hills Zoning Ordinance) and PA Municipalities Planning Code (Act 170), the Zoning Hearing Board may hear appeals from aggrieved parties.

An application shall be filed with the Penn Hills Department of Planning and Economic Development and shall consist of the following:

1. An application fee payable to the Municipality of Penn Hills.
2. A completed application form to be provided by the Municipality.
3. A plot plan, drawings, and materials such as site plans, landscaping plans, etc. necessary to adequately review the details of the appeal. (Eight copies of each, if larger than standard paper size)
4. A letter which sets forth the substance of the appeal in the applicant's own terms.

The Municipality shall then proceed with the following:

1. Legal advertising and public notice
2. The Department of Planning and Economic Development will submit a written recommendation to the Zoning Hearing Board.
3. The Zoning Hearing Board will convene a public hearing, receive testimony from the applicant and all interested parties, and, when authorized, reach a decision.

Application Deadline

The Zoning Hearing Board meets regularly on the fourth Wednesday of every month at 7:00 PM.

Applications must be filed on or before the last day of the previous month.

Fees

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| a. Appeals | \$500.00 | |
| b. Special Exceptions | \$500.00 | |
| Home Occupations | \$ 50.00 | – Zoning Hearing Board Approval and No Impact Home Occupation – Approved by the Planning Department – No Hearing Required |
| c. Variances | \$500.00 | |
| Single-family | \$100.00 | |

Applications and information are available from the Department of Planning and Economic Development, Room 104, 12245 Frankstown Road, Pgh., PA 15235, 798-2129.