



# REZONING PACKET

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## REZONING PROCEDURES

The procedure to amend the Zoning District and Zoning Map is set forth in Chapter 168-600, Section 9. The following outlines the plans, analyses and reports that a landowner and/or developer shall submit as part of rezoning applications. The plans, analyses and reports to be submitted include:

- ✓ Site plan.
- ✓ Estimated infrastructure (sanitary sewer and potable water) demands (gallons per day).
- ✓ Off-street parking projections (number of parking spaces) available on site.
- ✓ A summary of anticipated impacts on adjoining lots including but not limited to noise, vibration, night-time lighting, service area locations and visibility, hours of operation.
- ✓ Depending upon the location of lot access, infrastructure service/demands and impacts on adjoining lots, the Council may require a landowner and/or developer to prepare other potential related studies.

**IMPORTANT:** The Planning Commission and the Council reserve the right to request additional information as part of the rezoning review and approval process in order to evaluate the applicability of the rezoning.

Application Fee:           \$300 payable at time of application

Escrow Account:           \$500 payable at time of application

- Planning Commission meetings are held on the second Monday of each month at 7:30 p.m. at the Municipal Building (3344 Churchview Avenue, Pittsburgh PA 15227)
- Borough Council general meetings are held on the third Tuesday of each month at 7 p.m. at the Municipal Building
- Applications and fees are due fourteen days prior to the Planning Commission meeting.



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## APPLICATION FOR REZONING

The undersigned hereby make application for the rezoning of property situated at:

\_\_\_\_\_

And in support of this application set forth, the following information is required:

Present Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Agent(s) or other applicant(s) acting on behalf of the owner: \_\_\_\_\_

\_\_\_\_\_

Telephone Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**A DESCRIPTION OF AREA REQUESTED TO BE REZONED, INCLUDING PLOT PLAN AND ALL OTHER REQUIREMENTS, MUST BE SUBMITTED ALONG WITH THIS APPLICATION IN ORDER TO BE ACCEPTED.**

Present zoning classification of area: \_\_\_\_\_

Requested zoning classification of area: \_\_\_\_\_

Proposed use: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Received by Zoning Officer:

Date of application approval:



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## Review of Rezoning Applications:

- Upon receipt of a rezoning application, the Zoning Officer will perform a desk check review of the package to determine the completeness of the application.
- The Zoning Officer will provide the applicant a letter within seven business days stating that the application has been submitted with all required information attached.
- If the Zoning Officer finds the application to be incomplete or insufficient, the rezoning application will be returned to the applicant.
- When the rezoning application is found to be complete, the Zoning Officer shall compile a report and forward the application package and report to the Planning Commission for review.
- As part of the rezoning approval process, the Planning Commission and Council shall consider the motivation and implications of each plan, analysis and report.
- The Planning Commission shall review the application in compliance with the following procedural guidelines:
  - If the rezoning proposal is found to be generally consistent with the Comprehensive Plan, the Planning Commission shall consider any projected beneficial and/or detrimental effects on the Borough. The Planning Commission may host a public hearing on the application if they deem it applicable.
  - Based on these analyses, the Planning Commission shall submit a written recommendation either in favor or not in favor of the rezoning proposal including a specific statement as to whether or not the proposed rezoning is in accordance with the objectives of the Borough Comprehensive Plan.
- The final recommendation of the Planning Commission shall be forwarded to the Council.
- Upon receipt of the Planning Commission's final recommendations, the Council may review and consider for adoption the proposed zoning map amendment, in accordance with the requirements of the Municipalities Planning Code.