



BOROUGH OF ROSSLYN FARMS

200 ROSSLYN ROAD
CARNEGIE, PENNSYLVANIA 15106
PHONE: 412-279-8108
EMAIL: info@rosslynfarmspa.gov
www.rosslynfarmspa.gov

Zoning Hearing Board Application

APPLICATION DATE: _____ ZONING PERMIT NO. _____

I. APPLICANT INFORMATION

Applicant Name _____ Phone Number _____

Applicant Address _____ City _____ State _____ Zip _____

Owner Name (If Owner differs from Applicant) _____ Phone # _____

II. PROPERTY LOCATION

Property Address _____ City _____ State _____ Zip _____

Lot & Block # _____

E-mail Address _____

III. TYPE OF APPLICATION:

Section of Ordinance appealing _____

Cite All Applicable Sections of the Zoning Ordinance: _____

Appeal from Municipal Action

Use by Special Exception

Variance:

Use

Height

Area

Dimensional Setback

Validity Challenge

Curative Amendment

Other (please explain) _____

IV. DESCRIPTION OF PROPERTY DEVELOPMENT OR IMPROVEMENT FOR WHICH APPEAL IS FILED:

Location: _____ Approximate Cost of Proposed Work: _____

Zoning Classification: _____ Lot Size: _____

Present Use: _____ Proposed Use: _____

Existing Improvements on the Land: _____

Description of Variance / Appeal Requested: _____

Justification for Request: (please include grounds for application, and if physical hardship is claimed as basis for variance, state specific hardship)

Has a Previous Application been filed with the Board for this property? (If yes, please provide date)

Please provide names & addresses of all adjoining property owners of the property for which this application is filed as shown on the latest assessment rolls of the County of Allegheny:

1. _____
2. _____
3. _____
4. _____
5. _____

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application. For Corporations, a form of identification of an authorized officer of the company, or copy of a written agreement of the corporation’s registered agent is required.

The undersigned hereby represents that, to the best of his/her knowledge, belief that all information listed above is true, correct, and complete; and that all attachments contain the required information.

V. APPLICANT SIGNATURE

Print Name: _____

Signature: _____

Date: _____

If Applicant differs from Property Owner, please provide Property Owner authorization: _____

Deposit Fee: \$1,000.00

AN APPLICANT MAY NEED TO SUPPLEMENT THE DEPOSIT IF THE ACTUAL COSTS INCURRED BY THE BOROUGH OR THE ZONING HEARING BOARD EXCEED ONE THOUSAND DOLLARS. UNUSED DEPOSITED FEES SHALL BE RETURNED TO THE APPLICANT WITHIN 15 DAYS OF THE DATE OF THE HEARING BEFORE THE ZONING HEARING BOARD. (Resolution 2018-08).

Note: The required deposit fee and eight copies of any additional information must accompany this application.

For Office Use Only

Date Application Received: _____

Date Plot Plan Received: _____

Date Board Notified: _____

Date Area Posted: _____

Date of Hearing: _____

Date Planning Commission Notified: _____

Variance: Granted NOT Granted

Date Zoning Permit Issued: _____

Approved By: _____

Date: _____

Title: _____

Zoning Hearing Board Application Submittal Requirements

**** Insufficient information may delay the board's decision of your request ****

Have you submitted the following: (please check list)

- ___ A detailed description of the requested variance, special exception, validity challenge, or appeal from municipal action.
- ___ A survey, sketch, or plot plan, drawn to scale, for the property which request is being filed. (Include: owners name, address, size of parcel, location, and direction, etc.)
- ___ Justification for request, including grounds for appeal and specific hardship.
- ___ Authorization to act on property owner's behalf if applicant is not the owner.
- ___ Citation of all applicable sections of the Zoning Ordinance. {(Ex.) sect.604, 4, C, (1), d.}
- ___ Names and addresses of all adjoining property owners.
- ___ Any pictures, building plans, or other representation needed in determination of request. (Include: setbacks, parking, access, and dimensions of all structures, etc.)
- ___ Completed application, signed and dated, along with required fee.
- ___ Eight copies of all information to the Zoning Officer.

*** Additional information and or testimony may be necessary before the board. ***