

Township of Sewickley, Westmoreland County

2288 Mars Hill Road

Irwin, Pa 15642

724-446-7202

724-446-7330 (fax)

ZONING HEARING BOARD APPLICATION INSTRUCTIONS

This instruction sheet is designed to assist applicant(s) in properly completing the application for a hearing before the Sewickley Township Zoning Hearing Board. These instructions are not intended to convey legal advice and it is recommended, but not required, that the applicant(s) consult with an attorney as hearings before the zoning hearing board are formal hearings that will include sworn testimony and involve various legal issues.

It is important that the applicant(s) complete the application and provide as much detail as possible. If the answer to any questions on the application require the applicant(s) to elaborate more than permitted by the space provided, the applicant(s) should attach additional documentation completing the applicant(s)' response.

In addition to all of the information requested in the application, the applicant(s) must provide:

- Plot plan/survey of property**
- Evidence of ownership of property (Deed)**
- Evidence of authorization (if applicable)**
- Seven (7) copies of the application must be filed.**
- Filing fee in the amount of \$700.00 payable to Sewickley Township**

Hearings will be scheduled within sixty (60) days of filing the application (unless applicant(s) agree, in writing, to an extension of time), in order to allow for proper public advertisement. Applicant(s) will be notified of scheduled hearings in writing. The Zoning Hearing Board typically meets on the fourth Wednesday of each month at 7:00 p.m. A complete list of hearing dates can be obtained at the Township Office.

There are five (5) members of the Zoning Hearing Board. Occasionally, there may only be four (4) members present at the hearing. In this instance, the applicant(s) may wish to consider continuing the hearing until all five (5) members are in attendance.

The within application must be reviewed by the Sewickley Township Zoning Officer for the sole purpose of assessing the application's completeness and accuracy before filing.

At the time of the hearing, the Board will request the applicant(s) to present their case. The applicant(s) should be prepared to offer testimony and/or evidence to support their application, as the applicant(s) have the burden of proving that the requested relief should be granted. The applicant(s)' witnesses may be asked questions by the Board, or by others who attend the hearing. After the applicant(s) conclude testimony, the members of the public may offer testimony either in support, or in opposition, to the application.

The members of the Zoning Hearing Board cannot be contacted by the applicant(s), or anyone on behalf of the applicant(s), as the Board sits in a judicial capacity. Unauthorized contact by the applicant(s) will result in a denial of the requested relief. The Board can only consider information presented to the Board at the time of the hearing. However, the applicant(s) are encouraged to discuss their proposal with their neighbors.

Within forty-five (45) days of the conclusion of the hearing, the Board will vote on the application at a public meeting. Shortly thereafter, the Board will issue a decision outlining the reasons for their decision. If the applicant(s) or other affected individuals, such as neighbors, are not satisfied with the Board's decision, the applicant(s) should consult with an attorney to determine their right to appeal.

Township of Sewickley, Westmoreland County

2288 Mars Hill Road

Irwin, Pa 15642

724-446-7202

724-446-7330 (fax)

ZONING HEARING BOARD APPLICATION

Nature of application:

- Substantive challenges to the validity of any land use ordinance or amendments thereto
- Appeals from the determination of the zoning officer, including, but not limited to, the granting or denial of any permit, or failure to act on the application therefor, the issuance of any cease and desist order or the registration or refusal to register any nonconforming use, structure or lot.
- Applications for variances from the terms of the zoning ordinance and flood hazard ordinance or such provisions within a land use ordinance
- Applications for special exceptions under the zoning ordinance or flood plain or flood hazard ordinance or such provisions within a land use ordinance
- Other (please explain) _____

Landowner's name(s): _____

Landowner's Phone number: _____

Landowner's Address: _____

The property involved in the within Application is described as follows:

Property Address: _____

Westmoreland County Tax Map Parcel Number: _____

Lot Size: _____ Zoning Classification: _____

Existing improvements on property:

Proposed use/improvements to property: _____

Approximate cost of proposed improvements:

If additional space needed, please attach additional documentation

I/We, _____, hereby depose and say that
the

statements contained herein are true and correct to the best of my knowledge and belief.

Signature of applicant(s):

Date:

OFFICE USE ONLY

APPLICATION FILING FEE _____

Check # _____

Hearing Date: _____

Decision: _____

Date of Decision: _____