

Leet Township
Code Enforcement Department
Allegheny County, Pennsylvania
194 Ambridge Avenue, Fair Oaks, PA 15003
Phone (724) 266-2280 Fax (724) 266-6149

ZONING HEARING BOARD APPLICATION REQUIREMENTS

1. Complete the enclosed application:
2. Applicant **MUST** provide and attach a narrative to this application, including information on grounds for appeal and reasons both with respect to law and fact for granting the appeal, special exception, or variance. If hardship is claimed, state the specific hardship.
3. The application shall be accompanied by seven (7) copies of a survey or plot plan locating all existing and proposed structures on the property, including primary and accessory structures, and providing accurate location measurements to all property lines.
4. Seven copies of Construction plans, blueprints, or architectural drawings that detail the exact dimensions of the proposed structure.
5. Stake out or mark the area where the proposed structure is to be constructed for visual review by the Zoning Hearing Board.
6. Pay the required fee of \$500 non-refundable.

Type of appeal:

- () A. Appeal from any order, requirement decision, or determination by the Zoning Officer
- () B. Variance from the provision of the Zoning Ordinance
- () C. To authorize by Special Exception
- () D. Challenge the validity of Zoning Ordinance.

Please Note:

The Zoning Hearing Board may require additional information before a decision can be rendered. Each case is heard on an individual basis.

This box is to be completed if you have checked item "B" on previous page.

Under Section 910.2 of the PA Municipalities Planning Code and Section 808 Chapter 27 of the Code of Leet Township Pennsylvania, no variance shall be granted until the applicant has established and the Board has made all of the following findings (A through E) where relevant in a given case:

A. **Unnecessary hardship due to unique circumstances.**

That there are unique physical circumstances or shallowness of lot size or shape, or exceptional topographical or other physical conditions peculiar to the particular property, and that the unnecessary hardship is due to such conditions and not the circumstances or conditions generally created by the provisions of the Zoning Ordinance in the neighborhood or district in which the property is located.

B. **Unique physical circumstances hinder property development.**

Because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformance with the provisions of the Zoning Ordinance and that the authorization of a variance is, therefore, necessary to enable the reasonable use of the property.

C. **Unnecessary hardship not created by appellant.**

That the appellant has not created the unnecessary hardship.

D. **The character of the neighborhood will not change.**

That the variance, if authorized, will not alter the essential character of the neighborhood or district in which the property is located, nor substantially or permanently impair the appropriate use of development of the adjacent property, nor be detrimental to the public welfare.

E. **Appeal represents the least modifications possible.**

The variance, if authorized, will represent the minimum variance that will afford relief and will represent the least modification possible of the regulation in issue.

APPLICATION FOR HEARING BEFORE:

Zoning Hearing Board
Leet Township
194 Ambridge Ave.
Fair Oaks, PA 15003

APPLICATION No. _____

Date application received _____
Fee \$500.00 _____
Receipt No. _____
Received By _____

1. Application is made by:

Name: _____ Phone No. _____

Mailing address: _____

Location of property: _____ Zoning Classification Name
of landowner: _____ Tax Parcel No. _____

Has a previous application been filed with the Board for this property?

Approximate cost of proposed work: _____

2. Nature of application, including explanation:

Variance () _____

Special Exception () _____

Interpretation () _____

3. Cite specific Sections of the Leet Township Zoning Ordinance 260 which is applicable to this appeal: Article _____, Section _____

4. If the applicant is claiming a hardship variance, please describe the hardship:

5. List below the names and **COMPLETE MAILING ADDRESSES OF OWNERS OF PROPERTY WITHIN 300 FEET OF THE EXTERIOR LIMITS OF THE PROPERTY INVOLVED IN THIS APPEAL.** These names and addresses

can be obtained at the Assessment Office, Allegheny County Courthouse, Pittsburgh, PA, or the appropriate courthouse of the County in which the property is located. **THIS IS THE RESPONSIBILITY OF THE APPLICANT.**

IN ORDER THAT YOUR HEARING WILL NOT BE POSTPONED OR CONTINUED, PLEASE BE CERTAIN THIS SECTION HAS BEEN PROPERLY COMPLETED. If you need additional space, please use the reverse side of this application and/or attach your list.

NAMES (FIRST & LAST)

COMPLETE MAILING ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby state that the above information is true and correct to the best of my knowledge.

Signature of Applicant/Appellant

Signature of Code Enforcement Officer

Date

THE COST OF THESE PROCEEDINGS IS THE RESPONSIBILITY OF THE APPLICANT. THIS APPLICATION MUST BE ACCOMPANIED BY THE REQUIRED FEE AND A COPY OF THE PLOT PLAN FOR THE PROPERTY INVOLVED.

FOR OFFICE USE ONLY

Copies to Zoning Hearing Board _____ Hearing Date _____
 Date applicant notified _____ Public Notice Ads _____
 Notice to Commissioners, ZB, CEO's _____ Date Property owners notified Date
 CEO posted property _____

DISPOSITION:

Granted _____ Denied _____ Date of ORDER _____