



Peters Township, PA

## Zoning Hearing Board Application

610 E. McMurray Road | McMurray, PA 15317 | Planning: 724-942-5005

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### **Submittal Checklist - Zoning Hearing Board Application**

The below-listed items must be submitted, where applicable, as part of any Zoning Hearing Board application submittal.

- Zoning Hearing Board Application
  - Variance Supplemental (if applying for a Variance)
  - Owner's Authorization (if acting as Agent for Property Owner)
  - Narrative
  - Survey of Subject Property
  - Application Fee
- 

Applicant's are encouraged to provide additional supporting documents not listed above that they feel will assist them in making their argument. Examples may include, but are not limited to, photographs, notarized statements, renderings of proposed improvements, topographical plans, etc.

The required narrative shall address the Applicant's reasoning for their request. If requesting a variance, the Applicant must also complete the attached Variance Supplemental in order to specifically address each of the five criteria for obtaining a variance enumerated in the Pennsylvania Municipalities Planning Code and Peters Township Zoning Ordinance.

An owner authorization is required only if the Applicant is not the owner of the subject property.

Application fees as of March 2025 are as follows: Residential - \$400; Commercial - \$750. Preferred payment is via a check made payable to Peters Township. These fees partially, though not completely, offset costs incurred by the Township in coordination of the Public Hearing to consider each request. These include, but are not limited to, legally required advertising costs, payment for stenographic services, and work hours dedicated by Staff to each request.



Peters Township, PA

# Zoning Hearing Board Application

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Date Received

Case #:

Applicant: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_, PA

### Subject Property

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

City, State, ZIP: \_\_\_\_\_, PA

Property Tax ID: \_\_\_\_\_

Applicant Interest in Subject Property:      Owner       Agent for Owner

*If "Agent for Owner" an Owner Authorization must be provided or the Application will not be considered complete.*

### Appeal

Type of Appeal:

Variance       Special Exception       Zoning Officer's Determination

Other: \_\_\_\_\_

*All matters in which the Zoning Hearing Board has exclusive jurisdiction are enumerated in §909.1 of the Pennsylvania Municipalities' Planning Code*

Relevant section of the Zoning Ordinance: §440-\_\_\_\_\_

Amount of relief requested or description of request: \_\_\_\_\_

\_\_\_\_\_

*I certify the information contained within this application is true and correct. I acknowledge that my application is not complete unless all applicable items enumerated on the submittal checklist are included.*

\_\_\_\_\_ Print

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



## Variance Supplemental

The Pennsylvania Municipalities' Planning Code ("MPC") and Peters Township Code of Ordinances outline the burden that an Applicant must meet in order to be granted a variance from the provisions of the Zoning Ordinance. Specifically, both state, "The [Zoning Hearing Board] shall hear requests for variances where it is alleged that the provisions of the zoning ordinance inflict unnecessary hardship upon the applicant."

They further enumerate five (5) criteria that must be met. Each are listed below and space has been provided where the Applicant MUST ADDRESS how their request meets ALL of the criteria. If more space is needed, the Applicant should provide the responses on a separate page.

1. *That there are unique physical circumstances or conditions, including irregularity, narrowness, 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.*

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2. *That because of such physical circumstances or conditions, there is no possibility that the property can be developed in strict conformity 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.*

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# Variance Supplemental (*Continued*)

3. *That such unnecessary hardship has not been created by the appellant.*

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4. *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 or development of adjacent property, nor be detrimental to the public welfare.*

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5. *That 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.*

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*I certify the statements made above are true and correct. I acknowledge that pursuant to §910.2(a) of the Pennsylvania Municipalities' Planning Code, The Zoning Hearing Board may grant a variance only if all of the above-referenced criteria are met.*

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date