

## **GENERAL POLICY**

No application for a Zoning Hearing Board (ZHB) variance request will be accepted unless a meeting between the applicant and the Zoning Code Officer/ Municipal Planner/other staff as needed has occurred to ensure that all pertinent information is included. To schedule an appointment, please call our offices M-F/8:00 am - 4:30 pm at (412)831-6800.

- Once the meeting has been scheduled, please fill out the Pre-Meeting Questionnaire and return it to our offices at your earliest convenience.
- Be sure to bring any other evidence to the meeting which may be beneficial to your case ( i.e. photographs, petitions, neighbor's comments, etc.).
- After the meeting, if it is determined that your request should be presented to the ZHB, you will be directed to fill out the ZHB Variance Request Form and follow the steps listed in the packet.



# MUNICIPALITY OF BETHEL PARK

Municipal Building • 5100 West Library Avenue • Bethel Park, PA 15102 • 412-831-6800 • FAX 412-831-8675 • [www.bethelparkpa.gov](http://www.bethelparkpa.gov)

## PRE-MEETING QUESTIONNAIRE ZONING HEARING BOARD

### Applicant Information:

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

### Site Information:

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

Parcel ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_

### Brief Description of Variance Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please answer as best as you can:*

**Involved Ordinance or Legislative Act:** Ord. 7-12-93A Section: \_\_\_\_\_ Subsection: \_\_\_\_\_ Paragraph: \_\_\_\_\_

**Variance Type:**  Dimensional  Use

**What are the unique physical circumstances?** \_\_\_\_\_  
\_\_\_\_\_

**Is it possible that the project can be done in accordance with the current ordinance?** \_\_\_\_\_  
\_\_\_\_\_

**Was the hardship created by the applicant?** \_\_\_\_\_  
\_\_\_\_\_

**Would granting the variance alter the character of the neighborhood/permanently impair the appropriate use/effect the neighboring property/be detrimental to public welfare?** \_\_\_\_\_  
\_\_\_\_\_

**Is the variance the least modification of the current zoning ordinance?** \_\_\_\_\_  
\_\_\_\_\_

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Meeting Date:** \_\_\_\_\_ **Meeting Time:** \_\_\_\_\_