

## GENERAL POLICY

1. All Zoning Hearing Board Meetings shall take place on the first Monday of each month at 7:30 p.m. in the Council Chambers. If Monday is a recognized holiday, the meeting will generally be scheduled on the first Tuesday of each month (unless otherwise stated).
2. All Zoning Hearing Board applications shall be submitted and approved on or before 11:00 a.m. on the scheduled cut-off dates. No application will be accepted unless a meeting between the applicant and the Zoning Code Officer/ Municipal Planner 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.
3. Applications shall include all and any information necessary for the Zoning Hearing Board to comprehend the extent of the requested variance which may include, but not limited to the following:
  - a. A property survey (12 sets) showing the locations of proposed structures.
  - b. Plans or drawings (12 sets) showing sizes, locations, heights, and the orientation of the object in question (i.e., sign, fence, recreational vehicle, addition, etc.).
  - c. The applicant's arguments which shall set forth any hardships or unusual circumstances which prevent compliance with the Zoning Ordinance (see "Grounds for a Variance" on the previous page).

Any other evidence which may be beneficial to the applicant's case such as photographs, petitions, neighbor's comments, etc., may be presented to the Zoning Hearing Board during the meeting, or submitted with the application.

Please be advised that any evidence submitted will not be returned and shall be filed by the Municipality.

4. The property will be posted with a public notice placard at least one (1) week prior to the hearing, and a legal advertisement will appear in the Pittsburgh Post Gazette per the yearly deadlines set forth in the Zoning Hearing Board advertising date information calendar.
5. Any questions or concerns shall be directed to the Building Inspection or Zoning Department.

# **MUNICIPALITY OF BETHEL PARK**

## **ALLEGHENY COUNTY**

### **GROUNDS FOR A VARIANCE**

In accordance with the Pennsylvania Municipalities Planning Code (MPC), Section 912, 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. The Board may grant a variance provided the following findings are made where relevant in each case:

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 Zoning District in which the property is located.
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.
3. That such unnecessary hardship has not been created by the appellant.
4. 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.

In granting any variance, the Zoning Hearing Board may attach such reasonable conditions and safeguards as it may deem necessary to implement the purposes of the MPC and the Zoning Ordinance.



# 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)

## BEFORE THE ZONING HEARING BOARD OF BETHEL PARK NOTICE OF APPEAL OR APPLICATION

Fee:  \$300 – Single Family Residential       \$500 – All Other

Case Number: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

### Applicant Information and Authorization:

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

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

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

For Department Use Only.  
Date Received:

Owner Information:  Same as Applicant or:

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

***If you are not the property owner, a letter from the property owner authorizing the appeal filing must be submitted.***

### Site Information:

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

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

### Involved Ordinance or Legislative Act:

Ord. 7-12-93A Section: \_\_\_\_\_ Subsection: \_\_\_\_\_ Paragraph: \_\_\_\_\_

### Variance Type (Use or Dimensional):

### Description of Variance Request:

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