



The Municipality of Bethel Park

Procedure to Obtain a Zoning Certification Letter

Request for a Zoning Certification must be made in writing. The letter is to include the following information:

- Property address
- County Tax ID number
- The name of the person filing for the Zoning Certification
- The address of the person requesting the letter. If you would like the letter(s) sent via email as well, be sure to include that information. (The original will be forwarded via US Mail).
- The names and addresses/email addresses of anyone who should be sent a copy of the letter.
- If the request proposes a change in use, then provide a brief explanation of the proposed new use.

There is a \$50 fee to process the zoning certification request. Please include a separate check for each parcel request made payable to *The Municipality of Bethel Park*.

The request with the check should be mailed to:

**The Municipality of Bethel Park
Attention: Municipal Planner
5100 West Library Avenue
Bethel Park, PA 15102**

Depending on the extent of the research necessary to complete the request, a response is typically completed within 7 to 14 days.