

PROCEDURE FOR OBTAINING A CHANGE IN ZONING

PLANNING COMMISSION / BOARD OF ZONING APPEALS

I. GENERAL INFORMATION

- A. A change in zoning of your property could take a minimum of ninety (90) days.
- B. The Planning Commission/Board of Zoning Appeals is the official board for review of zoning change requests.
- C. To initiate a change in zoning, you must file an application and pay a One Hundred and Eighty-Five Dollar (\$185.00) filing fee.
- D. The application must be filed on the form furnished by the City of Pittsburgh.
- E. You should answer all questions on the application which apply to the property proposed for rezoning. The answers you supply will enable The Planning Commission/Board of Zoning Appeals and the Governing Body to more clearly understand your need and reasons for the change in zoning.
- F. If the property's zoning is being changed to PUD, Planned Unit Development, a development plan will also be required. The development plan shall include a property boundary map, and a statement of intent.

II. PROCEDURE FOR FILING AND REVIEW

- A. The completed application form, a certified list of property owners within two hundred (200) feet, and a One Hundred and Eighty-Five Dollar (\$185.00) filing fee must be submitted to the Building Official.
- B. The application and filing fee must be submitted before the filing deadline (see schedule).
- C. At the public hearing, the following procedure will be observed:
 - 1. All presentations, remarks, questions, etc. shall be addressed to the Planning Commission/Board of Zoning Appeals.
 - 2. The applicant and those favoring the change in zoning request will be heard first.
 - 3. Those in opposition to the request will be heard second.
 - 4. Each side will be given an opportunity for rebuttal.
- D. At the conclusion of the public hearing, the Planning Commission/Board of Zoning Appeals will make such findings of fact and make a recommendation to be forwarded to the Governing Body.
- E. Fourteen (14) days must elapse after the public hearing to allow for protest, which should be filed in the City Clerk's Office. If the protest is duly signed and acknowledged by the owners of twenty (20) percent or more of any real property located within two hundred (200) feet of the boundaries of the property proposed to be rezoned, such amendment shall not be passed except by at least three-fourths (3/4) vote of the members of the Governing Body.
- F. The Governing Body will hear the Planning Commission/Board of Zoning Appeals recommendations at their first regular meeting following the fourteen (14) days protest period.
- G. If the Governing Body approves the zoning change, they will refer the matter to their attorney for the preparation of an ordinance to change said zoning to be approved by the Governing Body.
- H. The zoning change is not official until the ordinance is approved by the Governing Body and said ordinance is published in the official City newspaper.

<p>APPLICATION FOR ZONING CHANGE</p> <p>PLANNING COMMISSION/BOARD OF ZONING APPEALS</p>	<p style="text-align: center;">FOR OFFICIAL USE ONLY</p> <p>1. Case No. _____</p> <p>2. Date Filed _____</p> <p>3. Date Fee Paid _____</p> <p>4. Date of Hearing _____</p> <p>5. Date Published _____</p>
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(TO BE COMPLETED BY THE APPLICANT)

1. Applicant's Name _____
2. Applicant's Address _____ Phone _____
3. Address of Property Proposed for Rezoning _____
4. Present Owner's Name _____
5. Present Zoning District _____ Proposed Zoning District _____
6. Legal Description of Property Proposed for Rezoning _____

7. Present Use of Property (Check One of the Following):
- | | |
|-----------------------|----------------------|
| (a) Vacant _____ | (c) Commercial _____ |
| (b) Residential _____ | (d) Industrial _____ |

8. Desired Use of Property _____

9. Use and Zoning of Adjacent Property:

DIRECTION	USE	ZONING
North		
South		
East		
West		

10. List of Reasons for the Request _____

(Date)

(Signature of Applicant)

(DO NOT WRITE IN THIS SPACE)

PLANNING COMMISSION/BOARD OF ZONING APPEALS

1. Action by the Planning Commission/Board of Zoning Appeals. (Approve, Disapprove)
 2. Facts Found: _____
- _____
- _____

2021-2022

TENTATIVE SCHEDULE FOR PROCESSING ZONING-MAP CHANGES CONDITIONAL USE AND TEXT AMENDMENTS

FILING DEADLINE	NEWSPAPER DEADLINE	NOTIFICATION AND PUBLICATION	PLANNING COMMISSION/BOARD OF ZONING APPEALS HEARING	CITY COMMISSION REVIEW
(JAN 15)	JAN 25	JAN 27	FEB 22	MAR 09
FEB 15	FEB 22	FEB 24	MAR 22	APR 13
MAR 22	MAR 29	MAR 31	APR 26	MAY 11
APR 19	APR 26	APR 28	MAY 24	JUN 08
MAY 17	MAY 24	MAY 26	JUN 28	JUL 13
JUN 21	JUN 28	JUN 30	JUL 26	AUG 10
JUL 19	JUL 26	JUL 28	AUG 23	SEP 14
AUG 23	AUG 30	SEP 01	SEP 27	OCT 12
SEP 20	SEP 27	SEP 29	OCT 25	NOV 09
OCT 18	OCT 25	OCT 27	NOV 22	DEC 14
NOV 15	NOV 22	NOV 24	(DEC 20)	JAN 11
DEC 13	DEC 20	DEC 22	JAN 24	FEB 08

(THIRD MONDAY OF MONTH IF
FOURTH MONDAY FALLS ON
OR NEAR A HOLIDAY)

SITE PLANS MUST BE SUBMITTED 2 WEEKS PRIOR TO HEARING
DATE. SITE PLANS SUBMITTED AFTER THAT TIME WILL NOT BE
REVIEWED UNTIL NEXT HEARING DATE.

PUBLIC HEARING: Planning Commission/Board of Zoning Appeals

TIME: 5:30 PM

PLACE: City Commission Room

DATE: Monday (Fourth)