

Allegheny Township, Westmoreland County
REQUEST FOR AMENDMENT TO THE OFFICIAL ZONING MAP
APPLICATION FORM

Applicant Information:

Name: _____
 Address: _____
 City, State, Zip Code _____

Phone Number: _____
 Fax Number: _____
 E-Mail Address: _____

Property Owner Information:

Same as Applicant

Name: _____
 Address: _____
 City, State, Zip Code _____

Phone Number _____
 Fax Number: _____
 E-Mail Address: _____

Note: If any applicant is NOT the property owner, a written agreement including evidence of interest in the property shall be submitted to the Township along with this application.

Location of Property:

1. A copy of the Westmoreland County Tax Map, or a property survey, shall be submitted, indicating parcels and boundaries of parcels to be located. The current zoning of the subject property shall be shown, along with the zoning of all adjacent parcels. Tax Parcel ID's shall be shown along with the names of the property owners.

Requested Zoning Change:

2. For the parcels designated for zoning change, please list the proposed zoning designation:

3. Please list the reason or reasons for the proposed zoning map change. Please attach additional sheets if necessary.

All requirements and procedures set forth in this application are governed by the applicable sections of the municipalities planning code.

Signature of Applicant: _____ Date: _____
 Signature of Property Owner: _____ Date: _____

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SUBMISSION REQUIREMENTS AND PROCEDURES

Submission Requirements

1. The application must be signed and completed.
2. Application fee of \$1,000.00 is made payable to "Allegheny Township"
3. If the applicant is not the property owner, written evidence shall be submitted showing the applicant's interest in the property.
4. A copy of the Westmoreland County Tax Map, or a property survey, shall be submitted, indicating parcels and boundaries of parcels to be located. The current zoning of the subject property shall be shown, along with the zoning of all adjacent parcels. Tax Parcel ID's shall be shown along with the names of the property owners.
5. Written authorization shall be submitted for any Agent (e.g. engineering firm) to act on behalf of the applicant during the application process.
6. Five (5) copies of all documents are required for submission purposes. If materials are also to be reviewed by the planning commission, an additional seven copies shall be submitted.

Procedures:

1. The application shall be filed with the Township zoning officer.
2. If the application is complete, the information shall be forwarded to the Township Manager for placement of authorization of advertising for a public hearing. The public hearing will be held by the Board of Supervisors with the required public notice.
3. Upon the Supervisors authorization to advertise, the application is forwarded to the Allegheny Township Planning Commission for placement on the agenda for their next regularly scheduled meeting.
4. The planning commission shall prepare a written recommendation on the matter.

5. As advertised, the Board of Supervisors will hold a public hearing on the matter. The applicant shall make a presentation and Board will take comments from the public on the proposed re-zoning.
6. At the next regularly scheduled meeting of the Board of Supervisors, the Supervisors shall entertain a motion to advertise an ordinance for the rezoning of the property. If the motion passes, a letter shall be sent to the Westmoreland County Planning Commission asking for comments.
7. If approved for advertising, the Supervisors will entertain a motion at their next regularly scheduled meeting for the adoption of an ordinance to change the official zoning map.