

Chartiers Township Zoning Hearing Board

2 Buccaneer Drive
Houston, PA 15342
(724) 745-3415
Fax (724) 745-1744

Director of Engineering and Planning
Jennifer J. Slagle

Zoning Hearing Board Application

All applications and fees must be submitted directly to the Chartiers Township Planning Department located at 2 Buccaneer Drive, Houston, PA 15342 at least thirty (30) days prior to a hearing.

Name of Applicant: _____
Applicant Address: _____
Phone: _____
E-Mail: _____

Name of Property Owner: _____
Address: _____
Phone: _____
E-Mail: _____

Type of Application:
 Variance
 Special Exception
 Appeal of Ordinance Interpretation/Township Action

Affected Property:
Address: _____
Zoning District: _____ Parcel ID: _____
Current Use: _____
Proposed Use or Alteration (Project Description/Narrative): _____

Reference the Section or Sections of the Zoning Ordinance for this Application:

Justification for Request (reason for appeal, physical hardship claim for variance, etc):

Commonwealth of Pennsylvania

County of Washington

Property owner (print name) _____, being duly sworn, deposed and says that he or she is the owner of the premises herein described, and that all the above statements contained in any paper or plans submitted herewith are true to the best of my knowledge and belief. Sworn to and subscribed before me on this _____ day of _____, 20____

Notary Public

Property Owner's Signature

My commission expires: _____

(Notary Seal)

Zoning Hearing Board Guidelines

Application Information:

- Applications are due at least thirty (30) calendar days prior to a hearing (thirty (30) days prior to the third Monday of the month)
- An application will be accepted and considered administratively complete if the following materials are submitted:
 - Signed and notarized application
 - Non-refundable application fee: \$500.00
 - Applicant is responsible for additional fees if necessary
 - Ten (10) copies of the following
 - Project narrative (additional information about the request)
 - Survey of the property in question (including all relevant hearing details: setback lines, proposed building footprint, property lines, etc.) – if necessary
 - Renderings of the proposed improvements – if necessary
 - Any other relevant application materials

Hearing Information:

- Prior to the hearing, Chartiers Township will:
 - Post the subject property (at least seven (7) days prior to the hearing)
 - Mail notices to all adjoining property owners and those within 300 feet of the subject property (not more than thirty (30) days prior, nor seven (7) days before the hearing)
 - Advertise the hearing in a newspaper of general circulation in the Township (once each week for two (2) successive weeks (not more than thirty (30) days prior, nor seven (7) days before the hearing)
- Zoning Hearing Board hearings are held the third Monday of the month at 7:00PM in the Chartiers Township Municipal Building, 2 Buccaneer Drive, Houston PA 15342
- The Applicant(s) or their designated representative(s) must attend the hearing
- The Zoning Hearing Board, by law, reserves the right to make a final decision within forty five (45) days of the hearing
- The findings of fact, conclusions of law, and decision will be sent by certified mail after the hearing

Questions or comments may be directed to planning@chartierstwp.com or by calling 724.745.3415.

Revised May 2023