



**Municipality of PENN HILLS**  
 A HOME RULE COMMUNITY  
 MUNICIPAL BUILDING  
 12245 FRANKSTOWN ROAD • PENN HILLS, PA 15235-3494  
 412-795-3500



**Applications to the Zoning Hearing Board**

Under the provisions of Penn Hills Zoning Ordinance #2420 and the PA Municipalities Planning Code, Act 170, the Zoning Hearing Board may hear appeals from aggrieved parties.

An application shall be filed with the Penn Hills Department of Planning and Economic Development and shall consist of the following:

1. An application fee payable to the Municipality of Penn Hills.
2. A completed application form to be provided by the Municipality.
3. A plot plan, drawings, and materials, such as site plans, landscaping plans, etc. necessary to adequately review the details of the appeal (Eight copies of each, if larger than standard paper size).

If a hearing before the Zoning Hearing Board is required, the Municipality shall then proceed with the following:

1. Legal advertising and public notice.
2. The Department of Planning and Economic Development will submit a written recommendation to the Zoning Hearing Board.
3. The Zoning Hearing Board will convene a public hearing, receive testimony from the applicant and all interested parties, and, when authorized, reach a decision.

**Application Deadline**

The Zoning Hearing Board meets regularly on the fourth Wednesday of every month at 7:00 PM. Applications must be filed on or before the last day of the previous month.

**Fees**

- |                       |          |  |
|-----------------------|----------|--|
| a. Appeals            | \$500.00 |  |
| b. Special Exceptions | \$500.00 | Home Occupations \$50.00*  |
|                       |          | *No Impact Home Occupations - \$50.00 – Approved by the Planning Department - No Hearing Required. |
| c. Variances          | \$500.00 | Single Family \$100.00   |

Applications and information are available from the Department of Planning and Economic Development, located in Room 104, in the PH Municipal Building, 12245 Frankstown Road; phone 412-798-2126.

**DSD 11/25/09**