

(FOR BOROUGH USE ONLY)  
DATE REC'D \_\_\_\_\_  
APPEAL NO. \_\_\_\_\_  
HEARING DATE \_\_\_\_\_

**ZONING HEARING BOARD  
BOROUGH OF FOX CHAPEL**

**NOTICE OF APPEAL**

_____ (NAME)	_____ (MAILING ADDRESS)
_____ (PHONE NO.)	_____ (EMAIL ADDRESS)

I/We are here by filing (an appeal, a request) that a determination be made by the Zoning Hearing Board on the following appeal/request:

\_\_\_\_\_ for a **VARIANCE** from the \_\_\_\_\_ requirements of the Zoning Ordinance as contained in Article \_\_\_\_\_, Section \_\_\_\_\_, Paragraph \_\_\_\_\_.

\_\_\_\_\_ for a **SPECIAL EXCEPTION** in accordance with Article \_\_\_\_\_, Section \_\_\_\_\_, Paragraph \_\_\_\_\_ of the Zoning Ordinance.

\_\_\_\_\_ appeal from a decision of the Zoning Officer.

\_\_\_\_\_ for an interpretation of the Zoning Ordinance or Zoning Map.

\_\_\_\_\_ of an Enforcement Notice of Violation.

The description of the property involved in this appeal/request is as follows:

**ADDRESS:**

\_\_\_\_\_

**LOT & BLOCK NO.:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

**EXISTING IMPROVEMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_

\_\_\_\_\_

I/We believe that the Board should approve this request because: (Include the grounds for appeal or reasons both with respect to law and fact for granting the appeal, special exception, or variance, and if hardship is claimed, state the specific hardship.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOX CHAPEL BOROUGH**

**NOTICE OF APPEAL**

Has any previous application or appeal been filed in connection with this property?

YES\_\_\_\_\_ (Date\_\_\_\_/\_\_\_\_/\_\_\_\_) NO\_\_\_\_\_

What is the applicant's interest in the property affected?

\_\_\_\_\_  
(Owner, agent lessee, etc.)

What is the approximate cost of the work involved? \$\_\_\_\_\_

List the names and addresses of all owners of property within a distance of 300 feet from the exterior limits of the property involved in this appeal as shown by the latest assessment roll of Allegheny County.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The Zoning Hearing Board meets monthly on the Wednesday following the third Monday. The required application and fee must be submitted to the Zoning Officer **four (4) weeks** prior to the scheduled meeting. A check made payable to the Borough of Fox Chapel in the amount of \$550 must accompany **five (5) copies** of this application. **Five (5) copies** of a plan showing the location and size of the lot, size of improvements now erected or proposed to be erected, or other change(s) desired, together with any other information required by the Zoning Hearing Board, must be attached to each copy of the application. If more space is required, attach a separate sheet to each copy of the application and make specific reference to the question being answered. **At the time this application is submitted, the site must be staked to identify the property line(s), building line(s) and corners of the proposed construction.** The property must remain staked until the hearing. **BE ADVISED THAT THE ZONING HEARING BOARD WILL BE VISITING THE PROPERTY PRIOR TO THE HEARING.** *NOTE: All variance request submissions require a public hearing before the Zoning Hearing Board. Applicants are responsible for any additional fees incurred with respect to the hearing, including advertising and court reporter costs, as set forth in the Pennsylvania Municipalities Planning Code (MPC), Chapter IX, Section 908 (1.1). Fees vary depending on the application received and are considerable.*

I/We hereby certify that all of the above statements and the statements and representations contained in any papers or plans submitted herewith are true to the best of my/our knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_