

**PROCEDURE FOR FILING REQUEST FOR
CONDITIONAL USE APPROVAL**

APPLICATION

The enclosed petition must be filled out completely and signed by the applicant(s).

FILING FEE

A fee of \$300.00 shall be paid to defray the costs of publishing, recording and posting notice of the request for a zoning change. Such fee shall be paid to the Township Secretary and checks made payable to “Kennedy Township”.

PLAN OR SKETCHES

Ten (10) copies of the plan or sketch (hereinafter referred to as the Plan) must be submitted to the Planning Commission Board and accompany the petition. Failure to comply may result in review of the petition being postponed until the next meeting date. The Plan shall show, but not be limited to:

- a. The up-to-date zoning identification
- b. Property owners names and Lot Numbers
- c. Legal dimensions on all lots
- d. The existing structures and uses on all properties

The Plan shall be drawn to an appropriate scale with a north point, date and name of person drawing the Plan. The Plan can be drawn from an existing plan. Said Plan must show properties within 300 feet in each direction of the lot lines of the subject property.

NOTICE TO PROPERTY OWNERS

The application must be accompanied by the names and addresses of each property owner within three-hundred (300) feet in each direction of the property petitioned to be rezoned. Ownership shall be based solely on the tax records of the Allegheny County Assessments Department.

THIS PETITION SHALL FIRST BE SENT TO THE KENNEDY TOWNSHIP PLANNING COMMISSION BOARD WHO SHALL REVIEW AND RENDER RECOMMENDATIONS TO THE KENNEDY TOWNSHIP BOARD OF COMMISSIONERS.

LEGAL REFERENCES:

KENNEDY TOWNSHIP ZONING ORDINANCE NO. 478

ARTICLE XVI “Express Standards and Criteria for Granting Conditional Uses and Uses by Special Exception”

PETITION FOR A CONDITIONAL USE

TO: Honorable President and members of the Board of Commissioners
Township of Kennedy
340 Forest Grove Road
Coraopolis PA 15108

Board of Commissioners:

The undersigned requests your consideration for a Conditional Use at (property address to include post office and zip code):

From present _____ zoning classification to _____ proposed zoning classification.

LEGAL DESCRIPTION OF PROPERTY

LOT NUMBER

REASON FOR CONDITIONAL USE

Name of Applicant(s) _____

Address: _____

Phone Number: _____

Accompanying this petition is the \$300.00 filing fee

THIS PETITION FOR CONDITIONAL USE PROCESS WILL COMMENCE UPON RECEIPT OF ALL OF THE REQUIRED AND CORRECT ENTRIES LISTED ON THE PETITION. THE PETITION MUST FIRST GO TO THE PLANNING COMMISSION BOARD WHO WILL RENDER RECOMMENDATIONS AND COMMENTS TO THE BOARD OF COMMISSIONERS. A CONDITION OF SUBMISSION IS THAT THE PETITION MUST BE RECEIVED AT LEAST FOURTEEN (14) DAYS PRIOR TO THE NEXT SCHEDULED PLANNING COMMISSION MEETING. FAILURE TO DO SO WILL RESULT IN MOVING REVIEW BY THE PLANNING COMMISSION BOARD TO THE NEXT SCHEDULED MONTHLY MEETING.

TOWNSHIP USE ONLY: Petition has been received on _____ (date)

Received by: _____ (name) _____ (title)

Filing Fee Received: _____

NOTICE OF PETITION FOR A CONDITIONAL USE

This letter hereby gives you notice that: _____
(Petitioner)

has filed a Petition for Conditional Use for the property located at: _____

For the following use:

The property is currently zoned and legally described as:

SCHEDULED PUBLIC HEARING:

DATE: _____

TIME: _____

PLACE: Kennedy Township Municipal Building
340 Forest Grove Road
Coraopolis PA 15108

Any person affected by this Petition who has notified the Assistant Township Secretary Rebecca Panizzi of their desire to address the Planning Commission and/or the Board of Commissioners at the time of the scheduled hearing shall have an opportunity to be heard. Notification must be received no later than three (3) business days before the date of the public hearing.