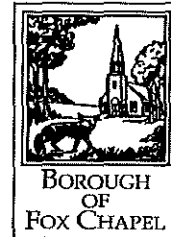


Borough of Fox Chapel  
401 Fox Chapel Road  
Pittsburgh, PA 15238  
*Paul R. Bell, Zoning Officer*  
412-850-5023



## **Conditional Use Application & Guidelines**

### **A. USES PERMITTED BY CONDITIONAL USE APPROVAL**

The Borough of Fox Chapel Code of Ordinances provides that the following Conditional Uses may be granted by Borough Council after the review and recommendation made by the Borough's Planning Commission:

1. Density Development
2. Private Stable
3. Water Storage Facility
4. Amateur Radio Communication Towers
5. Communication Towers
6. Oil and Gas Wells
7. Small Wind Energy Systems
8. Solar Panels

### **B. APPLICATION PROCEDURES**

#### **1. Site Visit/Pre-Application Meeting**

The applicant should meet with the Borough staff prior to application submission to discuss ordinance requirements and feasibility of the proposed Conditional Use.

#### **2. Application Submission**

Twenty (20) copies of the formal application should be submitted to the Zoning Officer prior to the **Planning Commission Filing Deadline**. This deadline is strictly enforced. Late applications may be held for the next scheduled regular meeting or will be returned to the applicant for resubmission at the discretion of the Borough. The regular monthly Planning Commission meeting is held the third Monday of each month. Please see the Calendar of Events on the Borough's website for deadlines and meeting dates or contact the Borough at (412)963-1100.

#### **3. Staff Review**

All applications are reviewed by Borough staff for completeness prior to scheduling for Planning Commission review and Borough Council consideration. Any application for a Building Permit or Occupancy Certificate for a use which is a Conditional Use in the district concerned shall be referred by the Zoning Officer to the Planning Commission. The Zoning Officer shall promptly forward the application and all supporting documents to the Fox Chapel Planning Commission. Late or incomplete applications will be returned to the applicant.

#### **4. Planning Commission Review**

The Fox Chapel Planning Commission will examine the proposed Conditional Use in the light of the standards and criteria as set forth in Section 27-43 of the Borough of Fox Chapel Code of Ordinances, state the degree to which the application conforms to or departs from the said standards and criteria, set forth any additional conditions or safeguards which appear reasonably necessary to implement the purpose of the Planning Code and recommend acceptance or rejection of the application, with or without conditions.



#### 5. Public Hearing

At the option of the Planning Commission, the Planning Commission may defer the making of the recommendation to Borough Council until after a public hearing has been conducted by Borough Council on the proposed Conditional Use as hereinafter set forth. If the Planning Commission has deferred making a recommendation, then after a public hearing has been conducted on the proposed Conditional Use by Borough Council, the Planning Commission shall recommend acceptance or rejection of the application, with or without conditions to the Borough Council. Borough Council shall conduct a public hearing on the proposed Conditional Use within 60 days from the date of submittal of the Conditional Use application. Public notice shall be given not more than 30 days and not less than 7 days in advance of said public hearing. Such notice shall be published once each week for two successive weeks in a newspaper of general circulation in Fox Chapel Borough. Such notice shall state the time and place of the public hearing and the particular nature of the matter to be considered at the hearing.

#### 6. Borough Council Review and Decision

Borough Council shall vote to authorize or deny the Conditional Use, with or without safeguards or conditions, proposed by the Planning Commission or otherwise. The applicant shall be notified of the decision of Borough Council by certified or registered mail within 45 days of the last hearing before Borough Council. The written decision shall contain all findings and conclusions if the application is contested or denied, said written decision to be mailed within one day of its date. Conclusions shall contain a reference to the provision relied on and the reasons why the conclusion is deemed appropriate in light of the facts found.

#### 7. Application Content *(Twenty (20) copies of all items required, except as otherwise noted.)*

- A. Application Form.
- B. Application fee – check or money order payable to "Borough of Fox Chapel". See fee schedule on the Borough website. [www.fox-chapel.pa.us](http://www.fox-chapel.pa.us)
- C. Site plan or survey of the property.
- D. Detailed narrative addressing each condition of the respective Conditional Use being applied for.
- E. Photograph submissions of the property, including location of proposed Conditional Use.
- F. Sealed drawings/plans of proposed conditional use by a PA registered architect.
- G. Specification sheets of product to be installed.
- H. Stormwater Management Plan. (If applicable)

#### 8. Building Permit

Once the proposed Conditional Use is approved by Borough Council, a Building Permit shall be applied for with the Building Official. Application forms can be downloaded from the Borough's website [www.fox-chapel.pa.us](http://www.fox-chapel.pa.us) or picked up at the Borough Building, Monday-Friday, 8:00 AM – 4:30 PM.



**BOROUGH OF FOX CHAPEL**  
**APPLICATION FOR CONDITIONAL USE APPROVAL**

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_  
PHONE NO./EMAIL \_\_\_\_\_

PROPERTY OWNER'S NAME(S) \_\_\_\_\_  
PHONE NO./EMAIL \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_  
\_\_\_\_\_

**CONDITIONAL USE BEING APPLIED FOR:**

- Density Development
- Private Stable
- Water Storage Facility
- Amateur Radio Communication Tower
- Communication Tower
- Oil and/or Gas Well
- Small Wind Energy System
- Solar Panels

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**Borough Use Only**

Date Received \_\_\_\_\_

Application No. \_\_\_\_\_ Lot & Block No. \_\_\_\_\_ Zoning District \_\_\_\_\_

Date Reviewed (Staff) \_\_\_\_\_ Zoning Officer \_\_\_\_\_

Date of Planning Commission Review \_\_\_\_\_

Date of Public Hearing & Borough Council Review \_\_\_\_\_

Granted  
 Denied      Application Fee Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_