



## Zoning Permit Letter of Process

**Ben Avon Heights Borough**  
12 Lynton Lane  
Pittsburgh, PA 15202

Dear Resident,

Enclosed, please find a Zoning Application which is the first step when planning any home or property improvements, renovations, demolition or excavation, within the Borough. Please follow the instructions on the Zoning Application and then return three signed copies of the completed Zoning Application and all of the required documents (including a \$50 check made payable to Ben Avon Heights Borough) to support your application to the Borough Secretary at 12 Lynton Lane, Pittsburgh, PA 15202. The Zoning Application will then be reviewed by the Zoning Officer.

If there are any zoning violations you will be required to modify your plans or you have the right to file for a variance with the Zoning Hearing Board. This process alone can take up to 4 weeks to reach a decision due to the need to advertise the meeting and convene the board.

Once the Borough receives the approved Zoning Application back from the Zoning Officer you will receive two copies by mail unless other arrangements have been established. One copy will be for your records, the second copy is provided to you for **your submittal** to the Building Inspector for your Building Permit Application. Please note you need to submit these forms to the Building Inspector for them to **begin** your review. Our Building Inspector is Ron Mulcahy at Building Inspection Underwriters of Pennsylvania at 412-766-2565.

With regard to storm water discharge on your property, we advise you that your storm water should not adversely affect any neighboring properties including the public streets. We would prefer, but do not require, that you connect the storm water into the storm water system or storm water catch basin. You are not permitted to connect storm water to the sanitary system.

Once your project begins a copy of your zoning permit and your building permit must be displayed on site.

If you have any questions regarding this process, please contact the Borough Office at 412-766-1561.

Sincerely,  
Ben Avon Heights Council