



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 applications and all of the required documents (including a \$50 dollar 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 will need to submit these forms to the building inspector for them to **begin** your review. Our building inspector is Harshman CE Group LLC. They can be reached at: 724-993-4505 or permits@harshmanllc.com

With regard to the storm water discharge on your property, we advise that the applicant must perform all site improvements in accordance with the Ben Avon Heights Borough Ordinance No. 341, "Stormwater Management". At no time shall storm water adversely affect any neighboring properties including public streets. It is prohibited to connect any roof drain, inlet or French drain/foundation drain to the sanitary sewer system. It is preferred that the applicant connect their storm sewer system to the storm sewer system within the road where possible.

Once your project begins, a copy of your zoning permit and your building permit must be displayed on site. If you have any questions about this process, please contact the Borough office: 412-766-1561 or bahb.secretary@gmail.com

Sincerely,

Ben Avon Heights Borough Council