



# Aspinwall Borough Planning Commission

Applicant Name: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Is the property:  Commercial  Residential Zone District Code: \_\_\_\_\_

If Commercial, Name of Business: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**I/We hereby request that a determination be made by the Aspinwall Planning Commission on the following request:**

1. Description of request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Provisions of the Zoning Ordinance (www.keystatepub.com)

Part: \_\_\_\_\_ Section: \_\_\_\_\_ Subsection: \_\_\_\_\_

3. Type of Appeal/Request:

Sign Permit  Ordinance Addendum  Conditional Use  Curb Cut

Other \_\_\_\_\_

4. Has a previous request been filed in connection with this property?  Yes  No

If Yes, Type: \_\_\_\_\_ Date: \_\_\_\_\_ Disposition: \_\_\_\_\_

5. Have you applied for a building permit?  Yes (Date: \_\_\_\_\_)  No

If no, Why not \_\_\_\_\_

**\*NOTE\*** As part of this application, the applicant must provide seven(7) copies of this request along with seven(7) copies of a survey or scaled drawing of the property affected. This survey or scaled drawing must show the location and size of the subject lot, the size of improvements now erected and/or proposed to be erected, proposed use or other changes desired, together with any other information required by the Planning Commission.

**An administratively incomplete application will be returned to applicant. An application will be considered administratively incomplete unless or until the appropriate application/hearing fee is paid in full, and all necessary documentation is provided to the Borough of Aspinwall. Any and all documents or drawings submitted as evidence or for review must be to reasonably accurate dimensions. NO FREE HAND DRAWINGS WILL BE ACCEPTED.**

**I/We hereby certify that all of the above information and submitted documentation is correct to the best of my/our knowledge**

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

### OFFICE USE ONLY

Date Filed: \_\_\_\_\_ Borough Permit No.: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_