



On the Banks of the Allegheny

CITY OF WARREN  
318 WEST THIRD AVENUE  
WARREN, PA 16365-2388

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## CITY OF WARREN GUIDE FOR APPEAL TO ZONING HEARING BOARD

Request for appeal of the decision of the Zoning Administrator of the City of Warren, should be directed to the Zoning Administrator.

Normal procedure will require approximately 45 to 60 days for review and necessary public hearings.

The appeal must include the following information:

1. A completed Zoning Hearing Board Appeal application.
2. The proper legal description of the property being considered for appeal.
3. The \$400.00 fee must accompany the request for appeal.  
***\*Amount of required deposit to be submitted with the application. Applicant will be charged actual costs for hearing advertisement, stenographer fees, and any ancillary costs. Any charges in excess of \$400 will be billed to the applicant. If the deposit amount exceeds actual costs, the excess amount will be refunded within thirty (30) days of the hearing.***
4. A copy of the County Assessment map showing the subject property and all streets, lots, and parcels of land within 200 feet.
5. A site plan showing the following applicable information:
  - The location, dimensions and proposed use of all buildings and structures as well as the distance of all buildings and structures to the property lines.
  - The location and dimensions of any curbing, sidewalks and storm water management facilities.
  - The location, size, arrangement and capacity of all areas to be utilized for motor vehicle access, parking, loading and unloading.
  - The location, dimensions and arrangement of areas devoted to buffer areas, landscaped planting strips and lawn areas provided for screening or ornamental purposes.
  - The location, dimension and size of all signs, existing and proposed as well as whether such signs are to be illuminated.
  - Any pertinent information and supporting data that will enable the Zoning Hearing Board to judge the character of the subject property and its relationship to the neighborhood.
  - Photographs of the property are helpful to show areas and features that cannot easily be depicted on plans. Any photographs submitted shall become part of the official record of the proceedings and they cannot be returned to the applicant. If you choose to present photographic evidence to support your application, they do not need to be presented in advance, but they can be introduced at the hearing.

Attachments: Application form  
Appeal form

I, the undersigned owner, lessee, or \_\_\_\_\_ hereby appeal the decision of the Zoning Administrator of the City of Warren, Pennsylvania as follows. (In addition, I hereby consent to the posting of hearing notices on or adjacent to said property understanding that no undue damage will be incurred.)

Enclosed is a check for \$400.00 payable to the City of Warren as a fee for the purpose of defraying expenses of the hearing before the Zoning Hearing Board.

Certified by Applicant

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**CITY OF WARREN, PENNSYLVANIA  
FORMAL APPLICATION FOR APPEAL TO THE  
ZONING HEARING BOARD**

Date of application: \_\_\_\_\_ Case No.: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_

Is applicant the owner, lessee, or other of the property proposed for appeal of the decision of the Zoning Administrator?     Yes     No

Location of property, described according to subdivision plat filed at the County Court House or

City tax rolls: Street Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Parcel I.D.: WN- \_\_\_\_\_

Deed to property is recorded in County Clerk's Office: Volume \_\_\_\_\_ Page \_\_\_\_\_

Property is situated along the \_\_\_\_ (N.S.E.W.) side of \_\_\_\_\_ Street.

Approximately \_\_\_\_\_ feet \_\_\_\_\_ (N.S.E.W.) of the intersection of  
\_\_\_\_\_ Street and \_\_\_\_\_ Street.

Are there deed restrictions that would prohibit business use? \_\_\_\_\_ Other use? \_\_\_\_\_

Reasons for appeal: \_\_\_\_\_  
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