



WHITEHALL TOWNSHIP ZONING AMENDMENT REQUEST PROCEDURES

If a request is made to the Township for revision to any provision of the Whitehall Township Zoning Regulations, but the request is NOT intended to be a request for curative amendment to the Ordinance*, the following is a list of steps taken and procedures followed for any request submitted to the Township for the rezoning of a particular tract of land, or the supplement, change, modification or amendment of any provision of the Zoning Ordinance:

- Step 1: A letter is submitted to the Whitehall Township Board of Commissioners; in care of the Mayor, which should contain the following information:
- A. For zoning map amendments – a detailed tract description, as well as an 8 ½ x 11 inch exhibit of the proposed area to be rezoned, prepared by a registered design professional.
 - B. The *current* zoning classification of the tract, and again, for zoning map amendments, the *proposed* zoning classification.
 - C. For text amendments or supplements, the specific section of the ordinance requested to be amended, along with the *proposed* amendment.
 - D. Justification for request.
 - E. Fee of \$ 2,500.00 for such request (Pursuant to Section M-16.13 of the Whitehall Township Fee Schedule).
- Step 2: At the direction of the Mayor or the Board of Commissioners, the request is scheduled as a discussion item at the next available Board of Commissioners' meeting (held the second Monday of each month).
- Step 3: The Board of Commissioners either takes no action on the request or refers the proposal to the Legal and Legislative Committee for further discussion and/or action.
- Step 4: The Legal & Legislative Committee reviews the proposal, and if deemed feasible, then directs staff to prepare the appropriate Ordinance for consideration by the Board of Commissioners.
- Step 5: The Ordinance is properly advertised in accordance with both the Pennsylvania Municipalities Planning Code (M.P.C.) and the Home Rule Charter for first hearing by the Board of Commissioners.

Step 6: *At the same time as Step 5*; Ordinance is referred to:

- A. Whitehall Township Planning Commission
- B. Lehigh Valley Planning Commission
Both of which have 30 days to review and comment on the proposed Ordinance, and NO final action can be taken until either the thirty (30) days has elapsed or comments are received.
- C. Copies of proposed Ordinance is sent to property owner(s) if request involves zoning map amendment.

Step 7: The Ordinance is properly advertised in accordance with both the Pennsylvania Municipalities Planning Code (M.P.C.) and the Home Rule Charter for second public meeting and public hearing by the Board of Commissioners.

Step 8: At this hearing, the Board of Commissioners *may* vote on the proposal. If action is favorable, then the Ordinance or Map is amended to reflect the change subsequent to the thirty (30) day appeal period.

Step 9: Thirty (30) days after the Ordinance is passed (expiration of the appeal period), the Ordinance becomes official and effective. Plans submitted and requested to be acted upon by the Township before the expiration of this period are done at the risk of the Applicant; not the Township.

NOTE: ALL MATERIALS SUBMITTED FOR REQUESTS, SHOULD BE SUBMITTED NO LATER THAN TWENTY-ONE (21) DAYS PRIOR TO THE MEETING DATE. THE PLANNING COMMISSION MEETS THE THIRD WEDNESDAY OF EVERY MONTH, THE BOARD OF COMMISSIONERS MEETS THE SECOND MONDAY OF EVERY MONTH, AND THE LEGAL & LEGISLATIVE COMMITTEE MEETS THE SECOND WEDNESDAY AS NEEDED.

*** ANY REQUESTS FOR CURATIVE AMENDMENTS SHALL FOLLOW ALL PROCEDURES UNDER § 609.1 OF THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE, AND SECTION 27-50 OF THE WHITEHALL TOWNSHIP ZONING ORDINANCE. APPLICABLE FEES SHALL APPLY.**

IMPORTANT!!!

THE BOARD OF COMMISSIONERS DOES NOT SEND OUT COPIES OF THE MEETING AGENDAS. TO BE CERTAIN YOU ARE ON THE AGENDA VISIT THE TOWNSHIP'S WEBSITE AT WWW.WHITEHALLTOWNSHIP.COM OR FOR A COPY OF THE CURRENT AGENDA CONTACT THE EXECUTIVE SECRETARY AT 610-437-5524 X149. REMEMBER THIS IS YOUR REQUEST, SO YOU WILL NEED TO BE PRESENT TO DISCUSS

**WHITEHALL TOWNSHIP ZONING AMENDMENT
REQUEST PETITION**

DATE: _____

FEE PAID: _____

**BOARD OF COMMISSIONERS
WHITEHALL TOWNSHIP
3219 MACARTHUR ROAD
WHITEHALL, PA 18052**

TO THE BOARD OF COMMISSIONERS OF WHITEHALL TOWNSHIP:

**We, the undersigned and interested parties, hereby request your honorable body to amend
the Whitehall Township Zoning Ordinance or Map to:**

The primary reason for this request is: _____

Name _____

Address _____

Telephone Number _____

Property Owner Signature

Address

Telephone Number

Email Address

NOTE: This petition shall be attached to documents required on previous pages. Any request that does not contain all requested information will not be accepted.