

BUFFALO TOWNSHIP

109 Bear Creek Road – Sarver, PA 16055

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REZONING / USE CHECK LIST and PROCEDURES

1. **Submit \$1,500.00 (per Lot)** with the Zoning Officer to file for an Application to Rezone / Use to the Zoning Ordinance. This covers the costs of Legal Advertisements and Court Stenographers; both are required by law.
2. Persons desiring change must complete an **Application for Rezone / Use** to the Zoning Ordinances and submit a copy of the deed or a legal description of the property, a map showing the location of the property in the township, and a list containing the names and addresses of the property owners within 300 feet of the outer perimeter of the property proposing the zoning change.
3. **Request** to be included on the Buffalo Township Planning Commission's next meeting (first Wednesday of each month beginning at 7:30 PM in the Township Municipal Building) and present the application and supporting data (itemized on the form) to the Planning Commission. **Applicant must be present at this meeting and all public meetings applicable to their petition or request. This must be presented at least 10 business days prior to the meeting.**
4. As soon as possible and **before** presenting the Application to the Planning Commission, submit a copy of the application, a copy of the deed or a legal description of the property, a map showing the location of the property in the township, and the list containing the names and address of the property owners within 300 feet of the outer perimeter of the property proposing the zoning change to the Township Secretary and also to the Butler County Planning Commission. **County Planning Commission and Township Planning Commission must have had proposed application for at least 30 days prior to a Public Hearing for the Zoning Ordinance change.**
5. After recommendations are received from the County and Buffalo Township Planning Commissions, the Board of Supervisors may approve advertising that a Public Hearing for the proposed amendment to the Zoning Ordinance will be held (advertisement will be made in the Legal Ad section of the local newspaper not more than 30 days or less than 14 days prior to such Public Hearing, with notice to be shown once each week for two weeks).
6. A notice will be posted by township employees conspicuously along the perimeter of the tract at least 1 week prior to the public hearing.

7. After the Public Hearing is held, the Supervisors may vote on the Petition at their next regular monthly meeting following the Public Hearing.
8. The Township will then change the Zoning Map, **IF THE AMENDMENT IS APPROVED.**
9. **APPLICANT MUST BE PRESENT AT ALL PUBLIC MEETINGS APPLICABLE TO THEIR PETITION OR REQUEST.**

Violations of Land Use Ordinances are now subject to civil enforcement proceedings. Liability is a judgement, not a fine, of \$500.00 plus court costs and attorneys' fees.

A Zoning Officer who enforces a Zoning Violation must follow the procedure outlined in Section 616.1 of the BTWP Planning Code, entitled "Enforcement Notice". The emphasis is on compliance rather than punishment.

District Justices have initial jurisdiction for proceedings on Land Use Ordinances.

Section 909.1 of the BTWP Planning Code outlines matters over which the Zoning Hearing Board and governing body have exclusive jurisdiction to hear and adjudicate.

A new section added to the Subdivision and Land Development Article provides strong preventative remedies for violations.

All appeals from a Subdivision Plan decision including appeals from a person aggrieved go directly to Court.

10. **All Plans must comply with the Buffalo Township Subdivision, Zoning, Grading and Stormwater Management Ordinances. The Applicant will be responsible for any FEES charged by the Township Engineer. Also, if the Plan consists of earth moving, an Erosion & Sediment Control Plan may be required by the Butler County Conservation District.**
11. Please be advised that a **"Proposed use of the subject Property"** may be approved as part of the Zoning Change; but that a **SITE PLAN** for the Use must be Approved by the TWP BOARDS (**excludes single family residence**) prior to any earthmoving, construction, change to an existing structure, or any other action relative to the **"Proposed use of Property"** listed as item #9 above. Please contact the Township Office for additional information (724) 295 – 2648.