

ARTICLE XVIII
ADMINISTRATION

Section 18.1 Establishment of Zoning Districts

In order to carry out the stated purpose of this ordinance, the entire Borough is hereby divided into zoning districts, designated as follows:

Full Name	Short Name
"A" Residential District	AR
"B" Residential District	BR
"C" Residential District	CR
"D" Residential District	DR
CI Commercial-Industrial District	CI
NC Neighborhood Commercial District	NC
CO Conservation Overlay District	CO
I-79 Right-of-Way District	RWD

Section 18.2 Sewickley Hills Borough Zoning Districts

The locations and boundaries of the areas classified within each of these zoning districts are set forth on the Zoning Map attached hereto and made a part hereof by this reference, and adopted at the time of enactment of this ordinance. All notation, references, explanatory matter and other information on the Zoning Map are adopted and incorporated herein by this reference. The Zoning Map shall be kept on file for public inspection by the Borough Secretary.

Section 18.3 Interpretation of Zoning District Boundaries

The zoning district boundaries shall be shown on the Zoning Map with heavy solid lines and placement of the Short Names of the respective zoning districts within such boundaries to indicate the areas located within the various zoning districts. Where uncertainty exists as to the precise location or extent of any zoning district:

- 18.3.1 Where district boundaries are indicated as approximately coinciding with the centerlines of streets, ways, alleys, highways, railroad lines or streams, such center lines shall be construed to be such boundaries.
- 18.3.2 Where district boundaries are indicated as approximately coinciding with plotted lot lines, such lot lines shall be construed to be such boundaries, or where district boundaries are indicated as extensions of plotted lot lines or connections of the intersections of plotted lot lines, such lines shall be construed to be such boundaries.

- 18.3.3 Where district boundaries are indicated as approximately parallel to centerlines of streets, alleys, ways, highways, railroad lines or streams, lot lines or other physical features, such district boundaries shall be construed as being parallel thereto and at such distance therefrom as indicated on the Zoning Map, provided that distances not indicated specifically on the Zoning Map shall be determined by measurement according to the scale of the Zoning Map.
- 18.3.4 Where district boundaries are indicated as coinciding with municipal boundary lines, such municipal boundary lines shall be construed as such district boundaries.
- 18.3.5 Where physical or cultural features existing on the ground are at variance with the district boundaries as shown on the Zoning Map, or as interpreted pursuant to this Article, the Zoning Hearing Board, upon application, shall interpret the district boundaries.

Section 18.4 Building and Zoning Officer

A Building and Zoning Officer shall be appointed by Borough Council. The Building and Zoning Officer shall serve at the convenience and pleasure of the Borough Council, shall not hold elective office and shall have a working knowledge of zoning and subdivision procedures and building code requirements.

Section 18.5 Powers and Duties

The Building and Zoning Officer shall administer this ordinance in accordance with its literal terms, and shall not have the power to permit any construction or any use or change of use which does not conform to the requirements of this ordinance. The Building and Zoning Officer is hereby authorized to institute civil enforcement proceedings as a means of enforcement within the scope of his responsibilities. Within this power, the Building and Zoning Officer shall have duties as follows:

- 18.5.1 The Building and Zoning Officer shall receive applications for, and issue building, zoning and sign permits, certificates of use and occupancy and stop-work orders in accordance with the provisions of this ordinance.
- 18.5.2 The Building and Zoning Officer shall make all the required inspections based on the provisions of the 1987 edition of the BOCA Code and the 1991 CABO Code for one (1) and two (2) family dwellings, or he may, subject to the approval of the Borough Council, engage such expert opinion as he may deem necessary to report upon unusual technical issues that may arise.
- 18.5.3 At least annually, the Building and Zoning Officer shall submit to the Borough Council a written statement of all zoning and sign permits, certificates of use and occupancy issued, and notices and orders issued.
- 18.5.4 An official record shall be kept of all business and activities of the office of the Building and Zoning Officer specified by provisions of this Zoning Ordinance.

Section 18.6 Building and Zoning Permits

- 18.6.1 No building or structure shall be erected, added to, or structurally altered until a building permit therefore has been issued by the Building and Zoning Officer.

Remodeling or structural improvements of existing buildings which do not alter the basic structure, create additional lot coverage or change the use of the lot or building are exempt from this specific requirement.

- 18.6.2 There shall be submitted with each application for a building permit, two (2) copies of a layout or plot plan drawn to scale showing actual dimensions of the lot, the exact size and location on the lot of the building and accessory buildings, estimated costs of construction and such other information as may be necessary to determine and provide for the enforcement of this ordinance.
- 18.6.3 One (1) copy of such layout or plot plan shall be returned when approved by the Building and Zoning Officer together with such permit, to the applicant.
- 18.6.4 Any change of use shall require the issuance of a zoning permit.
- 18.6.5 The building permit and zoning permit fees shall be as adopted by the Borough from time to time.
- 18.6.6 Failure to commence more than token construction for which a building or zoning permit has been issued, within six (6) months of issuance, shall result in the revocation of said permit. Reapplication and reapproval shall precede any additional construction.

Section 18.7 Certification of Occupancy

- 18.7.1 After completion of a building or structure for which a building permit has been issued and if inspection has determined that all requirements of all ordinances of the Borough have been met, a certificate of occupancy shall be issued by the Building and Zoning Officer stating that the building and proposed use thereof complies with the provisions of this ordinance.
- 18.7.2 A certificate of occupancy shall be applied for at the same time as the application for a building and zoning permit. Such certificate will be issued within ten (10) days after the erection or alteration and inspection, if the building and use are found to be in accordance with all ordinances of the Borough.
- 18.7.3 The Building and Zoning Officer shall maintain a record of all certificates and copies will be furnished upon request to any person having a proprietary or tenancy interest in the building affected.
- 18.7.4 No building permit shall be issued until an application has been made for a certificate of occupancy.

Section 18.8 Sign Permit

No signs shall be erected or altered prior to the issuance of a sign permit by the Building and Zoning Officer as per the provisions of the Borough of Sewickley Hills Sign Ordinance.