



# THE BOROUGH OF EDINBORO

Building and Zoning Department  
124 Meadville Street // Edinboro, PA 16412  
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[edinboro.codes@gmail.com](mailto:edinboro.codes@gmail.com)



## APPLICATION TO REZONE PROPERTY

I, the undersigned hereby file this application to “REZONE” the subject property of which I am owner / agent / contract purchaser / contracted developer.

Property Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer: \_\_\_\_\_

Developer Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signatures:

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Contract Purchaser

\_\_\_\_\_

Date

\_\_\_\_\_

Developer

\_\_\_\_\_

Date

Rezoning process and steps

- 1] Application, filing fee, survey and any additional required documentation received by Building and Zoning Code Office. Application process begins and public notice requirements are initiated.
- 2] Review of application by Borough of Edinboro Planning Commission at regular scheduled monthly meeting. This can be done provided public notice as required by the Pa. Sunshine Act is achieved in the proper time constraints.
- 3] Review of application by Erie County Planning Department
- 4] Borough Council receives documented recommendations from both agencies, generally within 30 days.
- 5] Borough Council votes to approve or reject application no less than 30 days after review by Planning Commission. The vote is held during regular monthly Borough Council meeting
- 6] Application review by Edinboro Planning Commission and Borough Council action is subject to the Pa Sunshine Act for Open Public Meetings.
- 7] The process may take 90 days. In some instances, it could take longer due to request for additional information by respective agencies.
- 8] Supporting documentation of sales agreement is required if purchase of property is contingent on successful rezoning application.

I, the applicant for rezoning of subject property attest the facts presented on my application along with any attached or future documentation are correct and factual.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date