



**City of Hermitage**  
Mercer County, Pennsylvania

**PROCEDURE FOR A TEXT AMENDMENT REQUEST**

*(The following procedures are required by the Pennsylvania Municipalities Planning Code Act 247 of 1968, as amended by Act 170 of 1988)*

1. A Text Amendment Request is initiated with the filing of an application in the Zoning Office. The request must include proposed verbiage for the change in text. The \$450.00 non-refundable fee must also accompany the application. Application and fee must be submitted no less than 3 weeks prior to the Hermitage Board of Commissioners' meeting date for introduction at the meeting.
2. The Hermitage Board of Commissioners will introduce the ordinance and refer the Text Amendment Request to the Hermitage Planning Commission and the Mercer County Regional Planning Commission for recommendations.
3. The Hermitage Planning Commission considers the request and makes a recommendation. The Mercer County Regional Planning Commission will make a recommendation at their regularly scheduled meeting.
4. The Hermitage Board of Commissioners will set a public hearing date no sooner than 30 days from the forwarding of the ordinance to the Planning Commissions for their recommendations.
5. The public hearing on the Text Amendment Request is advertised and held. Publication of legal notices will occur prior to the public hearing.
6. The Hermitage Board of Commissioners approves or disapproves the Text Amendment Request at a subsequent meeting after the public hearing. A legal notice is published to advertise the meeting at which the vote is to be taken.

**REGULAR MONTHLY MEETING DATES & TIMES\***

Hermitage Board of Commissioners – fourth Wednesday of each month – 6:00 p.m.

Hermitage Planning Commission – first Monday of each month – 8:30 a.m.

Mercer County Regional Planning Commission, Zoning & Subdivision Review Committee –  
third Tuesday of each month

Mercer County Regional Planning Commission, Full Commission – fourth Tuesday of each month

\* Applicant should verify meeting dates and times with the City (724)981-0800 and MCRPC (724) 981-2412



**REQUEST FOR AMENDMENT**

to HERMITAGE CODE OF ORDINANCES  
CHAPTER XXVII- ZONING

(CHANGE IN TEXT)  
{ \$450.00 NON-REFUNDABLE FEE }

FOR CITY USE ONLY	
DATE FEE PAID:	RECEIPT #:

TO: The Commissioners of the City of Hermitage, Mercer County, Pennsylvania

I (We) \_\_\_\_\_

Address \_\_\_\_\_

hereby request an amendment to the Hermitage Zoning Ordinance adopted under the Hermitage Code of Ordinances Chapter XVII (Zoning) as revised by subsequent amendments by changing the same as follows:

Amend Section \_\_\_\_\_ Paragraph \_\_\_\_\_

to read: \_\_\_\_\_  
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Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_