

**TOWNSHIP OF PENN, WESTMORELAND COUNTY
APPLICATION FOR FINAL APPROVAL
OF A SUBDIVISION**

TYPE OF APPLICATION: _____ SUBDIVISION _____ LAND DEVELOPMENT

NAME OF PLAN _____

LOCATION OF PLAN _____

COUNTY ASSESSOR'S TAX MAP PARCEL NUMBER FOR PROPERTY _____

LANDOWNER'S NAME _____ EMAIL _____

LANDOWNER'S ADDRESS _____

APPLICANT'S NAME _____ EMAIL _____

(If different from landowner)

APPLICANT'S ADDRESS _____

APPLICANT'S PHONE NUMBER _____ FAX NUMBER _____

ENGINEER OR SURVEYOR'S NAME _____ EMAIL _____

ENGINEER/SURVEYOR'S ADDRESS _____

ENGINEER'S PHONE NUMBER _____ FAX NUMBER _____

ZONING CLASSIFICATION _____ 11/2014

TOTAL CONTIGUOUS ACREAGE IN PLAN _____ TOTAL LOTS OR DWELLING UNITS _____

NONRESIDENTIAL LAND DEVELOPMENT _____

CONTENT OF APPLICATION:

- _____ FINAL PLAT
- _____ COVENANTS AND RESTRICTIONS
- _____ ENGINEER'S/SURVEYOR'S CERTIFICATIONS
- _____ LANDOWNER'S ADOPTION AND DEDICATION CLAUSES
- _____ CONSTRUCTION PLANS FOR ALL PUBLIC IMPROVEMENTS
- _____ ESTIMATE OF COSTS FOR ALL PUBLIC IMPROVEMENTS
- _____ EVIDENCE OF ARRANGEMENTS WITH ALL PUBLIC UTILITIES
- _____ PERMITS OR WAIVERS FROM DEPARTMENT OF ENVIRONMENTAL RESOURCES (PA DEP) .

10 Copies of all paperwork and drawings (plus one mylar) must accompany the application.

IF YOU HAVE QUESTIONS FOR THE TOWNSHIP ENGINEER (EADS), CALL 412-754-0801 AND ASK FOR THE PENN TOWNSHIP ENGINEER.

IF REZONING IS NECESSARY, CERTIFICATION FROM TOWNSHIP SECRETARY THAT REZONING HAS BEEN GRANTED: _____ ENCLOSED _____ NOT REQUIRED

HAS A VARIANCE, CONDITIONAL USE OR USE BY SPECIAL EXCEPTION BEEN GRANTED FOR THIS PLAN? _____ YES _____ NO IF YES, GIVE DATE OF APPROVAL: _____

ARE ANY MODIFICATIONS TO THE TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT REGULATIONS REQUIRED? _____ YES _____ NO IF YES, LIST: _____

APPLICATION FILING FEE: \$ _____ DATE PAID _____ CHECK # _____
APPLICATION REVIEW FEE: \$ _____ DATE PAID _____ CHECK # _____

I, _____, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

SIGNATURE OF APPLICANT _____

DATE: _____

TOWNSHIP OF PENN, WESTMORELAND COUNTY

PROCEDURES FOR FINAL APPROVAL OF A SUBDIVISION

1. The Final Plat shall be submitted after the date of Preliminary Approval within the time period and under the conditions specified by Section 508 of the PA Municipalities Planning Code.
2. The Final Plat may be submitted for the entire tract granted Preliminary Approval or may be submitted in Phases.
3. The Final Application and ten (10) copies of the Final Plat required by Section 206 of the Township Subdivision and Land Development Ordinance must be submitted to the Director of Community Development at least ten (10) working days prior to the regular monthly meeting of the Planning Commission.
4. The Director of Community Development reviews the Final Application for completeness and presents a written report to the Planning Commission at the next regular meeting following submission of the application.
5. At the first regular meeting of the Planning Commission after submission of the Final Application, the Planning Commission shall, by motion, either accept the application as complete and properly filed or shall return the application as incomplete with a copy of the Director of Community Development's report citing the requirements of the Ordinance which have not been met.
6. The date of the regular meeting of the Planning Commission at which the Final Application is accepted as complete and properly filed represents the Official Date of Filing and the beginning of the ninety (90) day period for review and action by the Township, unless the applicant agrees, in writing, to an extension of time.
7. On the day following the Planning Commission meeting which constitutes the Official Date of Filing, the Director of Community Development transmits copies of the Final Application to the Board of Commissioners, County Planning Commission, the Township Engineer, the Township Solicitor and any other officials the Planning Commission may designate.
8. At the next regular meeting following the Official Date of Filing, the Township Engineer and any other officials to whom the Final Application was sent for review may deliver written reports with recommendations to the Planning Commission. If no such report has been received at that meeting, the Commission may act without the report.

9. The Commission shall submit a written recommendation to the Board of Commissioners regarding Final Approval within 45 days of the Planning Commission meeting which constitutes the Official Date of Filing, unless the applicant agrees to an extension of time.
10. The Board of Commissioners shall act on the application for Final Approval within 45 days of the Planning Commission's recommendation, unless the applicant agrees to an extension of time or change in the manner of communication of the decision.
11. Once the Board of Commissioners approves, approves with conditions or denies the Final Application, notice shall be given to the applicant within 15 days of the date of the Board's action. If the application is denied or approved with conditions, the notice of decision shall include the conditions or the reasons for denial.
12. If the Final Plat proposes the construction of any public improvements, approval shall be subject to posting of the required Completion Guarantee.
13. If conditions are attached to Final Approval or construction of public improvements is proposed, a Development Agreement shall be executed as required by Section 204 of the Ordinance.
14. The approved Final Plat shall be recorded in the County Recorder of Deeds within 90 days after the date of approval by the Board of Commissioners or the approval becomes null and void.
15. The Township shall record the approved Final Plat at the County Recorder of Deeds Office following payment by the applicant of an escrow deposit to cover the costs of recording.
16. Immediately following recordation of the Final Plat, the applicant shall have four (4) photostatic copies of the recorded plat prepared at his own expense and shall deliver the copies to the Director of Community Development.

TOWNSHIP OF PENN, WESTMORELAND COUNTY

**APPLICATION CHECKLIST FOR
FINAL APPROVAL OF A SUBDIVISION**

The Final Plat shall contain:

- _____ Name of the landowner; name of the applicant, if not the landowner; location by municipality, county, state; and the date, North point and graphic scale.
- _____ Names and addresses of the applicant, and the registered surveyor or registered engineer who prepared the plan.
- _____ Boundary of subdivision shown in a heavy line with length of courses in feet and hundredths and bearings to not more than half minutes.
- _____ Bearings and distances to the nearest established street lines, section corners or other recognized permanent monuments, which shall be accurately described on the plat. Subdivisions abutting state highways shall be referenced to centerlines of such highways where this data is available.
- _____ Exact locations, widths and names of all streets and all crosswalks within the subdivision.
- _____ Complete curve data for all curves included in the plat.
- _____ All easements being provided for services or utilities in the subdivision and any limitations placed on the use of such easements.
- _____ Accurate outlines of any lot or areas to be reserved or dedicated for common use by residents of the subdivision, or for general public use with the purpose indicated thereon.
- _____ Front building lines and lot width at the building line shown graphically with dimensions.
- _____ Block and lot numbers and lines, with accurate bearings and dimensions thereof, including lengths of arcs and radii, and including the bearings and dimensions of ties to adjacent blocks or property.
- _____ Accurate location, size, type and material of all monuments and lot markers.
- _____ The property lines of the original tract or tracts of which the subdivision constitutes the whole or part.
- _____ If applicable, a notation on the plat that access to a State highway shall only be authorized by a highway occupancy permit issued by the PennDOT.

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Supplementary Information, including:

_____ A list of all restrictions and covenants, if any.

_____ If a zoning change is involved, certification from the Township Secretary indicating that the change has been approved and is in effect.

_____ Certification by a registered surveyor or registered engineer to the effect that the plat represents a survey made by him, and that all monuments shown thereon actually exist and that their location is correctly shown.

_____ An acknowledgement by the owner or owners of his or their adoption of the plat, and dedication of streets and other public areas.

_____ The final plat shall contain a certificate signed by the Engineer showing that all improvements have either been installed and approved by the proper officials or agencies or that a bond insuring their installation has been approved by the Engineer.

_____ Complete final construction plans, profile and typical cross sections for all installed or proposed new streets.

_____ Complete final construction plans and profiles of installed or proposed public sanitary sewage disposal systems and storm drains, with grades and pipe sizes, unless private septic tanks are to be used.

_____ Complete final construction plans of installed or proposed public water distribution systems showing pipe sizes and locations of valves and fire hydrants, if any, unless private wells are to be used.

_____ In cases where bond is to be provided in lieu of completed improvements, the developer shall be required to submit an itemized estimate of the cost of all improvements required to be installed.

_____ Evidence in the form required by the Commission of arrangements that have been made with private utility companies or other agencies for supplying every lot in the subdivision with gas, electricity, water and sewage disposal.

_____ Any and all permits or waivers that may be required by the Pennsylvania Department of Environmental Resources pursuant to the Sewage Facilities Act of the Commonwealth of Pennsylvania and the Rules and Regulations of the Pennsylvania Department of Environmental Resources.

_____ A properly executed application form.

_____ The application filing fee required by Section 505.