

**TOWNSHIP OF PENN, WESTMORELAND COUNTY
APPLICATION FOR PRELIMINARY & FINAL APPROVAL OF A
LAND DEVELOPMENT NOT INVOLVING SUBDIVISION**

DATE: _____

NAME OF PLAN: _____
LOCATION OF PLAN: _____
ZONING CLASSIFICATION _____ TOTAL LOTS OR DWELLING UNITS _____
COUNTY ASSESSOR'S TAX MAP PARCEL NUMBER FOR PROPERTY _____

AVAILABILITY OF UTILITIES: WATER: _____
GAS: _____ ELECTRIC: _____
SEWAGE: _____ (ATTACH LETTER FROM SEWAGE AUTHORITY)
NOTE: IF SEWAGE IS NOT AVAILABLE, APPLICATION FOR DEP PERMIT IS REQUIRED

CONTENTS OF APPLICATION:

**10 Copies of all paperwork and drawings
must accompany the application**

- _____ EVIDENCE OF OWNERSHIP
- _____ ENVIRONMENTAL IMPAT STATEMENTS INCLUDING TRAFFIC REPORT
- _____ EVIDENCE OF SOURCE OF WATER SUPPLY
- _____ SEWAGE REPORT INCLUDING PLANNING MODULES IF REQUIRED
- _____ STATEMENT REGARDING COMPLIANCE WITH FLOOD PLAIN MANAGEMENT
ORDINANCES
- _____ PLOT FOR APPROVAL
- _____ LANDSCAPING PLAN
- _____ OTHER (EXPLAIN) _____

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

NAME OF LANDOWNER _____ EMAIL _____
ADDRESS _____
PHONE NUMBER _____ FAX NUMBER _____

NAME OF DEVELOPER _____ EMAIL _____
ADDRESS _____
PHONE NUMBER _____ FAX NUMBER _____

NAME OF ENGINEER OR SURVEYOR _____ EMAIL _____
ADDRESS _____
PHONE NUMBER _____ FAX NUMBER _____

TOTAL ACREAGE IN PLAN _____ CONTINGUOUS ACREAGE IN SAME OWNERSHIP _____

HAS A VARIANCE, CONDITIONAL USE OR USE BY SPECIAL EXCEPTOIN BEEN GRANTED FOR
THIS PLAN? _____ IF SO, GIVE DATE OF APPROVAL _____

ARE ANY MODIFICATIONS TO THE TOWNSHIP SUBDIVISION REGULATIONS REQUIRED? _____
LIST: _____

DOES THE PLAN REQUIRE A CHANGE IN ZONING CLASSIFICATION? _____
HAS AN APPLICATION FOR REZONING BEEN FILED? _____ DATE: _____

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 COMBINED PRELIMINARY AND FINAL APPROVAL
OF A LAND DEVELOPMENT**

1. Before submission of an Application for Combined Preliminary and Final Approval of a Land Development, the applicant is encouraged to meet with the Director of Community Development to determine the applicable Township regulations and to discuss the feasibility of the proposal.
2. The Application Form and ten (10) copies of the Preliminary Plat required by Section 201 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.
3. The Director of Community Development reviews the Preliminary Plat for completeness and presents a written report to the Planning Commission at the next regular meeting following submission of the application.
4. At the first regular meeting of the Planning Commission after submission of the application, the Planning Commission shall, by motion, either accept the Application for Combined Preliminary and Final Approval of a Land Development 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.
5. The date of the regular meeting of the Planning Commission at which the 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.
6. On the day following the Planning Commission meeting which constitutes the Official Date of Filing, the Director of Community Development transmits copies of the Preliminary Plat to the Board of Commissioners, County Planning Commission, the Township Engineer, the Township Solicitor and any other officials the Planning Commission may designate.
7. At the next regular meeting following the Official Date of Filing, the Township Engineer and any other officials to whom the Preliminary Plat 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.

8. The Commission shall submit a written recommendation to the Board of Commissioners regarding Combined Preliminary and Final Approval of the Land Development within 45 days of the Planning Commission meeting which constitutes the Official Date of Filing, unless the applicant agrees to an extension of time.
9. The Board of Commissioners shall act on the application for Combined Preliminary and Final Approval of the Land Development 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.
10. Once the Board of Commissioners approves, approves with conditions or denies the combined Preliminary and Final Approval, notice shall be given to the applicant within 15 days of the date of the Board's action. If Combined Preliminary and Final Approval is denied or approved with conditions, the notice of decision shall include the conditions or the reasons for denial.
11. If conditions are attached to the grant of Combined Preliminary and Final Approval, the applicant must give written notice to the Director of Community Development regarding acceptance of the conditions within 30 days of the date of receipt of the notice of approval from the Township. If the applicant fails to give written notice within 30 days, the Combined Preliminary and Final Approval of the Land Development shall be automatically rescinded without written notice to the applicant.
12. If the Land Development Plan 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. If the Land Development Plan does not involve a subdivision, resubdivision or consolidation of the lot or lots on which it is proposed, an approved Final Plat shall not be required to be recorded in the Office of the County Recorder of Deeds.
15. A Land Development Plan which involves the subdivision, resubdivision or consolidation of the lot or lots on which it is proposed shall require the submission of both the Preliminary Plat and Final Plat as required by Sections 201 and 203 of the Township Subdivision and Land Development Ordinance and shall follow the two-step process for Preliminary and Final Approval of a Subdivision, including recording of the Final Plat required by Section 205.

TOWNSHIP OF PENN, WESTMORELAND COUNTY
APPLICATION CHECKLIST FOR COMBINED PRELIMINARY AND
FINAL APPROVAL OF A LAND DEVELOPMENT NOT INVOLVING A SUBDIVISION

- _____ Evidence of Ownership.
- _____ Preliminary plat clearly and legibly drawn on one or more sheets uniformly measuring either 18" x 24" or 24" x 36" drawn at a scale of 1"= 50' or less for subdivisions of 10 acres or less. The plat shall include all the land owned even though only a portion of the tract is to be initially developed and recorded.
- The Preliminary Plat shall contain:
 - _____ Proposed name of the subdivision.
 - _____ Location by municipality, county and state, including the County designated Tax Parcel Number.
 - _____ Name and address of the developer and, if developer is not the landowner, name and address of landowner.
 - _____ Name, address, certification and seal of the registered land surveyor who prepared the plat.
 - _____ North point, date and graphic scale.
 - _____ A vicinity sketch at a legible scale to show relationship of subdivision to its general surroundings.
 - _____ Boundaries of the subdivision indicated by a heavy line showing dimensions, bearings and corners and the approximate acreage.
 - _____ Zoning classification of the property.
 - _____ Location, widths and names of all existing or recorded streets and roads, existing utility rights of way, parks and public open spaces, easements and permanent buildings within or adjacent to the tract.
 - _____ Approximate locations of existing sanitary sewers, water mains, storm drains, electric power, transmission structures, gas distribution mains, or other underground items within the tract or immediately adjacent thereto, with directions of flow and pressure indicated.
 - _____ One Call Warning notice.
 - _____ Names of abutting subdivisions and owners of contiguous property together with all boundaries thereof which intersect the boundaries of the subdivision.
 - _____ Existing contours at intervals of 5' where the slope is greater than 10% and at intervals of 2' where the slope is less than 10%.
 - _____ Layout of streets, including proposed names and widths of proposed streets, and widths of proposed alleys, crosswalks and easements.

LAND DEVELOPMENT

- _____ The proposed layout, numbering, the scaled dimensions and approximate minimum and maximum areas of lots.
- _____ Parcels of land intended to be dedicated or reserved for public use or reserved by covenant for residents.
- _____ Approximate final grade of all streets, expressed in percent.
- _____ Evidence of compliance with the Penn Township Storm-water Management Ordinance.
- _____ Plans for Erosion and Sedimentation Pollution Control.
- _____ Identification of flood-prone areas and wetlands.
- _____ Building lines.
- _____ If the plat includes only part of the tract owned by the applicant or landowner, the remainder or as much thereof as the Board, based on the recommendation of the Planning Commission, may consider necessary to insure a satisfactory layout for the portion to be subdivided, shall be shown with a tentative street layout indicated by dashed lines.

Supplementary Information, including:

- _____ For all subdivisions and land developments, except for minor subdivisions proposed for single family dwellings only, a detailed Environmental Impact Statement which addresses the following:
 - _____ A statement of the proposed use of the property, the proposed intensity of development and its impact on municipal services and facilities;
 - _____ A statement of the impact of the proposed development on adjoining properties in terms of compatibility of land use, visual impact, character of the neighborhood and future development potential.
 - _____ Identification of environmental features on the site which should be preserved or which present development constraints on the site, including, but not limited to topography, streams, wetlands, slide-prone soils, undermined areas, significant vegetation and similar features.
 - _____ A report showing the traffic impact of the proposed development on adjacent streets which details the nature and extent of the trip generation expected from the proposed development based on the ratios contained in the current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.

Continued on next page

LAND DEVELOPMENT

- _____ Proposed covenants and restrictions, if any.
- _____ Evidence of a source of water supply and an indication of adequacy of pressure and volume of the water supply for the intended use.
- _____ Statement outlining method to be used and provision to be made for drainage and flood control in compliance with the Penn Township Flood Plain Management Ordinance.
- _____ A report on the feasibility of proposed sewage connections prepared by a registered engineer.
- _____ PA DER Planning Modules.
- _____ A request for a zoning change, if proposed.
- _____ The application filing fee required by Section 505.

Criteria for Approving Land Development Plans:

- _____ Traffic circulation designed to ensure safety and convenience.
- _____ Location of buildings designed to be harmonious with contiguous properties and ensure access by public safety vehicles.
- _____ Intensity of lighting of parking areas and pedestrian walkways, shielding and protection from damage.
- _____ Proper facilities for outside storage.
- _____ Proper storage of shopping carts, if applicable.
- _____ Maintenance and screening of dumpsters in multifamily developments.
- _____ All open areas landscaped and seeded.
- _____ Erosion and sedimentation control and stormwater management plans in compliance with Township Ordinances.
- _____ Site grading in compliance with Township Ordinances.
- _____ Compliance with all applicable provisions of Township Zoning Ordinance. (If no, see attached review)
- _____ Compliance with all applicable provisions of Township Subdivision and Land Development Ordinances. (If no, see attached review)