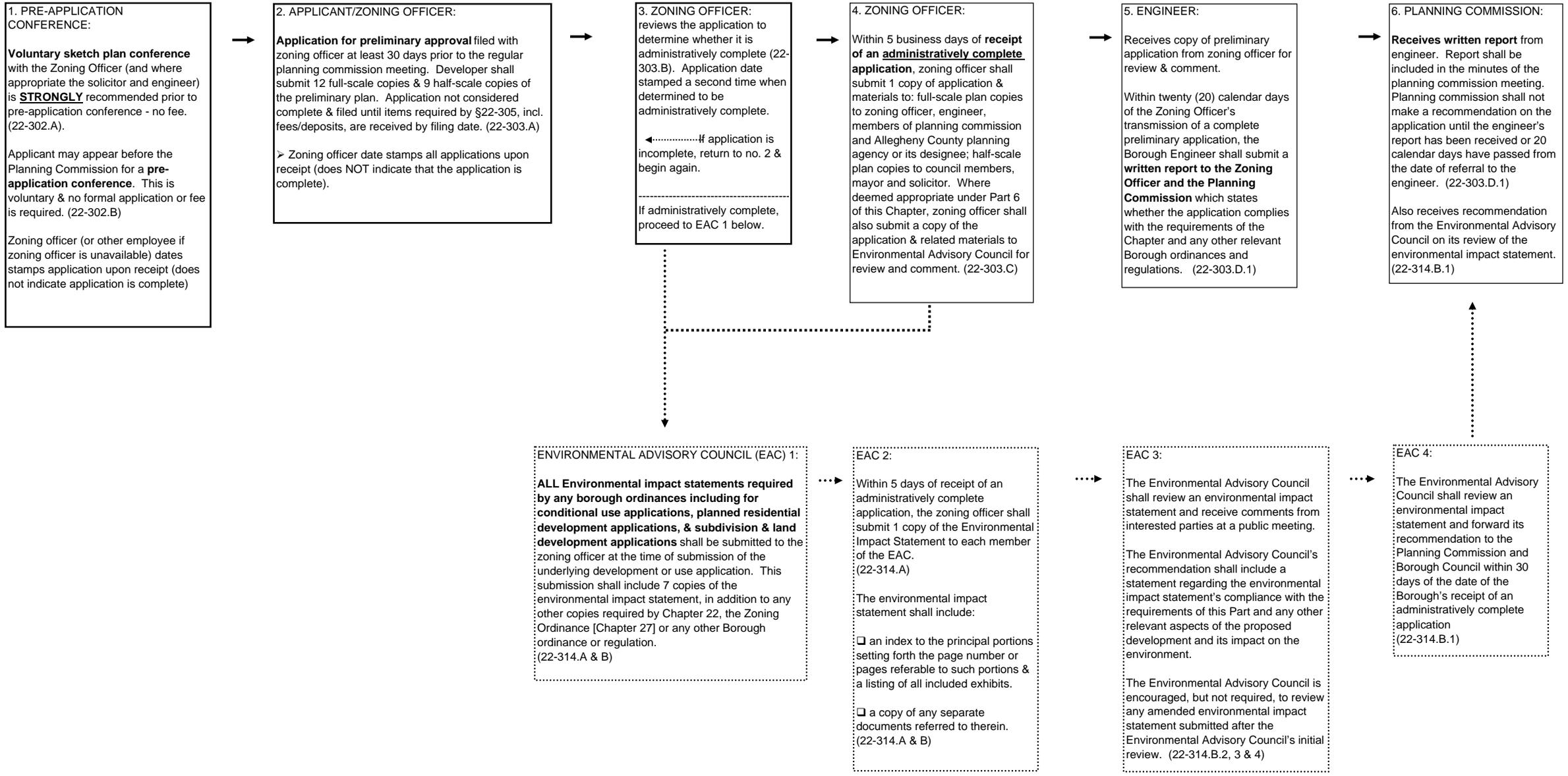


**Preliminary Plan Application Procedures\***

REVIEW & APPROVAL PROCESS

**Preliminary Plan Application Procedures**

REVIEW & APPROVAL PROCESS



\* Provided the application submittal requirements for both preliminary and final plans are met, the applicant may request simultaneous preliminary and final plan approval.

**Preliminary Plan Application Procedures**  
REVIEW & APPROVAL PROCESS

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**7. PLANNING COMMISSION:**  
Within 60 calendar days of the date of filing of an administratively complete application, the PC shall make a **written recommendation to Council** for approval, approval with conditions or disapproval of the preliminary application. Recommendation of the planning commission shall provide reasons for the recommendation &, in the case of a recommendation for disapproval, shall cite the specific requirements of the Chapter that the applicant has not met. (22-303.D.2)



**8. COUNCIL:**  
Shall act upon the application no later than 90 days following the regular meeting of the planning commission next following the date of filing of an administratively complete application, provided that should the next said planning commission meeting occur more than 30 days following the filing of an administratively complete application, said 90 day period shall be measured from the 30th day following the date of filing of the administratively complete application. The recommendation of the planning commission and its meeting minutes containing the report of the engineer shall be made a part of the record at the council meeting. (22-303.E.1)



**9. COUNCIL:**  
Shall not act on a preliminary application unless the Borough has received written review of the application by the Allegheny County planning agency or their designee or unless thirty (30) calendar days from the date of referral have passed. (22-303.E.2)



**10. COUNCIL:**  
A letter indicating approval, approval with conditions or disapproval shall be in writing and shall be communicated to applicant personally or mailed to him at his last known address within 15 calendar days following the council decision. If the preliminary application is not approved in terms as filed, council shall specify the defects found in the application and cite requirements of the Chapter or other Borough ordinances that applicant has not met, in accordance with the MPC. (22-303.E.3)



**11. APPLICANT:**  
Applicant shall accept or reject conditions attached to the preliminary approval by giving written notice to the zoning officer within 30 calendar days of the date of the public meeting of council at which preliminary approval is granted. If applicant fails to give written notice re: acceptance or rejection of the conditions attached to approval within the required 30 calendar days, then conditions shall be deemed accepted by the applicant. (22-303.E.4)



**12. APPLICANT:**  
Preliminary plan approval **expires within 5 years** after being granted by council, unless applicant requests & council grants a written extension prior to the expiration of preliminary application plan approval. Applicant shall submit request for extension, in writing, to the zoning officer at least 30 calendar days prior to any prevailing expiration date. Extensions may be granted for 1 or more 6 month periods, upon a finding by council that such extension is warranted. (22-303.F.1). See also **phased development** in 22-303.F.2.



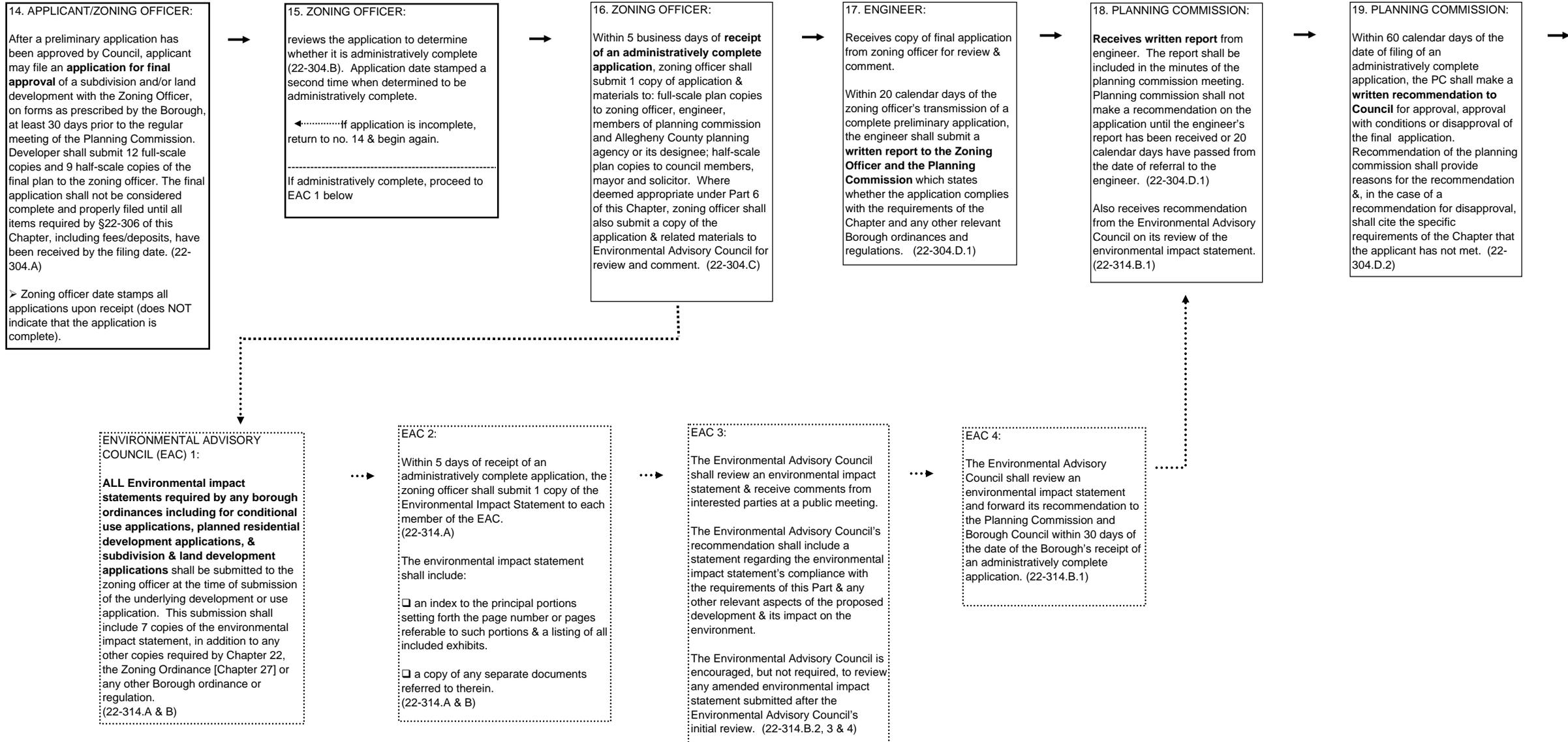
**13.** Application for final approval may be submitted once the preliminary application is approved. (22-304.A) GO TO #14.

**SUBDIVISION & LAND DEVELOPMENT PROCESS**

(intended as a guide only - complete information is in the ordinance - Chapter 22)

**Final Plan Application Procedures\***

REVIEW & APPROVAL PROCESS



\* Provided the application submittal requirements for both preliminary and final plans are met, the applicant may request simultaneous preliminary and final plan approval.

Final Plan Application Procedures

REVIEW & APPROVAL PROCESS

20. COUNCIL:  
Shall act upon the application no later than 90 days following the regular meeting of the planning commission next following the date of filing of an administratively complete application, provided that should the next said planning commission meeting occur more than 30 days following the filing of an administratively complete application, said 90 day period shall be measured from the 30th day following the date of filing of the administratively complete application. The recommendation of the planning commission and its meeting minutes containing the report of the engineer shall be made a part of the record at the council meeting. (22-304.E.1)



21. COUNCIL:  
Shall not act on a final application unless the Borough has received written review of the application by the Allegheny County planning agency or their designee or unless thirty (30) calendar days from the date of referral have passed. (22-304.E.2)



22. COUNCIL:  
A letter indicating approval, approval with conditions or disapproval shall be in writing and shall be communicated to applicant personally or mailed to him at his last known address within 15 calendar days following the council decision. If the final application is not approved in terms as filed, council shall specify the defects found in the application and cite requirements of the Chapter or other Borough ordinances that applicant has not met, in accordance with the MPC. (22-304.E.3)



23. APPLICANT:  
Applicant shall accept or reject conditions attached to the preliminary approval by giving written notice to the zoning officer within 30 calendar days of the date of the public meeting of council at which final approval is granted. If applicant fails to give written notice re: acceptance or rejection of the conditions attached to approval within the required 30 calendar days, then conditions shall be deemed accepted by the applicant. (22-304.E.4) See also Phased Approval in 22-304.F.

**ADDITIONAL NOTES - Subdivision & Land Development Process**

*Applicant is responsible for reviewing the ordinance plus any amendments for application contents information, criteria for approval and related items.*

APPLICATIONS WILL NOT BE CONSIDERED COMPLETE UNLESS ALL SPECIFIED REPORTS AND DOCUMENTS ARE SUPPLIED WITH ANY RELATED FEES. SEE BOROUGH FEE RESOLUTION FOR A COMPLETE GUIDE TO FEES ASSOCIATED WITH BUILDING, CODE COMPLIANCE, ZONING AND THIS PROCESS. FURTHER INFORMATION ON CONSTRUCTION REQUIREMENTS ARE IN THE BUILDING CODE.

**FEES** An escrow account must be maintained from which the borough may draw payment for reimbursable fees for work of the solicitor, engineer, consultants, etc. An application will be considered incomplete if such an escrow account is not maintained or if bills for fees are not paid to the borough in a timely fashion as determined by the manager. Any application considered incomplete will mean that all permits will be suspended and work stopped on a project until the escrow account is replenished and/or bills are paid.

COUNCIL MAY ALSO REQUEST THAT PLANS OR PORTIONS OF PLANS ARE REVIEWED BY THE TREE & SHRUB COMMITTEE FOR RECOMMENDATION. PLANS FOR ANY TREE IN THE RIGHT OF WAY & ALL BOROUGH TREES MUST BE REVIEWED BY TREE & SHRUB. FOR DEVELOPMENTS INVOLVING THE BUSINESS DISTRICT, COUNCIL MAY REQUIRE REVIEW BY THE COMMUNITY DEVELOPMENT CORPORATION. THESE REVIEWS MUST BE HELD IN A TIMELY FASHION BY THE COMMITTEE/BOARD DURING THE NORMAL REVIEW PROCESS AND CANNOT DELAY THE PROJECT. RECOMMENDATIONS FROM THESE BOARDS ARE FOR ADVICE ONLY AND ARE NOT BINDING ON COUNCIL.

**ZONING REQUIREMENTS** Applicants must meet all zoning requirements as set forth in the zoning ordinance or in any amendments to the ordinance prior to gaining final approval.

**SIGNS** The zoning officer is responsible for reviewing sign requirements and issuing a permit if the applicant complies with provisions of the sign ordinance. Signs may be a factor in discussions with the planning commission and council but the zoning officer is given the power to initially approve or reject based on the ordinance. Appeals go to the zoning hearing board.

**PLANNED DEVELOPMENTS** See full zoning ordinance for requirements

**GRADING** Applicants must review and comply with Borough grading requirements prior to initiating construction.

Details on all specifications and requirements for development can be found in the Borough's Code of Ordinances.