

TOWNSHIP OF NORTH HUNTINGDON

11279 Center Highway, North Huntingdon, PA 15642
724-863-3806 ext. 126 / www.nhtpa.us

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

Project Name: _____

Project Address and Tax ID# _____

Applicant(s) Name: _____

Applicant(s) Address: _____

Applicant(s) Phone: _____ Applicant(s) Fax # _____

Applicant(s) Email Address: _____

Land Owner(s) Name(s) (if different from applicant): _____

Land Owner/s Address (es) : _____

Area of **entire** tract _____ acres Zoning District _____

County Lot # (s): _____ #54- _____

DEVELOPMENT DATA

Environmentally Sensitive Overlay Information (verified through NHT Planning & Zoning Office)

Is there any of this application located in: (according to definitions contained in the Ordinance)

Flood Plain yes no

Wetland Area yes no

Steep Slope yes no

Poor Soil/s yes no

Has a variance been granted (or being applied for) with the NHT Zoning Hearing Board?

yes no Date of Decision: _____

Are there any modifications being sought from the Subdivision and Land Development Ordinance?

yes no **If yes, attach appropriate requests per Article 7.**

Number of disturbed acres: _____

Information for Subdivision/s Only

Number of Existing Lots: _____ Number of Proposed Lots (or dwelling units): _____

Purpose of Subdivision: *(i.e. consolidating # of lots, creating a # lot subdivision, additional outside permits/agencies needed, etc.: attach additional sheets if necessary)*

Information for Land Development/s Only

Number of Existing Buildings: _____ Number of Proposed Buildings: _____

Total Square Footage **after** Development: _____

Purpose of Land Development *(i.e. description of bldg., size of parcel, SF of building, purpose of building, etc.)*

Professional Certification

Preparer of Plat or Site Plan: _____

Phone # (____) _____ Profession: _____

Fax # (____) _____ Email Address: _____

Will you be representing the application before the Planning Commission and the Planning Department?

- yes no

Signature/Date of Property Owner

Applicant or their representative must attend the Planning Commission meeting to present plan.

Signature / Date of Applicant (if different)

Signature / Date of Preparer of Plan

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SUBDIVISION AND LAND DEVELOPMENT APPLICATION

TO BE COMPLETED BY THE TOWNSHIP	
Received by:	Date & Time received:
Amount Paid:	Application Category: <input type="checkbox"/> Minor Sub <input type="checkbox"/> Major Sub <input type="checkbox"/> Minor LD <input type="checkbox"/> Major LD
Check #: Check Date:	Assigned Application Number:
Check Payee Name:	Accepted: <input type="checkbox"/> Returned: <input type="checkbox"/>

COMPLETENESS CHECKLIST

In order for an application to be accepted, the following checklist (from Section 303.3 of the Ordinance is used by the Planning and Zoning Office staff and Planning Commission.

- _____ Official Application Form
- _____ Plans must be submitted at least **10 days** before the Planning Commission Meeting
(10 days before is always a Friday -- **DEADLINE is Friday at 4:00 PM** -- Piecemeal applications will not be accepted)
- _____ Correct number of copies (**18**): Folded with plan block shown
 - Three (3) full size sets
 - Fifteen (15) half size sets
- _____ One (1) electronic set of drawings
- _____ Three copies of all reports (Stormwater Management, Erosion Control Plan, Traffic Impact Study, etc.)
- _____ Required Items included in Table I (based upon Plan Classification)
- _____ Application Fee
- _____ Original Signatures of all Parties
- _____ Evidence of Filing of all necessary permits
- _____ Are you applying for a LERTA tax incentive?

SUBDIVISION AND LAND DEVELOPMENT PLAN REVIEW CHECKLIST

(rev. 8/2022)

This review checklist is intended to assist the applicant in the planning process of preparing a subdivision or land development for Township action. All plans will be reviewed by the Township according to this checklist. This completed checklist should be included in the application. Many of the provisions of this checklist do not apply to minor plans.

The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all subdivision requirements. Please refer to the Subdivision Regulations for full details. The applicant should check "Yes" for all completed items included in the application. If item is not included, (due to it not being applicable), check "No" and add N/A.

APPLICANT: _____

PROJECT TITLE: _____

PROPERTY LOCATION: _____

DATE OF PREAPPLICATION CONFERENCE: _____

Rev. 5/2020

Application Requirements (Section of Ordinance Listed)			
DRAFTING STANDARDS AND FORMS FOR ALL APPLICATIONS FOR SUBDIVISION AND LAND DEVELOPMENTS			
	YES	NO	TWP. USE PROVIDED COMMENTS
Completed APPLICATION form w/checklist (304.1A)			
Payment of review fees (304.1C)			
Eighteen (18) FOLDED copies with plan block shown of SUBDIVISION or site PLAN. (3 full size sets, 15 half size sets and 1 electronic set). For plans proposing new streets, provide two (2) additional copies of the plan to be recorded			
Three (3) copies of plan detail sheets and detailed reports (E & S, storm water, etc.)			
Appropriate scale (304.1D)			
Sheet numbering and Plan Size (304.1E)			
Plan dimensions (304.1F)			
Plan legend (304.1G)			
Names of adjoining property OWNERS, COUNTY deed book references, and ZONING DISTRICT (304.1H)			
Boundary line designations (304.1I)			
Graphic scale, North arrow and date (304.1J)			
Title block (304.1K)			
SITE location map (304.1L)			
Land platting within 200' of subdivision (304.1M)			
EASEMENT locations and purposes (304.1N)			

Existing streets and data (304.1O)			
	YES	NO	TWP. USE PROVIDED COMMENTS
State highway permit data (304.1P)			
Location of all MONUMENTS AND MARKERS (304.1Q)			
Approval circles for governments and persons (304.1R)			
Certification by surveyor (304.1U)			
Names and address of developer and property owners (304.1T)			
Source of title of the land (304.1U)			
Name, address and seal of engineer or surveyor who prepared plat (304.1V)			
Schedule of ZONING DISTRICT requirements (304.1W)			
Variances granted by the Township (304.1X)			
Copy of the deed, option agreement, lease-purchase agreement for property showing interest *(304.1Y)			
Utility feasibility letters (304.1Z)			
Information on zoning of adjoining municipalities (if applicable) (304.1AA)			
Digital format submission (304.1BB)			
MAJOR SUBDIVISIONS AND LAND DEVELOPMENT (Some requirements are applicable for all applications)			
BOUNDARIES OF TOWNSHIP ENVIRONMENTALLY SENSITIVE OVERLAY (IF APPLICABLE) WITH THE FOLLOWING INFORMATION WITHIN THOSE BOUNDARIES:*			
Contours at two (2) foot intervals and ten (10) feet intervals at slopes greater than 40% (304.3 A)			
Delineation of STEEP SLOPE areas with 25-40% areas and 40%+ areas clearly marked (304.3B)			
Identification of SOIL SERIES (304.3C)			
Flood plain delineation (304.3 D)			
WETLANDS delineation (304.3E)			
Quarry sites; subsurface and surface mines; undermined areas with less than one hundred feet of cover			
Cultural features: cemeteries; burial sites; archaeological sites; historic buildings, plaques			
Existing surface water resources, watercourses, streams and ponds (304.3F)			
PROPOSED CONDITIONS AND IMPROVEMENTS			
Proposed street layout and details (304.3G)			
Layout of lots, numbering, and lot areas (304.3H)			
Portions of site reserved for public, semi-public uses (304.3I)			
Proposed easements, location and width (304.3J)			
Proposed public improvements (304.3K)			
Site data tabulation (304.3L)			
THREE (3) SETS OF CONSTRUCTION DRAWINGS, INCLUDING			

Scale and size drawings (304.4 G1)	YES	NO	TWP. USE PROVIDED COMMENTS
Design standards (304.4 G2)			
Plan and Profile of STREETS (304.4 G3)			
Street cross sections (304.4 G4)			
Curve data (304.4 G5)			
SEWERS, MANHOLES and Catch Basins (304.4 G6)			
DRAINAGE EASEMENT locations and identification (304.4 G7)			
Top and invert location of inlet and MANHOLES (304.4 G8)			
DRAINAGE SYSTEM details (304.4 G9)			
WYE locations (304.4 G10)			
REPORTS AND PERMITS REQUIRED FOR MAJOR SUBDIVISIONS AND LAND DEVELOPMENTS			
STORMWATER MANAGEMENT report, per Ordinance 820 (304.6A)			
EROSION and sedimentation control plan (304.6B)*			
ROAD and GRADING PLAN (304.6C)*			
PHASING PLAN and schedule (304.6D)*			
ENVIRONMENTAL CONSTRAINTS STUDY for plans within an environmentally sensitive overlay (304.6E)			
Sewerage feasibility study (On-Site) (304.6F)			
Other studies directed by planning director, planning commission, township engineer (304.6G)			
State or county studies required by law (304.6H)			
TRANSPORTATION IMPACT STUDY, per Section 416 – (304.6I)			
Water quality and adequacy study (304.6J)			
Water supply agreements (304.6K)			
PLANNING MODULE COMPONENTS (304.6L)			
State roadway OCCUPANCY permit submissions (304.6M)			
Other permit submissions (304.6 N&O)			
Environmental sensitive overlay exemption (304.7)			
STREET IMPROVEMENTS (ARTICLE IV)			
Conformance of streets with COMPREHENSIVE PLAN or OFFICIAL MAP (401.1)			
Every LOT shall have access to a public street (401.3)			
Discourage through traffic and include traffic calming (401.4)			
STREET names. No duplication. Review of fire companies, County 911 and/or USPS (401.5)			
Extension of streets shall have the same name (401.6)			
State highway permit needed for encroachment of state roads (401.7)			
Compliance with construction standards and manuals (401.8)			

GENERAL DESIGN AND ARRANGEMENT			
	YES	NO	TWP. USE PROVIDED COMMENTS
Streets continuous and in alignment with existing streets. Discourage through traffic (402.1)			
Streets related to existing streets, public convenience and topographic conditions (402.2)			
Provisions for RIGHTS-OF-WAY to ABUTTING undeveloped land (402.3)			
MARGINAL ACCESS streets, deep lots or alleys off of collector or ARTERIAL STREETS (402.4)			
MARGINAL ACCESS streets, deep lots or alleys off of limited access or railroad RIGHT-OF-WAY (402.5)			
HALF/PARTIAL STREETS not permitted (402.6)			
Temporary cul-de-sac on DEAD END STREETS (402.7)			
Coordination with streets with adjoining municipalities (402.8)			
Streets must meet all requirements of ordinance (402.9)			
Dedication and acceptance of streets (402.11)			
Street GRADING (402.12)			
Publication 408 standards for materials (402.13)			
STREET ACCESS AND DRIVEWAYS			
Minimum widths for DRIVEWAYS (12'/24') except for single family homes (403.1)			
Non-residential DRIVEWAYS minimum of 50' from any intersection (403.2)			
SITE DISTANCE of driveways (403.3)			
CUL-DE-SAC STREETS			
CUL-DE-SAC length (250'/700') (404.1)			
Temporary CUL-DE-SACS (404.2)			
Extension of cul-de-sacs (404.3)			
DRAINAGE of CUL-DE-SACS (404.4)			
ALLEYS			
ALLEYS permitted, but not only access to a lot(405.1)			
Alleys in MULTI-FAMILY developments (405.2)			
Alley standards, residential (405.3)			
Alleys provided for NON-RESIDENTIAL uses (405.4 & 5)			
Dead-end alleys (405.6)			
STREET GRADES			
Entire width of street graded (406.1)			
STREET GRADE minimum requirements (406.2)			
Street grade maximums (406.3)			
Cul-de-sac street grade (406.4)			
Vertical curves for changes in grade (406.5)			
Grade requirements for abutting parcels; slopes (406.6)			
Guide rails for grades three (3) feet or more (406.7)			

STREET ALIGNMENT			
	YES	NO	TWP. USE PROVIDED COMMENTS
Minimum design speeds (407.1)			
Vertical and horizontal visibility requirements (407.2)			
Tangents between curves and requirements (407.3)			
Banking of curve requirements and standards (407.4)			
INTERSECTIONS			
Street intersections near right angle, minimum 75 degrees (408.1)			
Opposite street center lines either intersect or be 200' apart (408.2)			
No more than two streets at new intersections (408.3)			
Leveling area for >5% grades at intersections (408.4)			
Tree prohibited to interfere with clear sight distance (408.5)			
Turning lanes as recommended by traffic study (and standards) (408.6)			
Corner CURB radii standards (408.7)			
RIGHT-OF-WAY line for corner curbs standards (408.8)			
CLEAR SIGHT TRIANGLE (408.9)			
RIGHT-OF-WAY			
Measurement of right-of-way (409.1)			
Right-of-way grading and inclusions (409.2)			
Right-of-way width continuation not less than existing street (409.3)			
Consider COMPREHENSIVE PLAN for right-of-way requirements (409.4)			
Street paving, right-of-way and sidewalk requirements (409.5)			
Additional right-of-way (409.6)			
CURBS			
CURBING Requirements Purposes (410.1, 410.2, 410.3)			
When curbing is not required; standards (410.4)			
Waiver of curbing requirements (410.5)			
Concrete curbs for non-residential (410.6)			
Extension of curbing (410.7)			
Curbing standards (410.8)			
SHOULDERS AND EMBANKMENTS			
SHOULDERS and/or drainage swale requirements (411.1, 411.5, 411.6)			
Shoulder standards (411.2, 411.3)			
Swale requirements (411.4)			
STREET LIGHTS			
STREET LIGHTING requirements for land developments and non-residential uses (412.1)			
Street lighting – residential plans (intersections and other areas),			

alternate lighting plans (412.2)	YES	NO	TWP. USE PROVIDED COMMENTS
Lighting – installation and costs (412.3)			
Lighting – land developments (412.4)			
Street lighting – spacing (412.5)			
Street lighting – height (412.6)			
Street lighting – Penn DOT standards (412.7)			
Street lighting – shielding (412.8)			
Street lighting – styles and details (412.9, 412.10)			
STREET SIGNS & PLAN IDENTIFICATION SIGNS			
STREET SIGNS – details (413.1, 413.2)			
Subdivision identification signs (413.3)			
SIDEWALKS			
SIDEWALK requirements (414.1)			
Sidewalk specifications (414.2)			
Sidewalk installation timing (414.3)			
Sidewalks – county and state roads (414.4)			
Sidewalks – continuous across driveways (414.5)			
Sidewalks – grading plan consideration (414.6)			
Sidewalks – sidewalk waiver (414.7)			
Sidewalks – multi-family and non-residential developments (414.8)			
Sidewalks – along parking areas (414.9)			
Sidewalks – ADA standards (414.10)			
BIKEWAYS (415)			
TRANSPORTATION IMPACT STUDY (416)			
WAIVER OF ROAD STANDARDS SERVING NO MORE THAN THREE (3) LOTS (417)			
ARTICLE V DESIGN AND IMPROVEMENTS STANDARDS			
All developments must meet provisions of the Zoning Ordinance (501.1)			
LAND, BLOCK AND LOT REQUIREMENTS			
Land requirements – suitable, steep slopes, poor soils (502.1B)			
Land requirements – flood plains (502.1C)			
BLOCKS – length requirements/fire safety and traffic calming (502.2A)			
Long blocks – interior pedestrian walks (502.2B)			
Residential block width (502.2C)			
Block frontage along arterial and collectors (502.12 D)			
THROUGH LOTS (502.2E)			
SIDE LOT LINES at right angles (502.2F)			
Land remnants (502.2G)			
LOT lines at CORNER LOTS – radius and curve (502.2H)			
Lots for non-residential uses (502.2I)			

Lots meeting Zoning Ordinance requirements (502.3)	YES	NO	TWP. USE PROVIDED COMMENTS
On-lot testing for water and sewer (502.3A)			
Positive drainage away from buildings/wells (502.3B)			
Appropriate arrangement and design of lots (502.3C)			
Minimum BUILDING SETBACKS per Zoning Ordinance (502.3D)			
Every lot shall abut a public street (502.3E)			
Avoid lots fronting on COLLECTORS/ARTERIAL (502.3F)			
Double frontage lots – both setbacks apply (502.3G)			
Flag lots – lot area for zoning/does not include flag strip area (502.3H1)			
Flag lots – one per subdivision (502.3H2)			
Flag lots – parcel no ability to be further subdivided (502.3H3)			
Flag lots minimum of 25 feet access strip for the entire length (502.3H4)			
Flag lots – maximum of 400’ length for access strip (502.3H5)			
Flag lots – not permitted in plans with five (5) or more lots (502.3H6)			
Flag lots – maintenance of flag access strip (502.3H7)			
EASEMENTS			
EASEMENTS – 20’ minimum for storm water, sanitary sewers and other utilities (503.1)			
Easement location – rear lot lines and side lot lines (fullest extent) (503.2)			
Grade and provide fencing/of open ditches and drainage swales (503.3)			
DRAINAGE easement or right-of-way for watercourses (503.4)			
STORMWATER and surface water easements (503.5)			
EASEMENT standards – rear of lot (503.6)			
Easements, right-of-way shown on plans and deeds (503.7)			
Pedestrian easement delineation (503.8)			
Detention facility dedication on plat (503.9)			
OPEN SPACE AND RECREATION LAND			
OPEN SPACE requirements – considerations in plan (504.2)			
Dedication of parks, playgrounds, etc. (504.3)			
Active recreation and passive area (504.4)			
Active recreation area standards (504.5)			
Undeveloped open space left in natural state (504.6)			
FLOOD PLAINS			
Flood plain areas conform with flood plain requirements of Chapter 80 of Code (505.1)			
Outside approvals of floodplain development (505.2)			

MINED LAND AREAS			
	YES	NO	TWP. USE PROVIDED COMMENTS
Mined areas – note that buildings not within area of less than 100’ cover (506.1)			
Areas with less than 100’ cover – requires report (506.2, 506.3, 506.4, 506.5, 506.7, 506.8, 506.9, 506.10)			
STEEP SLOPES AND POOR SOILS			
Slopes/Soils – development within 50’ of steep 25% slope or poor soils with 15%+ slope (507.1)			
E & S permits granted (507.12)			
Delineation of slope and soil conditions (507.3)			
Development controls on steep slope and poor soils areas by ordinance (507.4)			
Geotechnical report requirements (507.5, 507.6, 507.7)			
DRAINAGE AND TERRACING (507.8)			
EROSION CONTROLS (507.9)			
SANITARY REGULATIONS (507.10)			
VEGETATION (507.11)			
ADMINISTRATION AND INSPECTION (507.12)			
WATER			
PUBLIC WATER SUPPLY (508.1A – L)			
PRIVATE WATER SUPPLY (508.2A – G)			
SANITARY SEWERS			
PUBLIC SANITARY SEWERS (509.1A – J)			
PRIVATE SEWAGE DISPOSAL SYSTEMS (509.2A – J)			
UTILITIES			
UTILITY SERVICES (510.1)			
Waiver of Gas Service (510.2)			
Underground Utilities (510.3)			
Cable TV Conduit (510.4)			
Location within R/W, but not under cartway or sidewalk (where practical) (510.5)			
Easement requirements (510.6)			
Existing lots abutting development – services – (510.7)			
Standards for overhead lines (510.8)			
Screening of any utility apparatus (510.9)			
Final plans coordinated with tree planting and shown on as-builts (510.10)			
OFF-STREET PARKING			
OFF-STREET PARKING – Zoning Ordinance (511.1)			
Parking located in side and rear where possible (511.2)			
Bituminous surface parking for commercial and MULTI-FAMILY (511.3)			
Pedestrian CROSSWALKS and refuge islands per 200’ (511.4)			

ISLAND width of ten (10) feet (511.5)	YES	NO	TWP. USE PROVIDED COMMENTS
Parking spaces designed to not require movement of vehicles (511.6)			
Access – enter street in forward direction, driveway width maximum of 25’ (511.7)			
Edge of PARKING AREA not closer than ten (10) feet to edge of the nearest building (511.8)			
Turnaround areas in parking lot (511.9)			
Curvature permitted for curb lines (511.10)			
Safe internal circulation, including trucks (511.11)			
Sufficient stacking space (511.12)			
Marking of parking spaces (511.13)			
Lighting standards in parking areas (511.14)			
Landscaping standards in parking areas (511.15)			
ADA Compliance (511.16)			
Loading requirements – conform to zoning (512)			
STORM WATER MANAGEMENT			
STORM WATER MANAGEMENT – purposes (513.1)			
Storm water – features (513.2)			
Storm water management – plan (513.3)			
EROSION AND SEDIMENTATION			
E & S CONTROLS (514.1 A-G)			
E & S PROVISIONS AND COMPLIANCE (514 A-I)			
E & S GENERAL PERFORMANCE STANDARDS (514.3A & B)			
SITE GRADING (514.4 A-G)			
MONUMENTS AND MARKERS			
MONUMENTS AND MARKERS standards (515.1)			
LOT corners (515.2)			
Monuments and pins shown on plat (515.3)			
STREET TREES, LANDSCAPING, AND TREE PRESERVATION			
Trees And Landscaping – purposes (516.1)			
Trees and Landscaping – ZONING ORDINANCE (516.2)			
Major subdivision standards – tree lawn (516.3 A1)			
Additional tree planting requirements (516.3B)			
Tree preservation credits (516.3C)			
Approved street tree list (516.3D)			
Use of Woodlands Overlay (516.3E)			
LAND DEVELOPMENT landscaping – Zoning Ordinance (516.4A)			
Land developments – 10% landscaping and plan (516.4B)			
Type of landscaping (516.4C)			
Landscaping in parking areas (516.4D)			

Landscaping along public rights-of-way (516.4E)	YES	NO	TWP. USE PROVIDED COMMENTS
Landscaping locations on site (516.4F)			
Landscaping and site distance (516.4G)			
Type of landscaping and rate of planting (516.4H)			
Installation and bonding of landscaping (516.5)			
Modifications of LANDSCAPING REQUIREMENTS (516.6)			
ZONING ORDINANCE			
Summary of provisions, entire ordinance should be reviewed for applicable sections			
Use			
Density maximum			
Lot area minimum			
Lot width at setback minimum			
Front yard depth minimum			
Rear yard depth minimum			
Side yard widths			
Building height			
Coverage maximum			
Building coverage maximum			
Exterior wall surfaces			
ARTICLE 8 PROVISIONS			
Amusement Centers (802)			
Attached Multi-Family (803)			
Condominiums (806)			
Exterior Wall Surfaces (810)			
Flood Plain (812)			
Group Residence/Care (813)			
Massage Business (816)			
Mobile Homes (818)			
Off-Street Loading (819)			
Off-Street Parking (820)			
Signs (823)			
Unit Group Developments (829)			

Applicant's Signature: _____

Applicant received copy of this review checklist? Yes _____ No _____

Remarks:

comobined



Waiver/Modification Request Application

The applicant listed below asks that the Board of Commissioners considers the following modification(s) or waiver(s) request(s) under the North Huntingdon Township Subdivision and Land Development Ordinance, as amended. This form shall be filed with the Director of Planning and Zoning prior to the Planning Commission meeting. If applying for multiple waivers or modifications, please fill out additional forms as needed. (One request per form)

Project Name:	
Address:	
Tax Parcel ID#:	Total Acreage of the Project Site:
Zoning District:	
Proposed Use:	

Name of Applicant:		
Address:		
City:	State:	Zip:
Phone No:	E-mail address:	

Type of Application:

- Waiver
- Modification

Total Number of Requested Waivers and/or Modifications for this Project: _____

Waiver Request Information:

1. Section Number of Ordinance for which the waiver/modification is requested: _____

2. Justification for the waiver/ modification: _____

3. Proposed alternative to the requirement: _____

The Board of Commissioners may approve a waiver or modification application if the applicant demonstrates the following:

- 1) The literal enforcement of the subject section(s) of this Chapter will exact undue hardship because of peculiar conditions pertaining to the land in question.
- 2) The waiver or modification of the subject section(s) of this Chapter will not be contrary to the public interest.
- 3) The purpose and intent of this Chapter is observed.
- 4) An alternative proposal will allow for equal or better results and represents the minimum modification necessary.

All waivers and/or modifications shall be noted on the cover sheet of the subdivision or site plan.

Applicant (Circle One): Individual Partnership Corporate Agent of Property Owner

I hereby certify that the all of the above information and submitted documentation is true and correct.

Signature(s)

Printed Name(s)

Date

**NORTH HUNTINGDON TOWNSHIP
SALDO APPLICATION REVIEW PROCESS FLOWCHART**

Application to Planning Director/Assistant Planning Director

- Complete application form
- Provide application fees
- Provide required prints and reports per checklist
- Complete submission requirements checklist
- Due a minimum of 10 days prior to the next PC meeting



Administrative Review AND Determination of a Complete Application

- Staff reviews submission for completeness and completes submission requirement checklist
- Staff provides written opinion to Planning Commission at meeting
- If complete, application is placed onto next PC meeting agenda



Initial PC meeting

- PC reviews application and submitted material
- PC considers staff's written recommendation
- PC is required to vote to accept application as complete <or> reject as incomplete



If incomplete

- Applicant and PC are given written notice of general incompleteness by staff
- Applicant must resubmit a full and complete submission packet by the cut-off submission date for process to start again

If Complete

- Applicant is given written notice of general completeness and notified of PC meeting date by staff
- Application is placed on next PC meeting agenda
- Formally accepts application, establishing official filing date (90 day review period begins)
- Refer to consultants for their reviews (engineer, solicitor, etc.)



Next Regularly Scheduled PC Meeting

- Receives staff and/or consultant review letters
- Presentation by applicant and discussion of submission
- PC tables, recommends approval, or recommends denial to Commissioners
- Staff sends PC recommendation memo to Commissioners



Initial Commissioner's Meeting

- BOC receive PC recommendation memo
- BOC receive staff and/or consultant review letters
- BOC votes to table, approve, or deny waiver or modification requests (if applicable)
- BOC votes to table, approve, or deny application with conditions or approval (if applicable)
- Ruling must occur within 90 days of official filing date (unless extension granted by applicant)



Approval and Recording

- Applicant signs written decision letter and accepts conditions of approval (if any)
- Developer's agreement executed (if applicable)
- Conditions of approval must be met (if applicable)
- Subdivision is signed by landowner and mortgage company (if applicable) then delivered to Township
- Subdivision signed by Township officials, once all conditions of approval are satisfied
- Subdivision returned to applicant to record
- Plan to be recorded within 90 days of BOC approval or date that final condition was satisfied
- One copy of recorded mylar returned to the Township



Written Notification

- Township provides written decision including all conditions (if applicable) and forwards to applicant within 15 days.

2023

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	Deadline 27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	Deadline 24	25
26	27	28				

March

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	Deadline 24	25
26	27	28	29	30	31	

April

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	Deadline 21	22
23	24	25	26	27	28	29
30						

May

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	Deadline 26	27
28	29	30	31			

June

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	Deadline 16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	Deadline 21	22
23	24	25	26	27	28	29
30	31					

August

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	Deadline 18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	Deadline 22	23
24	25	26	27	28	29	30

October

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	Deadline 22	23	24	25
26	27	28	29	30		

December

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	Deadline 28	29
30	31					

Planning Commission Meetings-1st Monday & Deadlines next to last Friday

ZHB Meetings 1st Tuesday & Deadlines 3 Tuesdays prior to meeting

BOC Meetings

Election Days

Holidays