



## **WEST DEER TOWNSHIP**

### **SUBDIVISION AND LAND DEVELOPMENT APPLICATION**

This packet includes information about the review process for land development plans. The requirements of a complete application is necessary to begin the process, and is intended to provide guidance to you, the applicant, in following the process and meeting those requirements.

1. The application must be fully completed. All non-applicable items shall be noted as such. The required items of the checklist must be submitted along with the application form in order to have a complete submission. Failure to submit a complete application and required checklist items will result in the submission being returned to the applicant. Only complete applications will be forwarded to the Planning Commission for review.
2. Please review the information in this packet closely. It will give a brief examination of the review process, timing and requirements for land development within the Township.
3. The material checklist is required to constitute an acceptable submission and **must** be completed.

With the submission of a complete application at the start of the process, the time necessary to review the application by the Township can be significantly reduced.

Should you have any questions about the procedures, please do not hesitate to contact the Township office at 724-265-2780.

## WEST DEER TOWNSHIP

### SUBDIVISION AND LAND DEVELOPMENT APPLICATION AND REVIEW PROCESS

#### PROCEDURE FOR MAKING APPLICATION

The procedure for the filing, review and acceptance of a land development, subdivision or site plan application is as follows:

**STEP 1: OBTAINING THE APPLICATION FORM** - Once an individual, partnership, corporation, etc., becomes interested in seeking subdivision or land development approval from the Township, a copy of the Subdivision and Land Development application form should be obtained from the Township office.

Please note that the application is **NOT** to be completed and returned to the Township at the same time it is obtained.

**STEP 2: THE PRE-APPLICATION CONFERENCE** - After the application form has been obtained, **it is highly recommended** that the applicant meet with the Planning Commission to discuss the proposal prior to making a formal application. The purpose of this conference is to afford the applicant an opportunity to obtain information and guidance before entering into binding commitments, or incurring substantial expenses for plan preparation. This meeting is scheduled with the Planning Commission Secretary and will include all applicable parties.

**STEP 3: FILING THE APPLICATION FORM** - Following the pre-application conference, the application can be filed with the Township for review and approval. A **completed** application packet must be **received no later than 4:00 pm** on the **last business day of each month** to be considered for review at the following Planning Commission workshop meeting.

The application must be accompanied by **EIGHT (8) FOLDED COPIES AND SIX (6) COPIES REDUCED TO 11" X 17"** OF THE MAPS with applicable reports, forms, permits and data (2 copies of storm water management calculations). All plans shall be submitted **already folded to 8 ½" x 11"** and **NOT in roll form**.

The application shall also be accompanied by a filing fee (plus an applicable escrow amount), made payable to "West Deer Township" in the amount as identified in the fee schedule which may be amended from time to time by resolution of the West Deer Township Board of Supervisors.

Please be advised that an application shall **NOT** be considered to be complete and/or properly filed **unless** and until all items required by the Ordinance have been received. **INCOMPLETE APPLICATION SUBMISSION SHALL NOT BE CONSIDERED AND SHALL BE RETURNED TO THE APPLICANT FOR COMPLETION.**

ALSO, AT THE TIME OF SUBMISSION OF A COMPLETE APPLICATION, A COPY OF THE APPLICATION AND ALL MATERIAL SHALL BE SUBMITTED TO THE ALLEGHENY COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT FOR THEIR REVIEW AND COMMENT.

**STEP 4: REVIEW TIME SCHEDULE -**

Once an application has been determined to be complete and has been submitted within the required time period, it will be placed on the agenda of the "workshop" meeting of the Planning Commission, held on the **second Thursday** of every month (unless otherwise scheduled), for review, with a formal recommendation to be given at an "action" meeting of the Planning Commission, which is held on the **fourth Thursday** of every month. You will receive a review letter from the Township Engineer prior to the Planning Commission meeting. You should be prepared to address all items referenced in this letter. You must provide four folded copies of any revised plans.

The Township Board of Supervisors shall render a decision on any application **only after** recommendation by the Planning Commission, but **not later than ninety (90) days** from the date of the Planning Commission's initial review meeting of a complete application. The decision shall be in writing and shall be communicated to the applicant not later than fifteen (15) days following the decision. The Board of Supervisors holds a workshop meeting on the second Wednesday and a formal meeting on the third Wednesday of each month at 7:30 p.m.

**THE APPLICATION AND REVIEW PROCEDURES AND TIME FRAMES ARE IDENTICAL FOR PRELIMINARY AND FINAL APPROVALS, AS WELL AS LAND DEVELOPMENT APPROVAL.**

**IMPROVEMENT GUARANTEE**

No plat shall be finally approved unless the required public and private improvements have been installed in accordance with the Subdivision and Land Development Ordinance.

In lieu of the completion of any required improvements, the Township shall require an Improvement Guarantee (bond, escrow, etc.) in accordance with Article V of the Ordinance. Such guarantee must be submitted and approved prior to the recording of any plat.

**RECORDING**

Within ninety (90) days of the final approval\* of the application by the West Deer Township Board of Supervisors, the applicant shall record the approved plan with the Allegheny County Recorder of Deeds.

Once the plan has been recorded, the applicant shall submit two (2) paper copies of the recorded plan to the Township for its records.

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\*The date of final approval is indicated on the plan where the Township Supervisors signed the plan. If your plan was approved with conditions, the plan shall not be signed until all conditions are satisfied. It is important then that the wording be revised for the Supervisor's approval. Consult the Township Engineer for this revised wording.

**WEST DEER TOWNSHIP**  
109 East Union Rd. • Cheswick, PA 15024  
724-265-2780 (Code Enforcement Office)

**SUBDIVISION AND LAND DEVELOPMENT APPLICATION**

APPLICATION NO. \_\_\_\_\_

Application For:

- \_\_\_\_\_ Preliminary Subdivision
- \_\_\_\_\_ Final Subdivision
- \_\_\_\_\_ Land Development
- \_\_\_\_\_ PRD
- \_\_\_\_\_ Lot Line Revision

Location of Property: \_\_\_\_\_

Parcel Lot and Block No.: \_\_\_\_\_

Name of Subdivision/Land Development: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Name of Property Owner(s): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Surveyor/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Purpose of Development: \_\_\_\_\_

Proposed Use:      Single Family       Two Family       Multi Family   
                         Townhouse       Commercial       Industrial   
                         Other \_\_\_\_\_

Total Acreage of Tract: \_\_\_\_\_

No. of Acres to be Developed: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Percentage of Lot Coverage: \_\_\_\_\_

Min. Lot Size: \_\_\_\_\_

Estimated Start of Construction: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Use Permitted by:  right  special exception  conditional use

Waivers requested (list section & hardship) and/or special situations or circumstances:  
\_\_\_\_\_  
\_\_\_\_\_

Water Supply:  Public  Other (specify \_\_\_\_\_ )

Sewage Disposal:  Public  Other (specify \_\_\_\_\_ )

Off-street Parking:  Garage  Driveways  Other  None

Streets: Lineal feet of new streets \_\_\_\_\_

Proposed for Dedication:  Yes  No

**Existing Use:** \_\_\_\_\_

Number of Existing Lots: \_\_\_\_\_ Existing Acreage: \_\_\_\_\_

Location of Existing Buildings: \_\_\_\_\_

Current Parking Spaces: \_\_\_\_\_

Existing Parking Surface Area: \_\_\_\_\_

Access Driveway Location: \_\_\_\_\_ Width: \_\_\_\_\_

**Proposed Use:** \_\_\_\_\_

Description of Building(s): \_\_\_\_\_

Additional Parking Spaces: \_\_\_\_\_

Access Driveway Location: \_\_\_\_\_ Width: \_\_\_\_\_

Current Employees: \_\_\_\_\_ New Employees: \_\_\_\_\_

Percentage of Lot Coverage: \_\_\_\_\_

**Phase:**

Total Number of Phases: \_\_\_\_\_

Phase Number of this Application: \_\_\_\_\_

Total Acres: \_\_\_\_\_

Acres this Phase: \_\_\_\_\_

Total Lots: \_\_\_\_\_

Lots this Phase: \_\_\_\_\_

Total Lineal Feet of Storm Sewer: \_\_\_\_\_

Total Storm Sewer this Phase: \_\_\_\_\_

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**Environmental Standards:**

Will the proposed use generate any of the following conditions?

- |                  |                          |                         |                          |
|------------------|--------------------------|-------------------------|--------------------------|
| Smoke            | <input type="checkbox"/> | Electrical Interference | <input type="checkbox"/> |
| Air Pollutants   | <input type="checkbox"/> | Vibrations              | <input type="checkbox"/> |
| Odors            | <input type="checkbox"/> | Noise                   | <input type="checkbox"/> |
| Water Pollutants | <input type="checkbox"/> | Radioactive Emissions   | <input type="checkbox"/> |

Material stored on site: \_\_\_\_\_

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**Applications:**

- |   |              |
|---|--------------|
| Percolation Test                            | _____ (date) |
| DER Planning Module Waiver                  | _____        |
| Water Authority                             | _____        |
| Sewer Authority                             | _____        |
| Allegheny Co. Conservation District         | _____        |
| Allegheny Co. Dept. of Economic Development | _____        |

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**Right-of-Way:**

Agreements of adjacent properties:  Yes  No  N/A

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Easements:**

Agreements with adjacent properties:  Yes  No  N/A

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## SUBDIVISION AND LAND DEVELOPMENT WORKSHEET

This worksheet will be used to evaluate all applications for subdivisions and/or land development review. The following information is required by ordinance. Please check box if information is provided with this application.

### SUBDIVISION

**General:**

	Location Map		North Arrow
	Zoning District		Tract Boundary Lines
	Total Acreage to be subdivided		Acreage of individual parcels

**Proposed Subdivision:**

	Map at 100 scale or less		Contour intervals
	Natural and artificial features		Owners of adjacent properties
	Driveway locations and widths		Easements (utility and drainage)
	Location and size of utilities		Floodways
	Sub-surface conditions		Draft of protective covenants

**Engineering:**

	Profiles and cross sections of street improvements		Stormwater management plan
	Grading plan		Layout and number of lots
	Building setback lines		Location and size of utilities (gas, telephone, electric, cable TV)
	Distance and bearings		Location of monuments
	Complete curve data		Identify dedicated lands

## LAND DEVELOPMENT

**General:**

Total acreage to be developed	Property lines
Number of lots	Scale shown
North arrow shown	Vicinity map
Abutting property owners identified	Zoning district
Existing streets	Rights of way
Easements (utility and drainage)	Streams, watersheds and watercourses
Location of existing structures	Building setback lines
Unusual physical conditions	

**Proposed Development:**

Structures	Walkways
Driveways and entrances	Parking facilities
Loading and unloading spaces	Landscaping
Exterior lighting	Fences or walls
Bench mark(s)	Contours and elevations
Gradient of access drives	Gradient of parking facilities
Location and size of utilities	Stormwater management plan
Grading plan	

## APPLICATION MATERIAL CHECKLIST

DATE \_\_\_\_\_

### NO APPLICATION WILL BE CONSIDERED COMPLETE UNLESS THE FOLLOWING MATERIALS AND APPLICABLE ITEMS HAVE BEEN PROVIDED:

NOTE: ALL plans must be folded to 8 1/2" x 11" or the application will be returned as incomplete. Additional materials may be required depending upon the nature and location of the proposed development and/or subdivision.

- \_\_\_\_\_ Eight (8) folded copies of all plans and six (6) reduced to 11" x 17" at initial submission
- \_\_\_\_\_ One (1) copy of application
- \_\_\_\_\_ Three (3) copies for lot line revisions
  - \_\_\_\_\_ SUBDIVISION PLAT
  - \_\_\_\_\_ SITE PLAN
  - \_\_\_\_\_ CONSTRUCTION PLANS
    - \_\_\_\_\_ Grading
    - \_\_\_\_\_ Utilities
    - \_\_\_\_\_ Landscaping
- \_\_\_\_\_ FILING FEE and any applicable ESCROW  
(The applicant is responsible for all professional costs incurred relating to review and inspection.)
- \_\_\_\_\_ LOCATION MAP of development
- \_\_\_\_\_ Two (2) copies of SUPPORTING DATA and/or EXHIBITS
  - \_\_\_\_\_ Stormwater Management Plan
  - \_\_\_\_\_ Soil Report
  - \_\_\_\_\_ Erosion and Sedimentation Control Plan
  - \_\_\_\_\_ Environmental Impact Statement
  - \_\_\_\_\_ Architectural Drawings
  - \_\_\_\_\_ Structural Drawings
  - \_\_\_\_\_ Natural Features Plan (tree lines, wetlands, streams, floodplains, etc.)
- \_\_\_\_\_ One (1) copy of the SEWAGE FACILITIES APPLICATION (Planning Module) which is submitted to the DEP or ACHD
- \_\_\_\_\_ One (1) copy of the PROPOSED DEVELOPER'S AGREEMENT  
(when an Agreement is required)

I certify that the information contained herein is true and correct.

\_\_\_\_\_  
Applicant – Signature

\_\_\_\_\_  
Print Name