

Upper Burrell Township

Subdivision and Land Development Application

Revised 4/6/2010

Upper Burrell Township

Westmoreland County, Commonwealth of Pennsylvania

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The Township of Upper Burrell adopted Ordinance No. 2 of 2007 on September 5, 2007 which regulates the Subdivision and Land Use of the Township. Fees are set by Resolution. The most current resolution is available online at the Township website at www.upperburrelltwp.com or in the Township office. The attached checklist is provided to assist applicants in the preparation of subdivision and/or land development application in the Township of Upper Burrell. While the intent of the checklist is to serve as an aid in preparing the application and to ensure it is complete, applicants should understand that all relevant information in Ordinance No. 2 of 2007 must be included. Applications are encourage to fully review this ordinance when preparing an application.

Applicants must submit an application in a timely manner to endure the Township has a time to fully review the plans and make recommendations to the Planning Commission and Board of Supervisors. Applications are due ten (10) working days prior to the regular meeting of the Planning Commission, as shown on the Planning Commission Calendar.

If an applicant chooses to have an advisory meeting with the Planning Commission, they must contact the Township and ask to be placed on the agenda. If you choose not to have an advisory meeting, you must meet the plan deadline in order to be considered at the next regularly schedules Planning Commission meeting. In addition, the final plan must contain all of the information required in the Subdivision and Land Development Plan for both a preliminary and final plan.

UPPER BURRELL TOWNSHIP PLANNING COMMISSION APPLICATION PROCEDURES

1. The regular meeting of the Planning Commission is held on the second Tuesday of every month, except when rescheduled because of holidays. A Planning Commission calendar is available in the Township Office.
2. You may have an advisory meeting with the Planning Commission by calling and being placed on their agenda. Bring existing survey prints and a rough sketch showing the proposed subdivision.
3. Arrange with the Township Sewage Enforcement Officer to perform soil profiles and percolation tests on each proposed new lot and residual parcel that does not already have a functional sewage system.
4. Subdivision applications, plan, fees and escrow and completed Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module with necessary attachments must be submitted ten (10) working days prior to the regular meeting of the Planning Commission, as shown on the Planning Commission calendar. Eight (8) copies of the application and attachments must be submitted to the Township by the close of business on the deadline date.
5. Within five (5) calendar days following the submission deadline, the Township will distribute copies of the application to the Westmoreland County Planning Commission, the Township Engineer and each member of the Planning Commission. One (1) copy will be retained for the file.
6. For all applications, except Minor Subdivisions, the Township Engineer will review the application and send review comments to the Chairman of the Planning Commission with copies to the applicant. The Planning Commission will distribute copies of the review to each member of the Planning Commission.
7. In the case of Minor Subdivisions, the Planning Commission will provide comments to the applicant at the regular monthly meeting. If the application is table to provide an opportunity for the applicant to address deficiencies in the application, the Planning Commission Secretary will provide a written summary of the deficiencies to the applicant by regular mail post marked on the day following the meeting.
8. The Planning Commission may table an application pending receipt of the County review or may forward its recommendation to the Township Supervisors conditioned upon the applicant addressing the County's review comments. The Board of Supervisors is not authorized to act on the application until the report of the Westmoreland County Planning Commission is received or thirty (30) days has passed from the date of transmittal of the application to the County.
9. In the event that the Planning Commission tables an application for any reason, the applicant may be requested to grant the Board of Supervisors an extension of time to act on the application in order to avoid "deemed approval" for failure of the Board of

Supervisors to act within ninety (90) days of the date of the first Planning Commission meeting after application submission.

10. If the applicant makes revisions to the plans to address the comments of the Township Engineer between the submission date and the first meeting of the Planning Commission at which the application is considered, the revisions must be sent to the Township Engineer and the Chairman of the Planning Commission by the Friday before the regular meeting of the Planning Commission.
11. The revised plans will be reviewed and discussed by the Planning Commission members at their regular monthly meeting.
12. If all parties involved have not had ample opportunity to review the reviewed plans and/or their comments raise issues that are not appropriate to be attached as conditions of approval, the application will be tabled until next month's meeting.
13. If the application has been tabled by the Planning Commission to afford the applicant the opportunity to respond to review comments from the Township Engineer and/or the Planning Commission, revised plans must be submitted to the Township Engineer and the Chairman of the Planning Commission by the application deadline (first Wednesday of the month) for the next month's meeting.
14. Once the Planning Commission makes a recommendation to the Board of Supervisors, the applicant shall submit two (2) copies of the recommended plan, including any revisions necessitated by conditions attached by the Planning Commission, to the Township by the fourth Monday of the month. The applicant shall submit one (1) copy of the revised plans directly to the Township Engineer by the same deadline.
15. The Township Engineer will provide a written review and recommendation on the application to the Board of Supervisors by the Friday before the regular meeting of the Board of Supervisors.
16. The Board of Supervisors will consider the application for approval at their regular monthly meeting held on the first Monday of the month.
17. After approval, signing and sealing by the Supervisors, the Township Secretary submits to the DEP Office the DEP Sewage Facilities Planning Module and all necessary attachments in duplicate for DEP approval which may take as long as 45 days.
18. After a letter of approval is received from the DEP, all copies of the Subdivision Plat are presented by the applicant to the Westmoreland County Planning Department for their signature and seal and then to the County Recorder's office for their seal, recording information and filing of the Mylar copy (Fee). The subdivision must be recorded within 90 days after approval by the Township Supervisors.
19. Return to the Township office one paper copy of the recorded Subdivision Plat bearing the signatures and seals of all parties.
20. The Subdivider or builder may now obtain sewage permit(s) from the Sewage Enforcement Officer and a building permit.

**UPPER BURRELL TOWNSHIP PLANNING COMMISSION
APPLICATION FOR SUBDIVISION APPROVAL**

Plan Name _____

Location _____

Number of Lots _____ Zoning Classification _____

Type of Application: _____ Preliminary _____ Final _____ Minor Subdivision

For Simple Subdivisions, the Preliminary and Final Stages may be concurrent.

Availability of Utilities:

Water _____ (Please include letter from Water Authority)

Electric _____ Cable _____

Phone _____ Gas _____

Sewage _____ (Please include letter from Sewer Authority)

If public sewage is not available, include PA DEP Sewage Facilities Planning Module and review fee.

Name of Developer _____

Address _____ Phone _____

Name of Landowner _____

Address _____ Phone _____

Engineer/Surveyor _____ Certification # _____

Address _____ Phone _____

Total Acreage in Plan _____ Contiguous Acreage in Same Ownership _____

Average Lot Size _____ Average Lot Frontage _____

Has a Variance, "Conditional Use" or "Use by Special Exception" been granted for this plan?

_____ If so, on what date: _____

Does this plan require a change in Zoning Classification _____

Has an application for rezoning been filed? _____ Date : _____

The Upper Burrell Township Zoning Ordinance dictates the minimum lot area required and the easement for utilities.

<u>FOR OFFICE USE ONLY</u>		
Fee Paid \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	Date: _____
Date of Planning Commission Approval: _____		Date of Planning Commission Approval: _____

APPLICATION FOR SUBDIVISION APPROVAL

**Commonwealth of Pennsylvania
County of Westmoreland**

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

Signature _____

Address _____

Subscribed and sworn before me this _____ day of _____, 20_____

Notary Public _____

My Commission Expires:

Approval by Planning Commission _____
Chairman _____ Date _____

Secretary _____ Date _____

Approval By Supervisors _____
Chairman _____ Date _____

Manager _____ Date _____

Denied By Supervisors _____
Chairman _____ Date _____

Manager _____ Date _____

Reasons for Denial

**UPPER BURRELL TOWNSHIP PLANNING COMMISSION
SUBDIVISION CHECKLIST**

<i>DESCRIPTION</i>	<i>YES</i>	<i>NO</i>	<i>COMMENTS</i>
1. Name of Subdivision			
2. Name and address of Subdivider and Engineer			
3. Location and site map(s)			
4. North Point, Date, Scale			
5. Key Plan, Legend, Notes			
6. Source of Title (Deed Book Volume)			
7. Boundaries – Total and Contiguous			
8. Existing contours, elevations and wooded areas			
9. Sub-surface and drainage conditions; flood plains			
10. Names of adjoining plans and owners			
11. Existing structures, streets (names and widths), Right-of-Ways (widths)			
12. Proposed new street(s)			
13. Engineering plans with gradients, curve data and cross sections			
14. Easements with widths, purposed and restrictions			
15. Dedicated public land areas			
16. Layout of lots showing dimensions, lot numbers, side and rear lot lines, usage and Right-of-Ways			
17. Proposed building set-back lines			
18. Public facilities and utilities			
19. Water supply with distances			
20. Public water supplier letter			
21. Sewage Feasibility: Sewers or On-Lot with distances			

DESCRIPTION	YES	NO	COMMENTS
22. Surveyor's Certification and Seal			
23. Notary Certification and Seal			
24. Planning Commission Certification			
25. Supervisors' Certification and Seal			
26. County Planning Certification and Seal			
27. County Recorder Certification and Seal			
28. Deed of Dedication			
29. Paving Escrow Agreement (only if new street are formed or proposed)			

PLANNING COMMISSION'S VIEW OF PROPOSED SUBDIVISION

APPROVED _____

DENIED _____

Approved with conditions _____

Reasons for denial _____

Prepared by _____ Date _____

