

*Township of Upper St. Clair*

***PLANNING COMMISSION  
APPLICATION  
PACKET***

- *Preapplication Conference form*
- *Planning Commission Application form*
- *Public Notice Property Owners List*
- *Fee Schedule*
- *Calendar of Meeting Dates and Deadlines*
- *Planning Commission Request to Table form*

*Township of Upper St. Clair  
Department of Planning and Community Development  
1820 McLaughlin Run Road  
Upper St. Clair, PA 15241  
Phone: 412.831.9000, extension 501  
FAX: 412.854.0773  
[www.twpusc.org](http://www.twpusc.org)*

**TOWNSHIP OF UPPER ST. CLAIR PLANNING COMMISSION APPLICATION**

1820 McLaughlin Run Rd., USC PA 15241, 412.831.9000 ext. 501, FAX 412.854.0773, [www.twpusc.org](http://www.twpusc.org) Rev. 12-23-2019  
 Submit application and all required documents indicated on pages 5 & 6. *The original must be notarized.*

<b>TO BE COMPLETED BY TOWNSHIP</b>		<b>PLC NO.</b>	<b>FILE DATE:</b>
<b>Applicant's Name/Address/Zip:</b>		<b>Email:</b>	
<b>Business Phone:</b>	<b>Cell Phone:</b>	<b>Home Phone:</b>	<b>Fax No.:</b>
<b>Landowners' Name/Address/Zip:</b>		<b>Email:</b>	
<b>Business Phone:</b>	<b>Cell Phone:</b>	<b>Home Phone:</b>	<b>Fax No.:</b>
<b>Developer's Name/Address/Zip:</b>		<b>Email:</b>	
<b>Business Phone:</b>	<b>Cell Phone:</b>	<b>Home Phone:</b>	<b>Fax No.:</b>
<b>Engineer/Surveyor's Name/Address/Zip:</b>		<b>Email:</b>	
<b>Business Phone:</b>	<b>Cell Phone:</b>	<b>Home Phone:</b>	<b>Fax No.:</b>
<b>Architect's Name/Address/Zip:</b>			
<b>Business Phone:</b>	<b>Cell Phone:</b>	<b>Home Phone:</b>	<b>Fax No.:</b>
<b>Subject Property Address:</b>			<b>Lot No.:</b>
<b>Plan Name:</b>		<b>Plan Book Volume:</b>	<b>Page:</b>
<b>Block/Lot No.:</b>			<b>Zoning Districts:</b>
<b>Existing Principal Use:</b>			
<b>Is site located within an Identified Floodplain Area?</b>		<b>Watershed:</b>	
<b>Plan/Project Name:</b>			
<b>Description of Project:</b>			
<b>Total Acreage:</b>		<b>No. Lots/Units Proposed:</b>	
<b>INDICATE TYPE OF APPLICATION (Check as many as apply and indicate fee: see Fee Schedule)</b>			
<input type="checkbox"/> <b>REZ - Rezoning (MAP)</b>		<input type="checkbox"/> <b>From:            To:            or    TXT - Text Amendment</b>	
<input type="checkbox"/> <b>PRDT – Planned Residential Development Tentative Approval</b>			\$
<input type="checkbox"/> <b>PRDF – Planned Residential Development Final Approval</b>			\$
<input type="checkbox"/> <b>PDNT – Planned Development Nonresidential Tentative Approval</b>			\$
<input type="checkbox"/> <b>PDNF – Planned Development Nonresidential Final Approval</b>			\$
<input type="checkbox"/> <b>CU – Conditional Use (check one)      CUR : <input type="checkbox"/> Residential      CUN: <input type="checkbox"/> Nonresidential</b>			\$
<input type="checkbox"/> <b>1. Preliminary Subdivision or Land Development</b>			\$
<input type="checkbox"/> <b>2. Final Subdivision or Land Development for Recording including Final Plat Approval</b>			\$
<input type="checkbox"/> <b>3. Final Subdivision Approval without Final Plat Approval</b>			\$
<input type="checkbox"/> <b>4. Intentionally Reserved</b>			\$

*NOTE: In addition to the filing fee, the applicant must pay the appropriate escrow fee for professional services to cover costs of reviews by Township consultants, including but not limited to the Township Engineer, Township Traffic Engineer and Township Attorney. For applications requiring a public hearing, the appearance fee charged by the Court Reporter will also be deducted from escrow. The cost of a transcript or copy thereof will be paid by the requesting party. See Fee Schedule.*

*FOR PRD'S AND SUBDIVISIONS*

Average Lot Size:

Average Lot Frontage (ft.):

Linear Ft. New Streets (ft.):

*FOR CONDITIONAL USE*

Section of Code under which Conditional Use is sought and grounds upon which it is requested (use add'l pages as needed):

**TO BE COMPLETED BY ALL APPLICANTS**

This form may be notarized at the Community Development Office, Township of Upper St. Clair, 1820 McLaughlin Run Road, Upper St. Clair PA 15241. Office Hours are Monday through Friday, 7:30 am to 4:00 pm. Summer hours: 7:30 am to 3:30 pm.

Applicant, being duly sworn, says he/she is:

- the owner of the property for which the application is made.
- the authorized agent for the owner of record of the property for which the application is made. The owner's signed and notarized authorization to his/her agent to act on owner's behalf is required to be submitted.

All information provided on and with this application is true and correct to the best of my knowledge or belief.

*INDIVIDUAL APPLICANT:*

\_\_\_\_\_  
Signature of Individual

*PARTNERSHIP APPLICANT:*

\_\_\_\_\_  
Name of Partnership

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Partner

*CORPORATE APPLICANT:*

\_\_\_\_\_  
Name of Corporation

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**PLEASE REFER TO PAGES 4 AND 5 FOR APPLICATION CONTENT & REQUIRED COPIES**



ATTACH THE FOLLOWING AS APPLICABLE

Required
Not Required

**APPLICATION CONTENT:**

	# Copies	REZ TXT	PRDT	PRDF	PDNT	PDNF	CUN CUR	1	2	3	+4
Application Form	17										
Application Fee	n/a										
Escrow Fee for consultants	n/a										
If Applicant is other than landowner, landowner's authorization	17										
Property Survey [REZ only]	17										
Legal Description of Lot [REZ only]	3										
Letter Justifying Application	17										
Preliminary Plat/Develop. Plan	17										
Slope Map	17										
Street Profiles	3										
Proposed deed restrictions and covenants	3										
General Sub-surface Conditions	17										
Environmental Impact Statement	17							*			
Final Plat <sup>1</sup>	17									X	
Planning Module for Planning <sup>2</sup> Agency Review	3										
Plans for Public & Private Improvements	17										
Street Cross Sections	3										
Final Floor Plans & Architectural Elevations of all Structures & Buildings Other Than Single Family	17										
Architectural Elevations	17										
Final Landscape Drawings	17										
Final Grading Drawings	17										

<sup>1</sup> As of 5-2012, Allegheny County Department of Real Estate requires plans for recording to be on VELLUM instead of mylar.

<sup>2</sup> Per PA DEP, effective 3/24/2011 no more exemptions. A complete planning module submission is required for any new land development or subdivision where a new lot is created.

APPLICATION CONTENT:	# Copies	REZ				CUN		1	2	3	+4
		TEXT	PRDT	PRDF	PDNT	PDNF	CUR				
Statement re: Consistency With Comprehensive Plan	17										
Requested Modifications	17										
Plans for Common Areas	17										
Development or Phasing Schedule	17										
Bylaws of Associations or Nonprofit Corp. or Declaration of Condo. Bylaws	3										
Instruments Dedicating Right-of way, Easements & Public Lots	4										
Title Insurance Policy	2										
Tax Receipts	2										
Evidence of Construction Financing Commitment	2										
Evidence of Compliance With Conditions of Tentative Approval	17										
Performance Security Estimate	2										
Public Notice Property Owners List	1	**									
Maps of All Lots Within 200 Feet of Site	1	**									
DEP Part II Permit Application (if req'd. by DEP)	3										
Evidence of Adequacy of Water Supply	3										
As-Built Plans of Public Improvements	4									X	

**NOTE: FOR ZONING TEXT AMENDMENT: form, fee, escrow, letter justifying application + proposed amendment.**

\* Not required if less than 12 lots

\*\* For zoning map amendments only

X To be submitted after completion of public improvements

+4 Intentionally Reserved

***FOR SIMPLE SUBDIVISIONS SEE SEPARATE APPLICATION FORM***

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**TOWNSHIP OF UPPER ST. CLAIR**  
**FEE SCHEDULE FOR PLANNING COMMISSION, ZONING HEARING BOARD**  
**BUILDING AND FIRE CODES APPEALS & ADVISORY BOARD APPLICATIONS**  
 Revised 12-23-2019

DESCRIPTION	FEE																		
<b><u>PLANNING COMMISSION</u></b>																			
<b><u>ZONING APPLICATIONS</u></b>																			
Zoning Amendment : MAP [REZ]	\$ 1,000																		
TEXT [TXT]	\$ 700																		
Planned Residential Development																			
Tentative Approval [PRDT]	\$ 1,250																		
Final Approval [PRDF]	\$ 200 + per lot fee for Final Subdivision & Land Dev.																		
Planned Development Nonresidential																			
Tentative Approval [PDNT]	\$ 1,250																		
Final Approval [PDNF]	\$ 1,000																		
Conditional Use, Residential [CUR]	\$ 600																		
Conditional Use, Nonresidential [CUN]	\$ 800																		
*Minor Nonresidential	\$ 500																		
Unified Conditional Use Nonresidential and Preliminary Land Development [UCUNPLD]	\$ 700 + fee for Preliminary Subdivision & Land Dev.																		
*Minor Nonresidential	\$ 500																		
Unified Conditional Use, Nonresidential and Final Land Development [UCUNFLD]	\$ 200 + per lot fee for Final Subdivision and Land Development																		
Unified Conditional Use, Nonresidential and Preliminary & Final Land Development [UCUNPFLD]	\$ 900 + per lot fee for Final Subdivision and Land Development																		
<b>Escrowing fees for professional services</b> (must be paid at time of application)	Conditional Use \$ 1,000 Unified Cond. Use/Prel. &/or Final Land Dev. \$ 4,000 Tentative Approval Planned Development \$ 5,000 Final Approval Planned Development \$ 4,000 Zoning Amendment: Map \$ 3,000 Zoning Amendment: Text \$ 1,000																		
[Ord. 1970 4-2-07; Ord. 213 5-5-15]																			
<b><u>PLANNING COMMISSION</u></b>																			
<b><u>SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS</u></b>																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"># of Lots</th> <th style="text-align: right;">Preliminary Per Lot</th> <th style="text-align: right;">Final Per Lot</th> </tr> </thead> <tbody> <tr> <td>1 to 2</td> <td style="text-align: right;">\$ 65</td> <td style="text-align: right;">\$ 80</td> </tr> <tr> <td>3 to 6</td> <td style="text-align: right;">\$ 60</td> <td style="text-align: right;">\$ 75</td> </tr> <tr> <td>7 to 12</td> <td style="text-align: right;">\$ 50</td> <td style="text-align: right;">\$ 70</td> </tr> <tr> <td>13 to 20</td> <td style="text-align: right;">\$ 45</td> <td style="text-align: right;">\$ 60</td> </tr> <tr> <td>21 or more, with max fee based on 25 lots</td> <td style="text-align: right;">\$ 40</td> <td style="text-align: right;">\$ 55</td> </tr> </tbody> </table>	# of Lots	Preliminary Per Lot	Final Per Lot	1 to 2	\$ 65	\$ 80	3 to 6	\$ 60	\$ 75	7 to 12	\$ 50	\$ 70	13 to 20	\$ 45	\$ 60	21 or more, with max fee based on 25 lots	\$ 40	\$ 55
# of Lots	Preliminary Per Lot	Final Per Lot																	
1 to 2	\$ 65	\$ 80																	
3 to 6	\$ 60	\$ 75																	
7 to 12	\$ 50	\$ 70																	
13 to 20	\$ 45	\$ 60																	
21 or more, with max fee based on 25 lots	\$ 40	\$ 55																	
Preliminary Subdivision & Land Development and Final Subdivision & Land Development																			
Final Subdivision Approval without Final Plat Approval; then Final Plat Approval after Completion of Public Improvements	Same as per lot fee for Final Subdivision and Land Development																		
Both Preliminary & Final Subdivision and Land Development Approval	Same as per lot fee for Preliminary & Final Subdivision and Land Development																		
Simple Subdivision and/or Simple Land Development Approval (a special type of Preliminary & Final Subdivision and/or Land Development Approval)	Same as per lot fee for Preliminary & Final Subdivision and /or Land Development																		

**FEE SCHEDULE FOR PLANNING COMMISSION, ZONING HEARING BOARD,  
BUILDING AND FIRE CODES APPEALS & ADVISORY BOARD Revised 12-23-19**

<b>DESCRIPTION</b>	<b>FEE</b>
<b><u>PLANNING COMMISSION</u></b>	
<b>Escrowing fees for professional services</b> (must be paid at time of application)  [Ord. 1970 4-2-07; Rev. Ord.2135 5-5-15]	Simple Subdivisions and/or Simple Land Developments (1-3 lots) \$ 500
	Preliminary Subdivision & Land Dev. \$ 4,000
	Final Subdivision & Land Dev. \$ 3,000
	Unified Cond. Use /Prel. &/or Fin. Ld.Dev \$ 4,000
<b><u>ZONING HEARING BOARD</u></b>	
Use by Special Exception, Variance & Appeal (Residential)	\$ 500
Use by Special Exception, Variance & Appeal (Non-Residential)	\$ 700
<b><u>BUILDING AND FIRE CODES APPEALS&amp; ADVISORY BOARD</u></b>	
Appeal/Application	\$ 225

**\*Minor Nonresidential: minor projects involving building additions not in excess of 300 square feet or parking area expansions of no greater than 10 spaces.]**

REVISED 12-23-19  
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