

## Township of Upper St. Clair

### SIMPLE SUBDIVISION AND/OR SIMPLE LAND DEVELOPMENT APPLICATION GUIDELINES

#### I. APPROVAL PROCESS

- A. **Staff Conference:** Prior to application submission, the applicant will meet with staff to discuss code requirements and feasibility of the proposed development. Staff will provide an Application Packet and guidelines. The Township Code, Chapter 114 Subdivision and Land Development, can be found on the website at [www.twpusc.org](http://www.twpusc.org).

A determination will be made as to whether the proposed subdivision meets the definition of **SIMPLE SUBDIVISION** and/or **SIMPLE LAND DEVELOPMENT**, which are defined as follows:

**LAND DEVELOPMENT, SIMPLE** - A LAND DEVELOPMENT involving a revision in a previously recorded plan approved by the TOWNSHIP which has minimal site and traffic impact, does not create any increase in the number of lots, does not involve any new STREETS or EASEMENTS of access, does not adversely affect the DEVELOPMENT of the remainder of the parcel or adjoining property, and which is not in conflict with any provisions of this Chapter or the ZONING CODE.

**SUBDIVISION, SIMPLE** – A SUBDIVISION involving resubdivision of a previously recorded plan approved by the TOWNSHIP, or UNBUILDABLE LOT where the LOTS have different zoning districts, which does not create any increase in the number of lots, does not involve any new STREET or EASEMENT of access or the extension or creation of any PUBLIC or PRIVATE IMPROVEMENTS, which does not adversely affect the DEVELOPMENT of the remainder of the parcel or adjoining property, and which is not in conflict with any provisions of this Chapter or the ZONING CODE.

**B. Application Submission**

*Applications are processed administratively and are not subject to Planning Commission review or Board of Commissioners approval. There is no filing deadline.*

Applications may be submitted during regular office hours, Monday through Friday, 7:30 A.M. to 4:00 P.M. (summer hours: 7:30 A.M. to 3:30 P.M.) to:

Department of Planning & Community Development  
Township of Upper St. Clair  
1820 McLaughlin Run Road  
Upper St. Clair, PA 15241  
Phone: 412.831.9000, extension 501  
Email: [cd@twpusc.org](mailto:cd@twpusc.org)

Applications are reviewed by staff for completeness. **Incomplete applications will not be accepted but may be held pending receipt of required information.** Once accepted for processing, no refunds will be issued.

**C. Fees (see Fee Schedule)**

Applications will not be considered complete unless accompanied by the required fee and escrow. Two separate checks or money orders made payable to Upper St. Clair Township are required. No cash please.

Escrow fees for professional services: This covers reviews by the Township Attorney & Township Engineer. Any balance remaining after completion of the project will be refunded.

**D. Final Approval**

The Township Manager is authorized to act on Simple Subdivisions and/or Simple Land Developments within 90 days of submission of the application. No Planning Commission review or Board of Commissioners action is required.

**The final plat must be recorded within 90 days of approval by the Township Manager or 90 days after the date of delivery of the approved plat following conditions imposed on such approval, whichever is later.**

**II. APPLICATION CONTENT**

See Application for Simple Subdivision and/or Simple Land Development and the Checklist for Simple Subdivision and/or Simple Land Developments (attached).

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