

Township of Upper St. Clair

SUBDIVISION AND LAND DEVELOPMENT APPLICATION GUIDELINES

I. APPLICATION APPROVAL PROCESS

A. Preapplication Requirements

1. 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 a Planning Commission Application Packet and guidelines. The Township Code can be found on the website at www.twpusc.org.

A determination will be made as to whether a proposed subdivision meets the definition of **SIMPLE SUBDIVISION** and/or **SIMPLE LAND DEVELOPMENT**. If the project meets either definition, refer to those guidelines.

2. Preapplication Conference: **(required for all except Simple Subdivisions & Simple Land Developments)**. Following the staff conference, the applicant must make a written request for a preapplication conference with the Planning Commission by the **Planning Commission Filing Deadline** (see Calendar). The preapplication conference is intended to be an open-ended exchange of ideas and the applicant is not required to present any detailed plans, however, submission of plans and other information is encouraged.

B. Application Submission

A complete application (see Application Content table attached to the Planning Commission application) should be submitted on the **Planning Commission Filing Deadline** (see calendar). **All applications must be submitted during regular office hours (7:30 A.M. to 4:00 P.M.; summer hours: 7:30 A.M. to 3:30 P.M.) to:**

Department of Planning and Community Development
Township of Upper St. Clair
1820 McLaughlin Run Road
Upper St. Clair, PA 15241 Phone: 412.831.9000 Email: cd@twpusc.org

This deadline is strictly enforced.

Applications are reviewed by staff for completeness prior to scheduling for Planning Commission consideration. **INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED BUT WILL BE RETURNED WITH AN EXPLANATION.** Once applications are 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, Township Traffic Engineer, etc. and Court Reporter fees for public hearings. Any balance remaining after completion of the project will be refunded.

Fees for revised applications will be determined by the Township Manager based on estimated actual cost of review by the Township staff. This fee applies to applications when revisions are initiated by the developer or submitted to complete an application.

D. Preliminary Approval

The Planning Commission must make a written recommendation to the Board of Commissioners within the 45 days of submission of a complete application. The Board of Commissioners must act on an application for Preliminary Approval within 90 days of submission.

E. Final Approval

1. Approval for Recording with Final Plat Approval

The Planning Commission must make a written recommendation to the Board of Commissioners on an application for Final Approval within 30 days of filing.

The Board of Commissioners must act on a Final Application within 30 days of the Planning Commission's recommendation.

Final Plats MUST be recorded within 90 days of approval by the Board or within 90 days of release of an approved plat following completion of all conditions, whichever comes first.

Final Approval for recording requires submission of a performance security to guarantee completion of Public Improvements and payment of the Storm Sewer Connection Fee (\$400/lot). The Township Engineer will review the estimates submitted as the basis for calculating the amount of performance security. See Acceptable Forms of Security.

The developer has 24 months in which to complete the public improvements. Upon completion, a written request for inspection and acceptance of the public improvements must be submitted to the Township. An 18-month maintenance security must be posted prior to the acceptance of the public improvements by the Board of Commissioners.

2. Approval without Final Plat Approval

The Subdivision Code authorizes the **Planning Commission** to grant final plan approval without final plat approval to permit the developer to proceed with the public improvements at his own risk, without posting bond.

The **Planning Commission** must approve or disapprove the application, not including the final plat, within 30 days of filing a complete application. A letter indicating the decision must be sent to the developer within 15 days of the decision.

Developer must give 72 hours' notice to the Township by certified mail prior to beginning construction of public improvements.

Final approval for recording will not be granted by the Board of Commissioners until the developer notifies the Township in writing that the public improvements are completed and requests inspection and approval. The written notice must be accompanied by the final plat and as-built plans and profiles of public improvements.

The **Board of Commissioners** must take action within thirty (30) days of the submission of the final plat, as-built plans and notice of completion of public improvements.

Approval of the final plat for recording by the Board of Commissioners is subject to the inspection and approval of the public improvements, and payment of the Storm Sewer Connection fee (\$400/lot). **Final Plats MUST be recorded within 90 days of approval by the Board or within 90 days of release of an approved plat following completion of all conditions, whichever comes first.**

After recording of the final plat, the developer must follow requirements for acceptance of public improvements.

3. Release of Performance Security, Approval of Improvements and Acceptance of Public Improvements.

Please refer to "Guidelines for Approval of Improvements, Release of Performance Security and Acceptance of Public Improvements" for procedures and application content.

II. **APPLICATION CONTENT**

- A. See pertinent sections of the Township Code (Chapter 114) and the Application Content table attached to the Planning Commission Application form.

B Planning Module Approval

No building permit will be issued or plan released for recording until the planning module is approved by the Pennsylvania Department of Environmental Protection. Please refer to <http://www.dep.state.pa.us>.

C. Security and Other Fees

All performance & maintenance securities must be submitted in a form acceptable to the Township Attorney. See Acceptable Forms of Security Packet. No interest is paid on funds held in the Township's General Fund.

The Storm Sewer Connection Fee (\$400 per residential lot or unit or \$1,500 per acre in nonresidential use) is also due the Township prior to final approval for recording by the Board of Commissioners.

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