

**TOWNSHIP OF PENN, WESTMORELAND COUNTY  
APPLICATION FOR PRELIMINARY AND FINAL APPROVAL  
OF A MINOR SUBDIVISION**

NAME OF PLAN \_\_\_\_\_  
 LOCATION OF PLAN \_\_\_\_\_  
 COUNTY ASSESSOR'S TAX MAP PARCEL NUMBER FOR PROPERTY \_\_\_\_\_

LANDOWNER'S NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
 LANDOWNER'S ADDRESS \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
 (If different from landowner)  
 APPLICANT'S ADDRESS \_\_\_\_\_  
 APPLICANT'S PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

ENGINEER OR SURVEYOR'S NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
 ENGINEER/SURVEYOR'S ADDRESS \_\_\_\_\_  
 ENGINEER'S PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

ZONING CLASSIFICATION \_\_\_\_\_  
 TOTAL CONTIGUOUS ACREAGE IN PLAN \_\_\_\_\_ TOTAL NUMBER OF LOTS \_\_\_\_\_  
 AVERAGE LOT AREA: \_\_\_\_\_ SQ. FT. AVERAGE LOT FRONTAGE \_\_\_\_\_ FEET

UTILITIES AVAILABLE (Name Provider): WATER \_\_\_\_\_ GAS \_\_\_\_\_  
 ELECTRIC \_\_\_\_\_ SEWAGE \_\_\_\_\_ (Attach letter from Sewage Authority)

- CONTENT OF APPLICATION:
- \_\_\_ EVIDENCE OF OWNERSHIP
  - \_\_\_ PLAT FOR RECORDING
  - \_\_\_ EVIDENCE OF SOURCE OF WATER SUPPLY
  - \_\_\_ PLANNING MODULE

**10 Copies of all  
paperwork and  
drawings (plus one  
mylar) must accompany  
the application.**

A copy of the Township Engineer's complete checklist can be obtained by emailing  
 Bill Utzman at [wutzman@eadsgroup.com](mailto:wutzman@eadsgroup.com) or Vince Seyko at [vseyko@eadsgroup-pittsburgh.com](mailto:vseyko@eadsgroup-pittsburgh.com) or  
 calling Bill Utzman at (412) 754-0801

IS REZONING OF THE PROPERTY NECESSARY? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 IF YES, HAS AN APPLICATION FOR REZONING BEEN FILED? \_\_\_\_\_ YES \_\_\_\_\_ NO

HAS A VARIANCE, CONDITIONAL USE OR USE BY SPECIAL EXCEPTION BEEN GRANTED FOR  
 THIS PLAN? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, GIVE DATE OF APPROVAL: \_\_\_\_\_

ARE ANY MODIFICATIONS TO THE TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT  
 REGULATIONS REQUIRED? \_\_\_\_\_ YES \_\_\_\_\_ NO IF YES, LIST: \_\_\_\_\_

APPLICATION FILING FEE: \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ CHECK # \_\_\_\_\_  
 APPLICATION REVIEW FEE: \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ CHECK # \_\_\_\_\_

I, \_\_\_\_\_, hereby depose and say that all the above statements and  
 the statements contained in the papers submitted herewith are true.

SIGNATURE OF APPLICANT \_\_\_\_\_  
 DATE: \_\_\_\_\_

**TOWNSHIP OF PENN, WESTMORELAND COUNTY**  
**PROCEDURES FOR APPROVAL OF MINOR SUBDIVISION**

1. The procedure for approving a Minor Subdivision combines both Preliminary and Final Approval in one step, provided all applicable requirements of Sections 202 and 205 of the Township Subdivision and Land Development Ordinance are met.
2. The application and ten (10) copies of the Final Plat required by Section 206 of the Township Subdivision and Land Development Ordinance must be submitted to the Director of Community Development at least ten (10) working days prior to the regular monthly meeting of the Planning Commission.
3. The Director of Community Development reviews the application for completeness and presents a written report to the Planning Commission at the next regular meeting following submission of the application.
4. At the first regular meeting of the Planning Commission after submission of the application, the Planning Commission shall, by motion, either accept the application as complete and properly filed or shall return the application as incomplete with a copy of the Director of Community Development's report citing the requirements of the Ordinance which have not been met.
5. The date of the regular meeting of the Planning Commission at which the application is accepted as complete and properly filed represents the Official Date of Filing and the beginning of the ninety (90) day period for review and action by the Township, unless the applicant agrees, in writing, to an extension of time.
6. On the day following the Planning Commission meeting which constitutes the Official Date of Filing, the Director of Community Development transmits copies of the application to the Board of Commissioners, County Planning Commission, the Township Engineer, the Township Solicitor and any other officials the Planning Commission may designate.
7. At the next regular meeting following the Official Date of Filing, the Township Engineer and any other officials to whom the application was sent for review may deliver written reports with recommendations to the Planning Commission. If no such report has been received at that meeting, the Commission may act without the report.
8. The Commission shall submit a written recommendation to the Board of Commissioners regarding combined Preliminary and Final Approval of the Minor Subdivision within 45 days of the Planning Commission meeting which constitutes the Official Date of Filing, unless the applicant agrees to an extension of time.

## MINOR SUBDIVISION

9. The Board of Commissioners shall act on the application for combined Preliminary and Final Approval of the Minor Subdivision within 45 days of the Planning Commission's recommendation, unless the applicant agrees to an extension of time or change in the manner of communication of the decision.
10. Once the Board of Commissioners approves, approves with conditions or denies the application, notice shall be given to the applicant within 15 days of the date of the Board's action. If the application is denied or approved with conditions, the notice of decision shall include the conditions or the reasons for denial.
11. If the plan proposes the construction of any public improvements, approval shall be subject to posting of the required Performance Bond.
12. If conditions are attached to the approval or construction of public improvements is proposed, a Development Agreement shall be executed as required by Section 204 of the Ordinance.
13. The approved plat shall be recorded in the County Recorder of Deeds within 90 days after the date of approval by the Board of Commissioners or the approval becomes null and void.
14. The Township shall record the approved plat at the County Recorder of Deeds Office following payment by the applicant of an escrow deposit to cover the costs of recording.
15. Immediately following recordation of the final plat, the applicant shall have four (4) photostatic copies of the recorded plat prepared at his own expense and shall deliver the copies to the Director of Community Development.

**TOWNSHIP OF PENN, WESTMORELAND COUNTY**  
**MINOR SUBDIVISION APPLICATION CHECKLIST**

- \_\_\_\_\_ Plat drawn at a scale of 1"=100' or greater legibly drawn on linen or comparable permanent material of the size 18 inches by 24 inches or 24 inches by 36 inches. Plat shall show or be accompanied by the following:
  - \_\_\_\_\_ Description of covenants, if any.
  - \_\_\_\_\_ Location by municipality, county and state, including the County designated Tax Parcel Number.
  - \_\_\_\_\_ Names and addresses of the owner or owners.
  - \_\_\_\_\_ Names of registered engineer or surveyor who surveyed the property and/or prepared the plat.
  - \_\_\_\_\_ North point, date and graphic scale.
  - \_\_\_\_\_ Vicinity sketch at a legible scale to show relationship of subdivision or land development to its general surroundings.
  - \_\_\_\_\_ Proposed use of the land.
  - \_\_\_\_\_ Lot lines, dimensions and land area of proposed lots and area remaining in original parcel, if any.
  - \_\_\_\_\_ Existing and proposed streets, alleys and/or easements on or adjacent to the tract.
  - \_\_\_\_\_ Public utilities capable of servicing all lots in plan.
  - \_\_\_\_\_ Statement by owner dedicating streets and rights of way for public use.
  - \_\_\_\_\_ Names of abutting property owners.
  - \_\_\_\_\_ Additional data if requested by the Planning Commission or Board:
    - \_\_\_\_\_ Subsurface and drainage conditions of the tract and provisions for stormwater management in compliance with the Penn Township Stormwater Management Ordinance.
    - \_\_\_\_\_ Any other data pertinent to the plat.
  - \_\_\_\_\_ Adjacent land under option by the applicant, if any.
  - \_\_\_\_\_ The application filing fee required by Section 505.
  - \_\_\_\_\_ Zoning District classification at time of application.
  - \_\_\_\_\_ Front building lines and lot width at the building line shown graphically with dimensions on the final plat.
  - \_\_\_\_\_ Evidence of compliance with the Pennsylvania Sewage Facilities Act.
  - \_\_\_\_\_ If applicable, a notation on the plat that access to a State highway shall only be authorized by a highway occupancy permit issued by PennDOT.