

**TOWNSHIP OF PENN, WESTMORELAND COUNTY  
APPLICATION FOR PRELIMINARY APPROVAL  
OF A SUBDIVISION OR LAND DEVELOPMENT**

TYPE OF APPLICATION: \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ LAND DEVELOPMENT

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 LOTS OR DWELLING UNITS \_\_\_\_\_

AVERAGE LOT AREA: \_\_\_\_\_ SQ. FT. AVERAGE LOT FRONTAGE \_\_\_\_\_ FEET

NONRESIDENTIAL LAND DEVELOPMENT \_\_\_\_\_

UTILITIES AVAILABLE (Name Provider): WATER \_\_\_\_\_ GAS \_\_\_\_\_

ELECTRIC \_\_\_\_\_ SEWAGE \_\_\_\_\_ (Attach letter from Sewage Authority)

**CONTENT OF APPLICATION:**

- \_\_\_\_ EVIDENCE OF OWNERSHIP
- \_\_\_\_ PRELIMINARY PLAT
- \_\_\_\_ ENVIRONMENTAL IMPACT STATEMENT,  
INCLUDING TRAFFIC REPORT
- \_\_\_\_ COVENANTS AND RESTRICTIONS
- \_\_\_\_ EVIDENCE OF SOURCE OF WATER SUPPLY
- \_\_\_\_ SEWAGE REPORT, INCLUDING PLANNING MODULES
- \_\_\_\_ STATEMENT RE: COMPLIANCE WITH FLOOD PLAIN MANAGEMENT ORDINANCE.

**10 Copies of all  
paperwork and  
drawings 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 @ [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 PRELIMINARY APPROVAL**

**OF A SUBDIVISION OR LAND DEVELOPMENT**

1. Before submission of a Preliminary Application, the applicant is encouraged to meet with the Director of Community Development to determine the applicable Township regulations and to discuss the feasibility of the proposal.
2. The Preliminary Application and ten (10) copies of the Preliminary Plat required by Section 201 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 Preliminary 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 Preliminary 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 Preliminary 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 Preliminary 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 Preliminary 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 Preliminary Approval within 45 days of the Planning Commission meeting which constitutes the Official Date of Filing, unless the applicant agrees to an extension of time.
9. The Board of Commissioners shall act on the application for Preliminary Approval 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 Preliminary Application, notice shall be given to the applicant within 15 days of the date of the Board's action. If the Preliminary Application is denied or approved with conditions, the notice of decision shall include the conditions or the reasons for denial.
11. If conditions are attached to the grant of Preliminary Approval, the applicant must give written notice to the Director of Community Development regarding acceptance of the conditions within 30 days of the date of receipt of the notice of approval from the Township. If the applicant fails to give written notice within 30 days, Preliminary Approval shall be automatically rescinded without written notice to the applicant.
12. Approval of the Preliminary Plat shall lapse unless an application for Final Approval of a plat for at least part of the tract for which Preliminary Approval was granted is submitted in accordance with the time period and the provisions specified in Section 508 of the PA Municipalities Planning Code.

**TOWNSHIP OF PENN, WESTMORELAND COUNTY**  
**APPLICATION CHECKLIST FOR PRELIMINARY APPROVAL**  
**OF A SUBDIVISION OR LAND DEVELOPMENT**

\_\_\_\_\_ Evidence of Ownership.

\_\_\_\_\_ Preliminary plat clearly and legibly drawn on one or more sheets uniformly measuring either 18" x 24" or 24" x 36" drawn at a scale of 1"= 50' or less for subdivisions of 10 acres or less. The plat shall include all the land owned even though only a portion of the tract is to be initially developed and recorded.

The Preliminary Plat shall contain:

\_\_\_\_\_ Proposed name of the subdivision.

\_\_\_\_\_ Location by municipality, county and state, including the County designated Tax Parcel Number.

\_\_\_\_\_ Name and address of the developer and, if developer is not the landowner, name and address of landowner.

\_\_\_\_\_ Name, address, certification and seal of the registered land surveyor who prepared the plat.

\_\_\_\_\_ North point, date and graphic scale.

\_\_\_\_\_ A vicinity sketch at a legible scale to show relationship of subdivision to its general surroundings.

\_\_\_\_\_ Boundaries of the subdivision indicated by a heavy line showing dimensions, bearings and corners and the approximate acreage.

\_\_\_\_\_ Zoning classification of the property.

\_\_\_\_\_ Location, widths and names of all existing or recorded streets and roads, existing utility rights of way, parks and public open spaces, easements and permanent buildings within or adjacent to the tract.

\_\_\_\_\_ Approximate locations of existing sanitary sewers, water mains, storm drains, electric power, transmission structures, gas distribution mains, or other underground items within the tract or immediately adjacent thereto, with directions of flow and pressure indicated.

\_\_\_\_\_ One Call Warning notice.

\_\_\_\_\_ Names of abutting subdivisions and owners of contiguous property together with all boundaries thereof which intersect the boundaries of the subdivision.

\_\_\_\_\_ Existing contours at intervals of 5' where the slope is greater than 10% and at intervals of 2' where the slope is less than 10%.

\_\_\_\_\_ Layout of streets, including proposed names and widths of proposed streets, and widths of proposed alleys, crosswalks and easements.

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\_\_\_\_\_ The proposed layout, numbering, the scaled dimensions and approximate minimum and maximum areas of lots.

\_\_\_\_\_ Parcels of land intended to be dedicated or reserved for public use or reserved by covenant for residents.

\_\_\_\_\_ Approximate final grade of all streets, expressed in percent.

\_\_\_\_\_ Evidence of compliance with the Penn Township Storm-water Management Ordinance.

\_\_\_\_\_ Plans for Erosion and Sedimentation Pollution Control.

\_\_\_\_\_ Identification of flood-prone areas and wetlands.

\_\_\_\_\_ Building lines.

\_\_\_\_\_ If the plat includes only part of the tract owned by the applicant or landowner, the remainder or as much thereof as the Board, based on the recommendation of the Planning Commission, may consider necessary to insure a satisfactory layout for the portion to be subdivided, shall be shown with a tentative street layout indicated by dashed lines.

Supplementary Information, including:

\_\_\_\_\_ For all subdivisions and land developments, except for minor subdivisions proposed for single family dwellings only, a detailed Environmental Impact Statement which addresses the following:

\_\_\_\_\_ A statement of the proposed use of the property, the proposed intensity of development and its impact on municipal services and facilities;

\_\_\_\_\_ A statement of the impact of the proposed development on adjoining properties in terms of compatibility of land use, visual impact, character of the neighborhood and future development potential.

\_\_\_\_\_ Identification of environmental features on the site which should be preserved or which present development constraints on the site, including, but not limited to topography, streams, wetlands, slide-prone soils, undermined areas, significant vegetation and similar features.

\_\_\_\_\_ A report showing the traffic impact of the proposed development on adjacent streets which details the nature and extent of the trip generation expected from the proposed development based on the ratios contained in the current edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.

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- \_\_\_\_\_ Proposed covenants and restrictions, if any.
- \_\_\_\_\_ Evidence of a source of water supply and an indication of adequacy of pressure and volume of the water supply for the intended use.
- \_\_\_\_\_ Statement outlining method to be used and provision to be made for drainage and flood control in compliance with the Penn Township Flood Plain Management Ordinance.
- \_\_\_\_\_ A report on the feasibility of proposed sewage connections prepared by a registered engineer.
- \_\_\_\_\_ PA DER Planning Modules.
- \_\_\_\_\_ A request for a zoning change, if proposed.
- \_\_\_\_\_ The application filing fee required by Section 505.