



Township of Robinson

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PLANNING COMMISSION PROCEDURAL GUIDELINES

1. In order to be placed on the Planning Commission's agenda, for either a pre-application conference, and/or preliminary application, all information required by the Township of Robinson's Subdivision/Land Development Ordinance, must be submitted to the Building Inspection/Planning Department at least ten (10) working days prior to the scheduled meeting date. *

*Subdivisions containing more than fifty (50) lots, and land developments on sites containing more than ten (10) acres must be submitted to the Building Inspection/Planning Department at least thirty (30) working days prior to the scheduled meeting. **NO EXCEPTIONS PLEASE.**

2. The preliminary application shall not be considered to be complete and properly filed unless and until all items required by the Township of Robinson's Subdivision/Land Development Ordinance, including the application fees for subdivisions and for site plans have been received by the Building Inspection/Planning Department. *

*Subdivision plans which propose twenty (20) or more single family lots and all land developments which propose multi-family developments containing ten (10) or more dwelling units or any non-residential development shall be referred to the township engineer for review. The cost of such review shall be borne by the applicant.

3. Official Acceptance of Application - At the first regular meeting of the Planning Commission after the date of filing of a preliminary application, the Planning Commission shall either accept the application as properly filed or return the application to the applicant for re-submission, if the application is found to be incomplete. The date of the Planning Commission meeting at which the preliminary application is accepted as complete and properly filed shall be the official filing date of the application and shall represent the beginning of the ninety (90) day period for Planning Commission review and action on the application.

PROCEDURAL CHECKLIST

A. PRE-APPLICATION SUBMISSION

The prospective applicant shall appear before the Planning Commission for a Pre-application Conference to discuss the applicable regulations governing subdivision and/or development of the property and the feasibility and timing of the application. In order to assist the Planning Commission in understanding the proposed subdivision or land development, a prospective applicant may submit a Sketch Plan prepared at a minimum scale of 1" = 100' on drawings with dimensions not exceeding twenty-four inches (24") by thirty-six inches (36") which contain enough detail to show the following information:

1. Existing structures on site;
2. Existing zoning classification of property;
3. Adjacent land uses;
4. Proposed development;
5. Proposed streets;
6. Existing and proposed contours;
7. North arrow, scale and location map;
8. Legend showing the number of lots, total site acreage and minimum lot areas and lot widths
9. Feasibility of providing utilities; and
10. Feasibility of providing storm water retention.

The prospective applicant shall be present to make a brief presentation describing the site, the Sketch Plan, if any, and the general nature of the anticipated subdivision or land development.

No fee shall be charged for a Pre-application conference. VOLUNTARY SUBMISSION OF A SKETCH PLAN BY A POTENTIAL APPLICANT FOR DISCUSSION AT A PRE-APPLICATION CONFERENCE SHALL NOT CONSTITUTE FILING OF AN OFFICIAL APPLICATION FOR APPROVAL OF A SUBDIVISION OR LAND DEVELOPMENT AND THE PRE-APPLICATION CONFERENCE SHALL NOT RESULT IN THE APPROVAL OR DISAPPROVAL OF THE SKETCH PLAN. This opportunity is afforded to prospective applicants to obtain information and guidance before entering into binding commitments or incurring substantial expenses for plan preparation.

B. ALLEGHENY COUNTY REVIEW

Act 170 of the 1988 Municipal Planning Code calls for a thirty (30) day review of subdivisions, land development and planned residential development applications by the county. All developments, which meet the following criteria, must be submitted to the Allegheny County Planning Department for review:

- Resident submissions, which are greater than ten (10) acres or greater than twenty (20) dwelling units.
- All non-residential submissions including churches, industrial and commercial developments.

PROCEDURAL CHECKLIST

C. PRELIMINARY APPLICATION CONTENT

All applications for Preliminary Approval of a subdivision and/or land development shall include the following:

- Completed application form supplied by the township.
- Application filing fee, as required by Section 1001.1 of Ordinance.
- Twelve (12) copies of a Preliminary Plat, containing the following items:
 - a) A written legal description of the property, including metes and bounds.
 - b) A boundary survey by a registered professional surveyor and topographical survey of the total proposed subdivision by a registered engineer or registered surveyor. If the developer intends to develop a tract of land in phases, the preliminary plat must include the total tract.
 - c) The proposed name of the subdivision or land development.
 - d) The name, address, certification and seal of the registered engineer or registered surveyor who prepared the plat and the registered surveyor who did the survey shown on the plat.
 - e) The names and addresses of the developer and, if the developer is not the landowner, the names and addresses of the landowner.
 - f) The names of all adjoining property owners.
 - g) The proposed street layout in the subdivision, indicating whether the streets are proposed to be public or private.
 - h) The layout of the lots (showing scaled dimensions), lot numbers and the area of lots in square feet.
 - i) Parcels of land proposed to be reserved for schools, parks, playgrounds or other public, semi-public or community purposes.
 - j) The legend and notes.
 - k) Front building lines.
 - l) The graphic scale, North point and date.
 - m) A location map showing the plan name and location; major existing thoroughfares related to the site, including the distance therefrom, title, graphic scale and North point.
 - n) Existing and proposed contours at intervals of elevation of not more than five (5) feet where the slope is greater than ten percent (10%) and at intervals of not more than two (2) feet where the slope is ten percent (10%) or less.
 - o) Existing streets and rights of way on or adjoining the site, including dedicated widths, roadway widths, approximate gradients, types and widths of pavements, curbs, sidewalks and other pertinent data.
 - p) Existing and proposed easements, locations, widths and purposes.
 - q) Proposed public improvements. The size of each should be shown and the location of, or distance to, each existing utility indicated.

- r) **The existing platting of land adjacent to the site. All existing buildings, sewers, water mains, culverts, petroleum or high-pressure gas lines and fire hydrants on or within 200' of the site shall be shown.**
- s) **Tabulation of site data, including total acreage of land to the subdivided, the number of residential lots, typical and minimum lot sizes, the acreage in the subdivision or land development and the acreage in any proposed recreation or other public areas.**
- t) **Existing watercourses, wetlands, tree masses, unique habitat or vegetation areas and other significant natural features.**
- u) **Plans for management of storm water.**
- v) **Areas subject to periodic flooding, as identified on the current Official Map for the township issued by the Federal Insurance Administration.**
- w) **A traffic impact report, if required, by Section 805 of the Ordinance.**

ADDITIONAL REQUIREMENTS FOR LAND DEVELOPMENTS

For all applications which propose a land development, as defined herein, for multi-family housing containing ten (10) or more dwelling units or any non-residential purpose, the following information also shall be required to be submitted as part of the Preliminary Application:

- A. Where evidence exists of undermining, strip mining, landslide prone soils or other geologic hazards on the site, a geologic report by a qualified registered professional engineer regarding soil and subsurface conditions and the probable measures needed to be considered in the design of the development, the location of structures and the design of foundations, if any.
- B. Data from the U. S. Soil Conservation Service concerning soil conditions and water resources.
- C. A Soil Erosion and Sedimentation Control Plan prepared by a person trained and experienced in control methods and techniques which conforms to the requirements of the Pennsylvania Clean Streams Law and Chapter 102 of the Rules and Regulations of the Pennsylvania Department of Environmental Resources governing Erosion Control. The plan shall be approved by the Allegheny County Conservation District.
- D. A report evaluating the impact of the development on existing off-site public facilities and utilities, including, but not limited to, storm sewers, sanitary sewers, parks and schools.
- E. A landscaping plan showing compliance with all applicable buffer area and landscaping requirements of the Township Zoning Ordinance.
- F. Twelve (12) copies of a land development plan, as defined by this Ordinance, which includes the following information:
 1. The zoning classification of the area to be subdivided and/or developed.
 2. The proposed use, location, area, height and bulk of all existing and proposed structures and dimensions of all yards.
 3. The layout of parking areas and a computation of the number of parking spaces to be provided.
 4. Patterns of pedestrian and vehicular circulation on the site, ingress, egress and circulation into and out of the site.
 5. Location, size and specifications for private improvements such as streets, curbs, sidewalks, driveways, parking areas, landscaping strips or planters, wheel stops and the like.
 6. Location, size and specifications for public improvements, if any.
 7. Location and specifications of lighting of parking areas and walkways.
 8. The location and types of proposed landscaping materials.
 9. Dates of preparation and revisions to the plan.
 10. Evidence of preparation by a registered engineer.

PROCEDURAL CHECKLIST

III. FINAL APPLICATION SUBMISSION

General Procedure:

After a Preliminary Application has been approved by the Board of Commissioners, the developer may proceed by filing either of the following types of applications:

1. A final application without final plat approval, whereupon required improvements are installed prior to a request for final plat approval; or
2. A final application, including final plat approval, together with the Completion Bond to guarantee proper installation of required improvements in the plan.

In either case, the applicant shall submit eight (8) copies of the Final Application to the township, as least ten (10) working days, but no sooner than twenty (20) working days, prior to the regular meeting of the Planning Commission. A copy of the approved Preliminary Plan shall accompany the final application.

Upon receipt, copies of the applications shall be distributed to the township engineer, members of the Planning Commission and to the chairman of the Board of Commissions.

Final Application Including Final Plan Approval:

A Final Application shall not be considered to be complete and properly filed unless and until all items required by Section 305 of this ordinance, including the application fee, have been received.

Final Applications Without Final Plat Approval:

In the case of a Final Application, which does not include final plat approval, the Completion Bond required by Section 305(H) shall not be required; however, all other materials required to complete a Final Application, including the Final Plat required by Section 305(J), shall be submitted. The application fee shall be submitted at the time of filing the final application without plat approval and additional fees shall not be charged at the time of the request for final plat approval, if the request for final plat approval is submitted within twelve (12) months of the date of submission of the final application without plat approval.

IV. FINAL APPLICATION CONTENT

All applications for Final Approval of a subdivision and/or land development shall include the following:

- A. Completed application form supplied by the township;**
- B. Application filing fee, as required by Section 1001.1 of this ordinance;**
- C. The recorded plan deposit required by Section 409 of this ordinance;**
- D. One (1) copy of the approved Preliminary Plat;**
- E. Construction plans for public improvements prepared by a registered engineer drawn at a minimum scale of 1" = 50' on sheets measuring twenty-four by thirty-six inches (24" x 36") showing the following:**
 - 1) Conformity with the Design Standards specified in Article VIII of this ordinance and all applicable standards of the Township Public Improvements Code.**
 - 2) Plan and profile drawings of each street in the plan and at least two hundred (200) feet beyond the limits of the plan.**
 - 3) Cross-sections at intervals not to exceed fifty (50) feet and extending fifty (50) feet on each side of the street centerline or twenty-five (25) feet outside of the street right of way, whichever is greater.**
 - 4) All drainage easements over private property.**
 - 5) The location of all necessary sewers, manholes and catch basins.**
 - 6) The top and invert elevation of each inlet and manhole, together with the grade and material of construction of each storm sewer line.**
 - 7) The grade line, distance and pipe size of each line in the storm drainage system within the plan and any storm drainage system immediately adjacent thereto.**
 - 8) All pipe sizes and distances shown by plan and profile.**
 - 9) Sanitary sewers, showing the top and invert elevations of manholes together with the grade and material of construction of each sewer line, approved by the Municipal Authority of the Township of Robinson (MATR).**
- F. Areas set aside for underground utilities including, but not limited to electric, telephone, cable TV and natural gas.**
- G. Storm Water Management Plan, including computations.**
- H. Erosion and Sedimentation Control Plan, as filed with the Soil Conservation Service (SCS), including a copy of the transmittal letter and evidence of SCS approval.**
- I. Completion Bond to guarantee proper installation of public improvements as required by Section 405 of this ordinance and common amenities, except in the case of Final Applications without Final Plat approval, as provided for in Section 402.4 of this ordinance.**

- J. Final covenants and restrictions applicable to the plan, if any; and**
- K. Final Plat in accurate and final form for recording which clearly delineates the following:**
 - a) Accurate boundary lines with dimensions and bearings.**
 - b) Accurate locations of all existing and recorded streets intersecting the boundaries of the tract of land described in the final plat.**
 - c) Street names.**
 - d) Complete curve data for all curves included in the final plat, including radius, arc length, chord bearing and chord distance. Lines, which join these curves that are non-radical or non-tangential, should be so noted.**
 - e) Street lines with accurate dimensions in feet and hundredths of feet.**
 - f) Lot numbers, dimensions and area in square feet.**
 - g) Easements for public improvements and any limitations on such easements.**
 - h) Accurate dimensions of any property to be reserved for public, semi-public or community use.**
 - i) Location, type and size of all concrete monuments and lot markers in accordance with the requirements of Section 701 of this ordinance and indications of whether they were found or set.**
 - j) The name of the subdivision or land development.**
 - k) The names and addresses of the developer, and, if the developer is not the landowner, the names and addresses of the landowner.**
 - l) The North point, graphic scale and date.**
 - m) Certification and seal by a registered surveyor to the effect that:
 - 1. The plat represents a survey made by him, showing the status of all monuments, and;**
 - 2. All surveying requirements of this ordinance have been fully complied with.****
 - n. Certification by a registered professional engineer regarding compliance with all engineering requirements of this ordinance.**
 - o. Certification clause, as required by Allegheny County Planning Commission, regarding the dedication of streets and other property.**
 - p. A place on the plat for approval by the Planning Commission, the Board of Commissioners, the township engineer and County Planning Commission.**
 - q. Final building plans.**
 - r. If applicable, a notation on the plat that access to a state highway shall only be authorized by a Highway Occupancy Permit issued by the Pennsylvania Department of Transportation under Section 420 of the State Highway Law (P.L. 1242, No. 428 of June 1, 1945).**