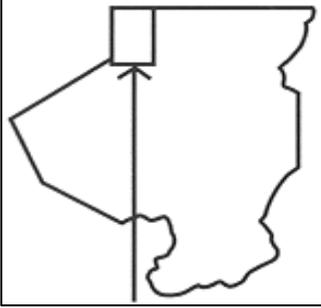


Tops in Allegheny County



# Marshall

◆ Township ◆

## SUBDIVISION FAST TRACK GUIDELINES

Produced By:

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**Subdivision**  
**Fast Track**  
**Process Guide**  
Marshall Township, Pennsylvania

This is the recommended procedure for subdividing or consolidating property in Marshall Township under jurisdiction of the *Subdivision and Land Development Ordinance for Marshall Township* (Ordinance Number 383A) adopted January 3, 2008 and amended as noted, as well as, the *Zoning Ordinance* (Ordinance Number 382A) January 3, 2008 and amended as noted. Copies of the Subdivision and Land Development Ordinance and the Zoning Ordinance are available for \$35.00 at the Marshall Township Municipal Building.

The Marshall Township Subdivision and Land Development Ordinance, Chapter 174, states that a subdivision is defined as the following:

The division or redivision of a lot, tract or parcel of land by any means into two (2) or more lots, tracts, parcels or other divisions of land, including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership or building or lot development; provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than ten (10) acres, not involving any new street or easement of access or any residential dwelling, shall be exempted.

There are two (2) forms of subdivision, Minor Subdivision and Major Subdivision. They are defined as follows:

MINOR SUBDIVISION –A SUBDIVISION not including any of the characteristics included in the MAJOR SUBDIVISION category. In general, a MINOR SUBDIVISION involves the adjustment of LOT LINES for existing LOTS and/or the creation of new LOTS that are already serviced by a PUBLIC ROAD and public utilities.

MAJOR SUBDIVISION – - A SUBDIVISION that includes either one or more of the following characteristics:

1. Multiple phasing of the PLAN.
2. Containing PUBLIC IMPROVEMENTS, including one or more of the following: STREETS, STORM WATER DETENTION and STORM WATER RETENTION facilities and public utilities.
3. Containing no more than four (4) lots.

The following SUBDIVISIONS are eligible for fast-track approval:

- (a) A lot (LOTS) consolidation (reverse SUBDIVISION).
- (b) A SUBDIVISION involving a LOT LINE change between two existing LOTS that will result in only two LOTS, where all LOTS lie within the same zoning district, where the resulting LOTS conform to ZONING ORDINANCE requirements in terms of minimum lot size and setbacks, and where the size of no lot increases or decreases by more than the minimum lot size of the respective zoning district in which it is situated.
- (c) The final SUBDIVISION of DWELLING UNIT LOTS, whether condominium or townhouse CONSTRUCTION, the finalization of which relies on as-built surveys and results in no material change. Each newly formed lot must conform to the bulk and area requirements of the zoning district in which it is situated.

**Note: The following was developed as a guide for the Minor Subdivision Process. It does not represent or replace the full and complete text of the Marshall Township Subdivision and Land Development Ordinance (SALDO) or the Marshall Township Zoning Ordinance.**

Minor Subdivisions require only final plan review. However, minor subdivisions must follow plan data submission requirements for both preliminary and final subdivision plans. See Article 200 of Subdivision and Land Development Ordinance (SALDO) for plan requirements.

The following outlines the minor subdivision process.

### **STEPS TO OBTAINING FAST TRACK APPROVAL**

#### **STEP 1: BOARD OF SUPERVISORS SUBMISSION**

The Board of Supervisors meets on the first and/or second Monday of each month. Please call the Planning Commission Secretary or Township Secretary for plan submission deadlines.

The following must be submitted by the deadline above:

- Application
- Application Fee:
  - \$250 application fee
  - \$250 deposit
  - \$50 per lot, Digital Waiver Fee Digital **or** drawing submission in AutoCAD, AutoCAD interchange or GIS data sources on a storage medium designated by the Township.
  - \$150 per each Modification/Waiver Request
- 6 sets of large-scale plans **folded & collated**
- 7 sets of reduced-scale plans not smaller than 11 x 17
- 2 copies of applicable reports

If an application is deemed incomplete by the Planning Director, it will be rejected. The developer may resubmit the application with additional or missing information. The date the application is accepted by the Planning Director is the date the application is deemed filed with the Township.

## STEP 2: RECORDING MYLARS, GRADING & BUILDING/ZONING PERMITS

### **Recording Mylars**

Once the plans have been approved, the applicant will then submit to the township the mylar. The township will adhere the signatures needed for recording at the Allegheny County Department of Real Estate (formerly the Recorder of Deeds Office). The developer has to get approved mylar signed by the Allegheny County Department of Economic Development and recorded at the Allegheny County Recorder of Deeds within 90 days of the date of the signature of the final plan by the Board of Supervisors. Once recorded, the township requires three prints of the recorded plan – one reproducible mylar and two prints of the final lot and street configurations as approved and recorded.

### **Grading Permit**

A separate permit is required specifically for site grading. Marshall Township “Grading and Excavating”, Code Chapter 88, regulates grading, filling, excavation and earth moving activities. A grading permit application and additional information can be obtained from Art Gazdik, Township Engineer by calling 724-935-3090, Extension 112. A grading bond will be required. If required, performance security must be posted with the Township.

### **Building & Zoning Permits**

Once the proper approvals and other conditions of approval are satisfied, it is time to apply for building and zoning permits. Residential building zoning permits generally take 3-5 business days to review and process. Applicants will be notified when a permit has been processed and what fees apply. Nonresidential building and zoning permits can be expected to take longer for review. The process generally takes 15-20 working days. Upon satisfactory review, a nonresidential building permit, along with a zoning permit will be issued.

Once all documents are completed, applications submitted, and permits issued, construction on your new development may begin. Periodic inspections are required during construction and are outlined in the building permit process.

Additional information can be obtained by contacting the Marshall Township Planning Department, Building Department or Engineer’s Office. The following people can be reached by e-mail or dialing 724-935-3090, unless otherwise noted:

Nicole Zimsky x 109  
Planning Director  
[nzimsky@twp.marshall.pa.us](mailto:nzimsky@twp.marshall.pa.us)

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Phillip Macmillan x 113  
Building Inspector  
[philmc@twp.marshall.pa.us](mailto:philmc@twp.marshall.pa.us)

Sheryl L. Snyder x 104  
Twp. Secretary  
[sherylsnyder@twp.marshall.pa.us](mailto:sherylsnyder@twp.marshall.pa.us)

Art Gazdik  
Twp. Engineer  
[artgazdik@groundworkcivil.net](mailto:artgazdik@groundworkcivil.net)