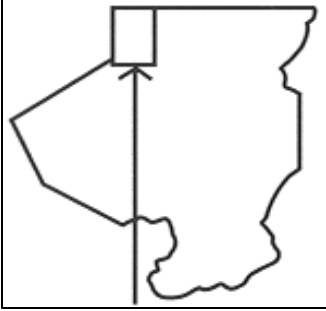


Tops in Allegheny County



LAND DEVELOPMENT GUIDELINES

Produced By:

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Land Development

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 Land Development is defined as the following:

- 1) Any of the following activities:
 - (a) The improvement of one (1) lot or two (2) or more contiguous lots, tracts or parcels of land for any purpose involving:
 - [1] A group of two (2) or more residential or nonresidential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or
 - [2] The division or allocation of land or space, whether initially or cumulatively, between or among two (2) or more existing or prospective occupants by means of or for the purpose of STREETS, common areas, leaseholds, condominiums, building groups or other features.
 - (b) A SUBDIVISION of land.
- (2) The following shall not be considered a "LAND DEVELOPMENT":
 - (a) The conversion of an existing single-family detached DWELLING into not more than three (3) residential units, unless such units are intended to be a condominium;
 - (b) The addition of an accessory building to a residential or farm use, on a lot or lots subordinate to an existing principal building; or
 - (c) The addition or conversion of buildings or rides within the confines of an enterprise which would be considered an amusement park. This exclusion shall not apply to a newly acquired parcel to be used for operating an amusement park until the initial plans for the expanded area have been approved by the township.

Note: The following was developed as a guide for the Land Development 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.

The following outlines the land development process.

STEPS TO OBTAINING LAND DEVELOPMENT APPROVAL

STEP 1: PLANNING COMMISSION SUBMISSION

The Marshall Township Planning Commission meets on the first Tuesday and third Monday [if necessary] of each month at **7:00 p.m.** with the exception of September. Please note that there will be only one meeting held in the months of June, July, August, September and December. Plans must be submitted 21 days prior to the first meeting of the month. A submission schedule can be found on the Township's Website, www.twp.marshall.pa.us, under Document Center.

The following must be submitted by the submission deadline:

- Application
- Application Fee:
 - \$1,000 plus \$100 for each acre or fraction thereof over 2 acres;
 - \$10,000 deposit for review fees incurred by the Township; plus
 - Digital Submittal Waiver Fee: \$50 for each 500 square feet of building footprint area **or** drawing submission in AutoCAD, AutoCAD interchange or GIS data sources on a CD
 - Modification/Waiver Request: \$150 per request; and,
 - \$300 Conditional Use fee and \$500 deposit (applicant responsible for one-half of stenographers attendance fee), if applicable
- 5 sets of large-scale plans **folded & collated**
- 11 sets of reduced-scale plans not smaller than 11 x 17
- 2 copies of applicable reports
- Digital Submittal in AutoCAD drawing (.dwg), AutoCAD interchange (.dxf) format, or GIS data sources (geodatabase feature class, coverage, or shapefile) on a CD.

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. Please see Article 200 of the SALDO for specific plan requirements.

The Planning Commission has three options:

- table the plan so that the applicant has time to address comments raised by the Township Staff and Planning Commission.
- recommend approval to the Board of Supervisors with or without conditions
- recommend denial

If a plan is tabled, the applicant will need to submit revised plans for review by the Planning Commission. A letter will be sent out by the Planning Secretary advising you of revised plan submission deadlines. Revised plans are to be submitted seven (7) days prior to the meeting in which you wish to be heard. The plan will be reheard by the Planning Commission after all comments are addressed and revised plans are submitted.

STEP 2: BOARD OF SUPERVISORS SUBMISSION

Once the Planning Commission makes a recommendation, the plan moves to the Board of Supervisors.

The Board of Supervisors meets on the first and/or second Monday of each month. Applicant will be notified of meeting date and plan submission deadline in advance.

Revised plans addressing the comments of the Township Planning Staff, the Township Engineer, and the Planning Commission shall be submitted seven (7) days prior to the Board meeting in which the plan is to be heard.

The following shall be submitted:

- 3 full-size folded copies and 11 half-size copies
- A written response letter discussing the action taken to address the comments of the Township Engineer, Planning Directors, Solicitor and Planning Commission.

STEP 3: BONDING, DEVELOPER'S AGREEMENT, GRADING, BUILDING AND ZONING PERMITS

Bonding

In order to guarantee (Bond, Letter of Credit, Cash) that any proposed development is completed to the standards approved by the Board of Supervisors, all public improvements are bonded in advance. The developer must estimate the cost of completing all of the public site improvements (sewer lines, roads, sidewalks, detention ponds, grading – not the building). The estimate is reviewed by the Township and once approved, the developer is required to submit a bond for 110% of the approved amount. Upon satisfactory completion of the development, the bond will be released. . Partial reduction of bonding may be permitted if approved by the Board of Supervisors.

Developer's Agreement

If necessary, the bonding requirements for public improvements, as well as other development guidelines, regulations and conditions will be outlined in a Developer's Agreement. This agreement ensures that all development regulations will be followed. The agreement will be prepared by the Township and must be signed prior to the issuance of permits.

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 x 112. A grading bond will be required. If required, performance security must be posted with the Township.

Building & Zoning Permits

Once the proper approvals, agreements, 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 Hanson x 109
Planning Director
nhanson@twp.marshall.pa.us

Phillip Macmillan x 113
Building Inspector
philmc@twp.marshall.pa.us

Art Gazdik
Township Engineer
artgazdik@groundworkcivil.net

Sheryl L. Snyder x 104
Township Secretary
sherylsnyder@twp.marshall.pa.us

Inspection fees.

In order to defray the cost incurred by the township in inspecting the installation of the improvements required by this chapter to assure compliance with the requirements of this chapter, the subdivider or land developer shall pay the costs of inspections.