



# Marshall

◆ Township ◆

## MAJOR SUBDIVISION GUIDELINES

Produced By:

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# **Major Subdivision**

## **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.

**Note: The following was developed as a guide for the Major 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.**

It is the municipality's desire that major subdivisions proceed with first a preliminary plan and then a final plan.

After approval of the preliminary plan by the Board of Supervisors, the developer has twelve (12) months to submit their application for final plan.

The following outlines the major subdivision process. The process is the same for both the preliminary and final plan. Please see Article 200 of the SALDO for specific plan requirements.

### **STEPS TO OBTAINING A SUBDIVISION**

#### **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](http://www.twp.marshall.pa.us), under Document Center.

The following must be submitted by the submission deadline:

- Application
- Application Fee:
  - \$500 plus \$25 per lot
  - \$8,000 deposit for up to 49 lots
  - \$10,000 deposit for 50 lots and over
  - \$50 per lot, Digital Waiver Fee Digital **or** drawing submission in AutoCAD, AutoCAD interchange or GIS data sources on a CD
  - \$150 per each Modification/Waiver Request
  - \$300 Conditional Use fee, if applicable and \$500 deposit
- 6 sets of large-scale plans **folded & collated**
- 11 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.

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** 7 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 AGREEMENTS, GRADING & BUILDING/ZONING PERMITS

### **Bonding**

If public improvements are to be installed within the major subdivision and in order to guarantee (Bond, Letter of Credit, Cash) that the proposed development is completed to the standards

approved by the Board of Supervisors, all improvements are bonded in advance. The developer must estimate the cost of completing all of the 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 is replaced by a maintenance bond, which is calculated at 15% of the construction cost and is to be in place for a period of 18 months. Partial reduction of bonding may be permitted if approved by the Board of Supervisors.

### **Developer's Agreement**

The bonding requirements, as well as other development guidelines, regulations and conditions are 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.

## **Recording Mylars**

Once the Developer's Agreements have been signed and 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 Recorder of Deeds Office. The developer has to get approved mylar drawings 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 four prints of the recorded plan – one reproducible mylar, two prints and one reduction of the final lot and street configurations as approved and recorded.

## **Grading Permit**

A separate permit may be 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 Bob Robinson, Township Engineer by calling 724-935-3090 x 112. If required, performance security must be posted with the Township.

## **Building & Zoning Permits**

Once the proper approvals, agreements, bonding 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)

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

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

Sheryl L. Snyder x 104  
Township Secretary  
[sherylsnyder@twp.marshall.pa.us](mailto: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 and to assure compliance with the requirements of this chapter, the subdivider or land developer shall pay the costs of inspections.