

# Chartiers Township

2 Buccaneer Drive  
Houston, PA 15342  
(724) 745-3415  
Fax (724) 745-1744

## PLANNING COMMISSION

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### **Subdivision, Land Development, Conditional Use, and Rezoning Request Application**

***All applications and fees must be submitted directly to the Chartiers Township Planning Department located at 2 Buccaneer Drive, Houston, PA 15432 at least twenty one (21) days prior to the Planning Commission meeting***

**Name of Applicant:** \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Project Engineer (Company):** \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Engineer Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

*Please attach to this application the names and contact information for any additional consultants*

### **Type of Application (check all that apply):**

- ☐ Sketch Plan
- ☐ Subdivision
- ☐ Minor Subdivision (Six Lots or Less)
- ☐ Land Development: ☐ Preliminary ☐ Final ☐ Combined Preliminary/Final
- ☐ Minor Land Development (New Building or Addition Occupying Less Than 500 Square Feet)
- ☐ Conditional Use
- ☐ PRD
- ☐ Rezoning Request

### **Property/Project Information:**

Address: \_\_\_\_\_  
Zoning District: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use (if applicable): \_\_\_\_\_  
Property/Lot Area: \_\_\_\_\_ (Acres or Square Feet)  
Number of Lots Being Created (if applicable): \_\_\_\_\_  
Number of Dwelling Units Being Created (if applicable): \_\_\_\_\_  
Proposed Area of Disturbance (if applicable): \_\_\_\_\_ (Acres or Square Feet)  
Proposed Area of Development (if applicable): \_\_\_\_\_ (Square Feet)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Township Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

## **Subdivision and Land Development Guidelines**

***Please make sure the applicant is coordinating their application with a qualified Engineer or the Washington County Sewage Council for the required sewage planning. Subdivisions (even those with no planned construction) and Land Developments cannot be approved unless the sewage planning has been complete.***

**Application Materials:** An application will be accepted and considered administratively complete if the following materials are provided:

1. Application fee and escrow (if required) paid in full
2. Single page application – One (1) signed original
3. Cover letter / project narrative – Two (2) copies
4. Plan sets
  - a. Full size drawings – Three (3) sets folded
  - b. Half size drawings – Ten (10) sets folded or rolled
5. Reports – Two (2) copies of all reports
6. Cost estimates of all proposed public improvements – Two (2) copies
7. If the applicant is not the property owner, property owner consent must be provided
8. For subdivisions, proof of application to the Washington County Planning Commission
9. For land developments, proof of permits from all relevant county, state, and federal agencies. At the time of application, the applicant may provide copies of county/state/federal applications or provide in writing their intent to apply for all required permits.
10. Electronic copy of all application materials
  - a. PDF format
  - b. CD or similar media sources acceptable. The applicant may post electronic copies online to be downloaded by Township staff and its consultants.

### **Review Process and Timeline:**

1. Applications are due three (3) weeks prior to the Planning Commission meeting. Planning Commission meetings are held the third Tuesday of every month at 4:30PM.
2. Applicants will receive a review/comment letter from the Township and its consultants prior to the Planning Commission meeting.
3. Revised plans, reports, etc may be sent directly to the Township consultants provided that copies are also sent to the Chartiers Township Planning Department.
  - a. The Township and its consultants cannot guarantee an additional review/comment letters for revised plans submitted less than two (2) weeks prior to a Board or Commission meeting.
4. Once action has been taken by the Planning Commission, the application will appear on the next Board of Supervisor's agenda. Board workshop meetings are held the second Tuesday of the month, and regular meetings are held the fourth Tuesday of the month. Both meetings are at 4:00PM.
  - a. It is highly recommended that the applicant, or their authorized agent/consultant, attend the Planning Commission and Board of Supervisors meetings.
5. Once action has been taken by the Board of Supervisors, the applicant will receive written confirmation of the Board's action within seven (7) days.
  - a. The Board may conditionally approve a plan subject to the applicant addressing outstanding comments identified by Township staff and consultants.
6. The Township Planning Department will take necessary steps to efficiently advance the application and adhere to this schedule. However, please note that other factors may influence this schedule.
  - a. *Public Hearings:* Some projects, such as those requiring a conditional use permit, may be subject to a public hearing. A public hearing will require additional time for public notice and hearing advertisements.
  - b. *Minor Plans:* Applications considered minor by the Chartiers Township Subdivision and Land Development Ordinance will not require review or recommendation by the Planning Commission. Minor plans will still be reviewed by the Township and its consultants, but these plans will be sent directly to the Board of Supervisors for consideration.
  - c. *Sketch Plans:* While not required, sketch plan conferences with the Township staff and its consultants are appreciated and helpful prior to submitting a subdivision or land development application. Presentations may also be made to the Planning Commission.
    - i. The Township Planning Department and Township Engineer are available by appointment only. Please make appointments through the Planning Department.

**Denied Applications:**

1. Denied applications may be revised and resubmitted, however these applications are considered new and must restart the subdivision and land development process.

**Approved Applications:**

1. Please note that approved applications may be subject to the following as conditions of approval:
  - a. Development agreement
  - b. Performance security
  - c. Proof of other agency permits (County/State/Federal) prior to issuance of building permits
  - d. Fee-in-lieu of Improvements
  - e. As-built drawings in paper and electronic (CAD) format
    - i. As built drawings should include all property boundaries and road centerlines, as well as the location of all sanitary, water, storm water lines and related appurtenances.
  - f. For subdivisions, it is the applicant's responsibility to coordinate and deliver mylar copies of plans for signature. Please note that Board and Commission members are not present at the Township office every day, and it may take several days to acquire all signatures. It is the applicant's responsibility to successfully record the signed plan before the subdivision approval expires.

Questions or comments may be directed to [planning@chartierstwp.com](mailto:planning@chartierstwp.com) or by calling 724.745.3415.

*Revised September 2017*