

ROSS TOWNSHIP SITE PLAN/SUBDIVISION SUBMITTAL PROCEDURE

Planning Commission Application Submission Requirements

All applications must be submitted **in person** to the Building Inspection/Zoning Department **no later than twenty-one (21) days prior** to the scheduled Planning Commission meeting. Please note that Planning Commission meetings are typically held on the **fourth Thursday of each month**, unless that date falls on a holiday.

The application must be **fully completed, notarized**, and submitted **with all required documentation**. *Please note: Notary services are not available at the municipal building.*

In addition to the Township application, please complete the **attached County application** as well.

Digital Submission:

All applications and supporting plans/drawings must also be uploaded to our **online portal** at:

👉 rosstownship.portal.iworq.net

Submit under the appropriate section: **Planning, Zoning Hearing, or Building Code Appeals Board Meeting**.

Fee Payment:

- Submit **separate checks** for the application fee and the escrow fee.
- All checks should be made payable to **“Ross Township.”**
- Fee amounts are listed on the **first page** of the application.

Plan Submittal Requirements:

- (3) full-size plan sets and (9) reduced-size plan sets (minimum size 11” x 17”) must be submitted.
- All plans must be **sealed by a registered design professional** licensed in the **Commonwealth of Pennsylvania**.
- Refer to the **Site Plan Checklist** on the **second page** of the application for required plan details.



ROSS TOWNSHIP
1000 Ross Municipal Drive
Pittsburgh, PA 15237
Phone: (412) 931-7055 Fax: (412) 931-3508

APPLICATION FOR SITE PLAN APPROVAL

PROPERTY INFORMATION

Property Address: _____ Zoning District: _____ Ward: _____
Owners Name: _____ Parcel Number: _____ - _____ - _____
Address: _____ Phone: () _____
City: _____ State: _____ Zip Code: _____ Email: () _____

APPLICANT INFORMATION

Name: _____
Address: _____ Phone: () _____
City: _____ State: _____ Zip Code: _____ Email: () _____
What is the applicant's interest in this application? ☐ Owner ☐ Agent ☐ Lessee ☐ Other - _____

Date of Application

Signature

SITE PLAN INFORMATION

Present use of Property: _____ Lot size: _____ Acres or square feet
Description of Proposed Project _____

Location of Proposed Site Plan (if different from property information): _____

STATEMENT OF TRUTH

COMMONWEALTH OF PENNSYLVANIA COUNTY OF ALLEGHENY

Deponent, being duly sworn, says they are the:

- ☐ Owner of record of the property for which this application is made, and that all the statements and data furnished with this application are true and correct. I am also aware that independent engineering review fees are my responsibility and an escrow account fee will be collected at time of application and may have to be replenished if all funds are exhausted.
- ☐ Authorized agent for the owner of record of the property for which this application is made and as such has express authority to bind such owner to all terms and conditions set forth by Ross Township pursuant to this application, and that all statements and data furnished with this application are true and correct. I am also aware that independent engineering review fees are my responsibility and an escrow account fee will be collected at time of application and may have to be replenished if all funds are exhausted.

Sworn to and subscribed before me this _____ day of _____ 20____

Notary Public

Applicant (signature)

Applicant (printed)

DIRECTIONS FOR FILING

Applications are required to be submitted to the Building Inspection/Zoning Department **twenty-one (21)** days prior to the Planning Commission meeting. All specifications/drawings must be prepared and sealed by a licensed professional engineer, architect or land surveyor. **Please refer to the checklist on the reverse side of this application to insure proper submittal.** Any information left blank on this application will result in your application being denied and returned to the applicant. Please note that the correct fee must be paid with your application. This application must be submitted by 3:30 PM Eastern Standard Time on the day of the deadline. If the application is missing any of the required items it will be deemed incomplete.

ADDITIONAL INFORMATION

Following site plan submission and before the Planning Commission meeting, an independent engineering review will be conducted by a consultant hired by the Township at the applicant's expense. A copy of the Township's review comments will be sent to the applicant a few days prior to the Planning Commission meeting. The applicant must address these comments in writing and at the Planning Commission meeting. This application becomes null and void if no action by applicant has transpired after twelve (12) months of final approval by the Board of Commissioners.

FILING FEES BASED ON ZONING DISTRICTS

R-1 & R-2: \$100.00 per acre ≤ 10 acres, \$75.00 each additional acre >10: \$250.00 minimum; + \$2,000.00 escrow
All Others: \$100.00 per acre ≤ 10 acres, \$75.00 each additional acre >10: \$350.00 minimum; + \$3,000.00 escrow

SITE PLAN CHECKLIST

1. Twelve (12) sets of plans (3) full size sets 24"x36" and (9) reduced size sets, no smaller than 11"x17") sealed by a registered design professional in the Commonwealth of Pennsylvania must be submitted showing the following items.
2. The application and plans/drawings must also be uploaded digitally to rosstownship.portal.iworq.net under the Planning, Zoning Hearing, or Building Code Appeals Board Meeting section.

Preliminary Plan Review (Items 1-8 shall be completed on checklist)

Final Plan Review (Items 1-9 shall be completed on checklist)

3. Key map for purpose of locating property.
4. Existing zoning of site and all adjoining properties.
5. Project Narrative.
6. Applicant required to pay all professional service fees upon receipt of invoice from Ross Township and/or plan review engineering firm.
7. Preliminary Conference (Informal); held following adjournment of regular Planning Commission meeting. Requests for Preliminary Conferences must be made one (1) week prior to the Planning Commission meeting. Applicant understands no formal action will be taken.
8. Preliminary Plan Review:
- Application filed and fee paid at least 18 days before meeting.
 - 12 sets of preliminary plans (Three (3) full size sets and nine (9) reduced size sets, no smaller than 11" x 17") sealed by a registered design professional in the Commonwealth of Pennsylvania.
 - Land surveyor's seal, Pennsylvania registration number, name and signature.
 - Date drawing prepared.
 - Plot plan showing adjacent development and uses, existing public streets, traffic patterns, contours, storm and sanitary sewers (new and existing), public and recreational use areas, existing trees over 6" diameter.
 - Site parking layout (size and number of spaces).
 - 12 copies of proof of ownership, deed or sales agreement, or proof of option to purchase.
9. Final Approval:
- All items under Item 5 (Preliminary Plan Review).
 - All amendments as required by Planning Commission.
 - Provide original tracing with signature line for Chairman & Secretary of the Planning Commission.
 - Method of storm water control with calculations.
 - Traffic study.
 - All final lot numbers with all easements, rights of way, and building setback lines.
 - Landscape rendering with plant list.
 - Photometric plan of outdoor lighting.
 - Screening and buffer areas.
 - Location and details of all signage.
 - Commonwealth of Pennsylvania or Allegheny County Highway Occupancy Permit applied for with date.
 - All variances granted by the Zoning Hearing Board (If required).
 - Schedule of development and completion.
 - Agreements, provisions, deed restrictions, or covenants.
 - Market study showing need for residential development (R-3, R-4, R-5, all commercial & industrial areas).
 - Elevation sections and perspective drawings of improvements and structures. These drawings must be in color and indicate the exterior building materials being proposed.
 - Means of ingress and egress to a public street from site.
 - Provide names and addresses of principal owners, officers and partners.
 - Provide name of corporation, company, partnership, or individual for site development agreement.
 - Performance bond 100% of site development, excluding structure.
 - Agree to replenish escrow when account falls below \$100.00.

(DO NOT WRITE BELOW THIS LINE - TOWNSHIP USE ONLY)

Please provide separate checks for the fee and escrow

Fee: \$ _____
Escrow: \$ _____

Application accepted: _____ Date: _____
Ross Township Zoning Officer

Planning Commission No.		Invoice Number	
Public Hearing Date		Check Number	
Date Hearing Advertised			
Date agenda mailed to abutting property owners		Date Property Posted	

SUBDIVISION AND LAND DEVELOPMENT REVIEW APPLICATION

MPC §502(b) County Advisory Review

COUNTY REVIEW REQUIRED: Municipality has adopted a subdivision and land development ordinance

Complete and submit with plans and other information M-F, 8:30 AM - 4:00 PM to:
ACED Planning Division, Koppers Building, 436 Seventh Avenue, Suite 500, Pittsburgh, PA 15219

For questions, help, or additional information please email ACEDPlanning@alleghenycounty.us

Part 1: General Information

Property Owner:

Contact Name: _____ Phone: _____
Email Address: _____
Mailing Address: _____

Name of Applicant:

Contact Name: _____ Phone: _____
Email Address: _____
Mailing Address: _____

Plan Preparer:

Contact Name: _____ Phone: _____
Email Address: _____
Mailing Address: _____

Application Status: ☐ Preliminary Plan ☐ Final Plan

Application Type:

- ☐ Plat Adj./Lot Consolidation
- ☐ Minor Subdivision/Site Development
- ☐ Major Subdivision/Site Development

Part 2: Location Information

Project Name: _____

Municipality: _____

Address/Location of Project: _____

Tax Map Parcel(s) #: _____

Part 3: Zoning Information

Zoning:

Existing: _____

Proposed: _____ (if applicable)

Variances Requested: ☐ Yes ☐ No (if yes, please attached description of all variances requested or approved)

Conditional Use: ☐ Yes ☐ No

Special Exception: ☐ Yes ☐ No

Part 4: Project Information

Total Plan Area: _____ (acres)

_____ (square feet)

Total Acreage to be Developed: _____

Total Impervious Area (Sq. Ft.): _____

Total Building Area (Sq. Ft.): _____

Phasing:

Is the development proposed to be constructed in phases? ☐ Yes ☐ No

If Yes, a phasing plan and a schedule of the projected dates that the final application for each phase will be filed must be provided.

Proposed Utilities:

	Water	Sewer
Public:	<input type="checkbox"/>	<input type="checkbox"/>
Onsite:	<input type="checkbox"/>	<input type="checkbox"/>

Street Information:

Ownership (check any that apply):

<input type="checkbox"/> State	<input type="checkbox"/> Local
<input type="checkbox"/> County	<input type="checkbox"/> Private

Lineal feet of new streets: _____

Part 5: Notification to Others

As applicable, the following agencies have been notified about the proposed subdivision or site development:

- ☐ County Health Department
Date: _____
- ☐ County Public Works
Date: _____
- ☐ County Conservation District
Date: _____

- ☐ PennDOT
Date: _____
- ☐ PA DEP
Date: _____
- ☐ Other: _____
Date: _____

The applicant declares the following:

- ☐ He/she is the owner of the property in question; OR
- ☐ He/she is the authorized agent for the owner of record to the property for which the application is made; OR
- ☐ He/she is a beneficial land owner as defined by the PA Municipalities Planning Code (MPC). If this box is checked, a copy of the agreement recorded with the ACDRE authorizing the applicant to subdivide or develop the property must be provided.

I/We hereby submit the enclosed land development application to the Allegheny County Department of Economic Development for review and consideration in accordance with the PA Municipalities Planning Code (Act 247 of 1968, as amended) and Art. III §780-302 of the Allegheny County Subdivision and Land Development Ordinance:

Signature of Applicant

Date

Revised July 2022