

TOWNSHIP OF COLLIER

Fee: \$500.00
(2 checks, \$150 & 350)

APPLICATION FOR REVIEW OF MINOR LAND DEVELOPMENT

Plans must be folded – Rolled plans will not be accepted.

This application shall apply to the following:

- A. The improvement of one lot of less than 20,000 square feet in area for one multifamily residential building or a group of two or more residential or non-residential buildings.
- B. The improvement of one lot of less than 10,000 square feet for one nonresidential building, regardless of the number of tenants.
- C. Any change of use, addition to or structural enlargement of a nonresidential structure which results in either:
 - 1. An increase in the gross floor area of the principal building of less than 1,500 square feet.
 - 2. An increase in the gross floor area of the principal building and the paved area of the lot which, in combination, is less than 1,500 square feet.
- D. The division or allocation of land or space among two or more occupants by leasehold or condominium.

This Part shall **not** apply to the following:

- A. Improvement of one lot for a single-family or a two-family dwelling.
- B. The conversion of an existing single-family or two-family dwelling into not more than three dwelling units, unless such units are intended to be a condominium.
- C. The addition of accessory buildings or structures on a lot or lots which are subordinate to any existing principal building.
- D. A one-time exemption for any addition to or structural enlargement of a nonresidential structure which results in an increase in the gross floor area of the principal building of 500 square feet or less.
 - 1. An applicant who wishes to proceed under these provisions shall submit to the Zoning Officer the following for their review:
 - a. A building permit application setting forth the proposed improvement, the cost thereof, and any changes to be made to the land.
 - b. Where the project has a previously recorded land development plan, the applicants must file an amended land development plan for the record.
 - 2. The Plan, when filed, shall undergo engineering and zoning review to address all zoning issues such as trash enclosures, landscaping, site access, and stormwater management. An escrow shall be established with the Township to cover appropriate fees for plan review as determined by staff.
 - 3. Upon completion of the appropriate staff review, if the applicant agrees in writing to the conditions, improvements, and/or requirements determined by the review, the application will be approved and the appropriate permits will be issued. In the event that the applicant does not agree with the review conclusions, the application is deemed denied and the applicant may elect to resubmit the application under the standard land development procedures as set forth herein.
- E. The foregoing shall be subject to review by the Township Zoning Officer in accordance with all applicable provisions of the Township Zoning Ordinance

The Allegheny County Review Application at the end of this application must be completed or this application will not be accepted.

APPLICANT INFORMATION

Applicant's Name: _____

Address: _____

Phone: _____

Property Owner: _____

Address: _____

Phone: _____

Name of Engineer or Surveyor: _____

Address: _____

Phone: _____

GENERAL DEVELOPMENT INFORMATION

Name of Development: _____

Location: _____

Proposed Use: (Circle one) Residential Commercial Industrial

Other: _____

Gross square feet area of new buildings or additions: _____

Number of Residential Dwelling Units: _____ Density (units/acre) _____

of Lots: _____ Total Site Acreage: _____ Acreage of to be Developed: _____

Note: Developed area includes all areas utilized for building, parking, loading, recreation and all areas graded, improved or otherwise disturbed in connection with the development of the site.

Present Zoning: _____ Is rezoning required to permit proposed land use: _____

If yes, has an application for rezoning been filed? _____

Does the proposed development require the issuance of any zoning variances: _____

If yes, give details: _____

If yes, has an application for a variance been filed: _____

Does the proposed development require the issuance of waivers or modifications: _____

If yes, give details: _____

Note: a written request for modification must accompany the application.

STREETS:

The proposed streets will be: public private Linear feet of new streets: _____

Has a Highway Occupancy Permit from the proper authority been applied for or issued: _____

Will any existing roads need additional right-of-way? _____

If yes, give details: _____

UTILITIES

Is public water available to the site: _____

Name of Water Company: _____

Has a letter of intent for service been supplied with this application? _____

Is public sewage available: _____ Name of public sewage facilities owner: _____

Distance to nearest public sewer in feet: _____

Has a sewage facilities planning module been submitted: _____

Has the public sewage facilities owner approved the design plans: _____

Has a stormwater management plan with supporting documentation been submitted: _____

SITE INFORMATION

Is the site within the 100 year flood boundary: _____

If yes, have plans been prepared in accordance with the Township Floodplain Ordinance: _____

Has an on-site sub-surface soils investigation been conducted? _____

Has a copy been submitted with the application: _____

Has there been a determination regarding the likelihood of landslides or landslide prone areas or soils on the site: _____

Has the site been deep mined: _____ Give details: _____

Has a traffic impact analysis been performed: _____ Submitted: _____

Will the proposed development include the relocation, alteration or enclosure of any watercourse or wetland? _____

If so, have necessary permits been applied for and/or submitted: _____

THE APPLICANT HEREBY ACKNOWLEDGES THAT THE HE/SHE HAS FAMILIARIZED HIMSELF/HERSELF WITH THE REQUIREMENTS OF THE TOWNSHIP'S GOVERNING ORDINANCES AND HEREBY AGREES TO ABIDE BY ALL RULES, REGULATIONS, ORDINANCES AND RESOLUTIONS OF THE TOWNSHIP OF COLLIER. THE APPLICANT FURTHER UNDERSTANDS THAT HE/SHE IS RESPONSIBLE FOR ALL ENGINEERING AND LEGAL REVIEW FEES ASSOCIATED WITH THIS APPLICATION.

Applicants Signature

Date

Owners Signature

Date

Applications without the owners signature will not be accepted.

PRELIMINARY AND FINAL APPLICATION CONTENT FOR A MINOR LAND DEVELOPMENT

The application for Preliminary and Final Approval of a Minor Land Development shall be submitted in accordance with Section 503 of this Ordinance and shall include the following information:

All lines must be check marked indicating proper submittal prior to acceptance of application.

- ___ **A.** Twenty (20) copies of the completed application form supplied by the Township.
- ___ **B.** Application filing fee, as required by Section 1101.1 of this Ordinance.

___ C. Proof of proprietary interest.

___ D. Written evidence of compliance with all other Township, County, State or Federal permits required for the plan, if any.

___ E. If the proposed use is a conditional use or use by special exception, an application for approval of the conditional use or use by special exception shall accompany the application for Preliminary and Final Approval of the Minor Land Development. Preliminary and Final Approval of the Minor Land Development shall not be granted unless the conditional use or use by special exception is approved prior to or concurrent with the Preliminary and Final Minor Land Development Plan.

___ F. Wherever public improvements are proposed and where evidence exists of deep mining, strip mining, landslide prone soils or other geologic hazards on the site, a geologic report by a qualified registered professional engineer acceptable to the Township regarding soil and sub-surface conditions and the probable measures needed to be considered in the design of the development, the location of structures and the design of foundations, if any.

___ G. A wetlands determination report for all sites which have hydric soils or soils with hydric inclusions and, if applicable, a wetlands delineation report for all jurisdictional wetlands on the site and the design techniques proposed to accommodate them.

___ H. Twenty (20) copies of a Preliminary and Final Plat, accurately drawn to a scale of not less than one inch equals fifty feet (1"=50') on a survey prepared by a Pennsylvania Registered Land Surveyor. The Preliminary and Final Plat shall include or be accompanied by the following information and shall be prepared and sealed by a Pennsylvania registered land surveyor, engineer, architect or landscape architect:

___ 1. Date of preparation. All revisions shall be noted and dated.

___ 2. A location map showing the location of the tract with reference to the surrounding properties, existing streets and streams within one thousand (1,000) feet of the land development.

___ 3. Name of the development, including the words "Preliminary and Final Land Development Plan;" North arrow; graphic scale; County Assessment Map and Parcel number; the name and address of the record owner; the name and address of the applicant; the name and address, signature, license number and seal of the registered professional preparing the survey. If the owner of the premises is a corporation, the name and address of the Chairman and Zoning Officer shall be submitted on the application.

___ 4. All distances shall be in feet and one hundredths (0.01) of a foot and all bearings shall be given to the nearest one (1) second.

- ___ **5.** The Zoning District in which the parcel is located, together with the zoning classification of properties within two hundred (200) feet of the boundaries of the property for which the application is made.
- ___ **6.** Property survey showing survey data, including boundaries of the property, building or setback lines and lines of existing and proposed streets, lots, reservations, easements and areas dedicated to public use, including grants, restrictions and rights-of-way, to be prepared by a licensed land surveyor. The name, address, signature and seal of the surveyor shall be indicated.
- ___ **7.** A copy of any existing or proposed covenants, deed restrictions, which are applicable to the property.
- ___ **8.** A written statement requesting any waivers or modifications to this Ordinance in accordance with Article X, if applicable.
- ___ **9.** A written statement identifying any zoning variances which will be needed or which have been granted to the property by the Zoning Hearing Board.
- ___ **10.** The distance, measured along the right-of-way lines of existing streets abutting the property, to the nearest intersections with other public streets within two hundred (200) feet of the site boundaries.
- ___ **11.** The location and dimensions of proposed buildings and structures, all accessory structures and fences, if any, including front, side and rear yard setbacks, height of buildings, first floor elevations of all structures and floor plans and elevation plans of the proposed building addition and its relationship to the existing building.
- ___ **12.** If applicable, Flood Hazard Zone boundaries, as identified on the current Official Map for the Township issued by the Federal Insurance Administration.
- ___ **13.** Existing contours shall be shown at not more than five (5) foot intervals where the slope is greater than ten percent (10%) and at not more than Two (2) feet where the slope is less than ten percent (10%). Contours shall not be plotted from the MPC Quadrangle maps.
- ___ **14.** A slope map showing the location and the area (in square feet) of land which has a slope of twenty-five percent (25%) or greater.
- ___ **15.** Certification by a registered professional geotechnical engineer regarding the feasibility of any proposed grading on slopes greater than twenty-five percent (25%), the stability of the finished slopes, measures to mitigate landslides, soil erosion, sedimentation, stormwater runoff and potential impacts on adjacent properties.
- ___ **16.** A grading plan with proposed contours shown at two (2) foot vertical intervals, and written or graphic evidence that all earthmoving activities shall conform to the Township's Grading and Excavating Regulations.

___ **17.** Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wooded areas and other significant existing features, including previous flood elevations of watercourses, ponds and marsh areas as determined by field survey.

___ **18.** Any and all existing streets related to the proposed development; including the names, cartway widths, approximate gradients and sidewalk widths.

___ **19.** If any new streets are proposed, profiles, indicating grading; cross sections showing the width and design of roadways and sidewalks.

___ **20.** Area, to the nearest thousandth of an acre of the site to be developed for non-residential purposes and/or the area, in square feet, of each lot to be developed for residential purposes.

___ **21.** Plans of proposed stormwater systems showing feasible connections to existing or any proposed utility systems.

All stormwater facility plans shall be accompanied by a separate sketch showing all existing drainage within five hundred (500) feet of any boundary, and all areas and any other surface area contributing to the calculations, and showing methods to be used in the drainage calculations.

___ **22.** Stormwater management plans, as required by Section 908 of this Ordinance.

___ **23.** The location and size of all existing sanitary sewers and the location and size of all proposed sanitary sewers.

___ **24.** The location and size of all existing and proposed waterlines, valves and hydrants.

___ **25.** The location, width and purpose of all existing and proposed easements and rights-of-way.

___ **26.** The location, type and approximate size of existing utilities to serve the development and written verification from each utility that service will be provided to the development.

___ **27.** All woodland areas as defined in this Ordinance.

___ **28.** The number and density of dwelling units (if residential).

___ **29.** All means of vehicular access for ingress and egress to and from the site onto public streets, showing the size and location of internal streets or driveways and curb cuts including the organization of traffic channels, acceleration and deceleration lanes, additional width and any other improvements on the site or along the site's street frontage necessary to prevent a difficult traffic situation. All pedestrian walkways and provisions for handicapped facilities in compliance with the requirements of the Americans with Disabilities Act (ADA) for an accessible site shall also be shown.

- ___ **30.** Computation of the number of parking spaces to be provided, the location and design of off-street parking areas and loading areas showing size and location of bays, aisles and barriers and the proposed direction of movement.
- ___ **31.** Tabulation of site data, indicating zoning requirements applicable to the site and whether the proposed site development features comply.
- ___ **32.** Proposed screening and landscaping, including a preliminary planting plan.
- ___ **33.** The methods, placement and screening of solid waste disposal and storage facilities.
- ___ **34.** If applicable, a detailed proposal, including covenants, agreements, or other specific documents showing the ownership and method of assuring perpetual maintenance to be applied to those areas which are to be used for recreational or other common purposes.
- ___ **35.** Written or graphic evidence that all public and/or private improvements will comply with the Design Standards of this Ordinance and the Infrastructure Improvement and Development Specifications.
- ___ **36.** If the plan is to be completed in phases, the proposed sequence of development with projected time schedule for completion of each of the several phases.
- ___ **37.** If applicable, a notation on the plat that access to a State highway shall only be authorized by a highway occupancy permit issued by the Pennsylvania Department of Transportation under Section 420 of the State Highway Law (P.L. 1242, No. 428 of June 1, 1945) and that the approvals of the Collier Township Planning Commission and Township Board of Commissioners are conditional, subject to action by the Pennsylvania Department of Transportation pursuant to application for a highway occupancy permit.
- ___ **38.** Spaces for the signature of the Chairman and Secretary of the Planning Commission; the Chairman and Secretary of Township Board of Commissioners; and dates of approval.
- ___ **39.** Plan monumentations, as required by Section 801 of this Ordinance.

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, One Chatham Center, Suite 900, 112 Washington Place, 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:	☐	☐
Onsite:	☐	☐

Street Information:

Ownership (check any that apply):

☐ State	☐ Local
☐ County	☐ 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: _____ | ☐ PennDOT
Date: _____ |
| ☐ County Public Works
Date: _____ | ☐ PA DEP
Date: _____ |
| ☐ County Conservation District
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 August 2021