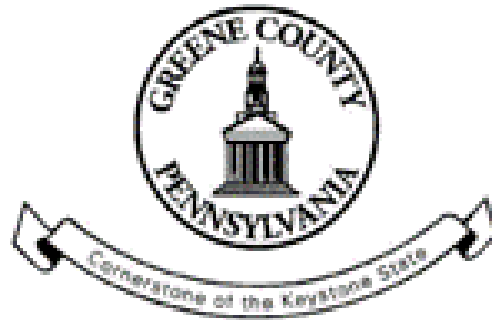


# GREENE COUNTY PLANNING COMMISSION



## SUBDIVISION AND LAND DEVELOPMENT (SALDO)

## APPLICATION PACKET

**Greene County Planning Commission**  
**Contact Information**

Chris Hardie, County Planner  
(724) 852-5300  
[chardie@co.greene.pa.us](mailto:chardie@co.greene.pa.us)

49 South Washington Street  
Waynesburg, PA 15370

## GREENE COUNTY PLANNING COMMISSION

### TYPICAL LAND DEVELOPMENT PROCESS

1. Developer Calls and Schedules and Appointment to Meet with County Planner (724-852-5300)
2. County Planner and Developer meet – this is called the Pre-Application Conference
  - a. The Planner provides the developer with a checklist and goes over each step with the developer (*the Checklist is on page 4 of this packet*)
  - b. In some cases, the Planning Commission Chairman or the Planning Director is requested to sit in on the Pre-Application
  - c. The Planner also recommends to the developer that they should become familiar with the ordinance (*a complimentary copy of Article VI and VIII are included in this packet – if the developer wishes to have another copy it can be secured in three ways: on-line, purchased as a hard-copy, or emailed electronically*)
3. The developer completes the Checklist and submits a packet of information as well as site plan
4. The Planner reviews the submission in great detail and within three days has a written review letter that is submitted to the developer, the Planning Director, and all 9 Commission members
  - a. This letter details what is deficient and highlights ways for the developer to comply with the ordinance
  - b. The letter also notes questions that the Commission may ask of the developer
  - c. In some instances, the review letter is even submitted via email to make the delivery of the letter more efficient for the developer
5. The developer submits the new information and the Planner compares this with the review letter – the Planner will contact the developer via phone or email to clarify any deficiencies
6. On the Monday of the meeting, the Planner contacts the developer and makes sure they are ready and prepared for the meeting
7. At the meeting, the Planner overviews the project for the Commission and passes out the initial review letter (this is the basis for all questions). The Planner also adds a “Checklist of all Required Items” so that the Commission understands what is or is not missing.
8. The developer gives an overview as requested by the Commission. At any point, the public may question a part of the project and the question is answered by the appropriate official.

AT THIS POINT, THE COMMISSION RENDERS A DECISION ON THE PROJECT. THE THREE PHASES OF APPROVAL ARE: Plan Acceptance, Preliminary Approval and Final Approval

9. In many cases, following final approval, the Planning Director and Solicitor draft a Developer’s Agreement which holds the Developer accountable to all that was approved on the site plan and application
10. The Chairman and Secretary sign the approved plans and the plan is filed in the Planning Office

## TABLE OF CONTENTS

Eligibility Requirements of the Ordinance	1
<u>STEP 1</u> : Eligibility Form	2
<u>STEP 2</u> : Land Development Application	3
<u>STEP 3</u> : Land Development Checklist	4-5
<u>STEP 4</u> : Submission Calendar	6
<u>STEP 5</u> : Preliminary Approval Review/Schedule	7
<u>STEP 6</u> : Public Notice/Notice to Adjacent Property Owners	8-9
<u>Attachment A</u> : Request for Modification	10
<u>Attachment B</u> : Fee Schedule	11

## **HOW DO I KNOW IF MY PROJECT IS APPLICABLE OR EXCLUDED?**

The following projects **ARE APPLICABLE** under the Subdivision and Land Development Ordinance

(SALDO):

- Construction of two or more residential structures or any non-residential structure on a single lot
- Improvement of one lot for non-residential, building or multi-family residential building
- Any new non-residential structure
- Increase in impervious area (paving or roofing)
- The division of one lot or space leasehold/condo

The following **ARE EXCLUDED** from the Subdivision and Land Development Ordinance (SALDO):

- Single family and two-family dwellings
- Conversion of single or two family dwelling into not more than three dwellings
- The addition of an accessory building that is not for the same use of principal building (less than 625 square feet)
- Farm building
- Addition or structural enlargement of non-residential structure with increase of gross floor area of less than 5,000 square feet or pervious area of 7,500 square feet.

**The Greene County Subdivision and Land Development Ordinance can be viewed in its entirety on-line at [www.co.greene.pa.us](http://www.co.greene.pa.us). A hard copy of the ordinance can be viewed in the Greene County Department of Economic Development (or can be purchased at the same office).**

# STEP NUMBER 1

## GREENE COUNTY PLANNING COMMISSION IS A PROJECT ELIGIBLE FOR LAND DEVELOPMENT?

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

OVERVIEW OF PROJECT: \_\_\_\_\_ DATE: \_\_\_\_\_

	YES	NO	
Is there construction of a structure over 625 square feet?			<u>SQUARE FEET?</u>
Is the proposed construction an addition to a previous structure ?			
If the constuction is an addition, is it over 5,000 square feet?			<u>SQUARE FEET?</u>
Is the contruction for residential purposes?			
If so, is it more than 3 separate housing units?			<u>HOW MANY?</u>
Based upon the definition below, would you consider the structure to be an accessory structure?			
Is the construction for an amusement park?			

**DEFINITION OF ACCESSORY STRUCTURE:**

*A building which is not for the same use as, or part of the use of the principal building, but which is for a use subordinate to, or supplementary to that of the principal building. Examples: Residential; garage, lawn or garden tool shed, children's playhouse. Commercial/Industrial; garage for company car, guardhouse, scale house. If a building is added to a business or industry site, and if it is part of the prime function of the principal building it is not considered an accessory building.*

**Mail or Fax Back to the Greene County Planning Commission:**

CO: Mr. Chris Hardie, County Planner  
49 South Washington Street  
Waynesburg, PA 15370  
Phone: (724) 852-5300 Fax: (724) 852-2944  
Email: chardie@co.greene.pa.us

**PLEASE ALLOW  
THREE (3) DAYS  
TO PROCESS YOUR  
REQUEST.**

**FINAL**  
Reply Date: \_\_\_\_\_

# STEP NUMBER 2

## SUBDIVISION AND LAND DEVELOPMENT APPLICATION

TYPE OF APPLICATION:  Major Subdivision  Minor Subdivision  Land Development  
APPROVAL REQUESTED:  Preliminary  Final  
*(Preliminary and Final will not occur simultaneously)*

NAME OF PLAN: \_\_\_\_\_ MAP AND PARCEL #: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

<b>APPLICATION CONTACT:</b>	_____	_____	_____
	FIRST	LAST	PHONE
	_____		
	ADDRESS	CITY/STATE/ZIP	
<b>CONSULTANT CONTACT:</b>	_____	_____	_____
	FIRST	LAST	PHONE
	_____		
	ADDRESS	CITY/STATE/ZIP	

ZONING CLASSIFICATION : \_\_\_\_\_ ACREAGE: \_\_\_\_\_

SIZE OF NONRESIDENTIAL DEVELOPMENT: \_\_\_\_\_ (square feet)

WATER PROVIDER: \_\_\_\_\_ GAS PROVIDER: \_\_\_\_\_

ELECTRIC PROVIDER: \_\_\_\_\_ CABLE PROVIDER: \_\_\_\_\_

TELEPHONE PROVIDER: \_\_\_\_\_ SEWAGE PROVIDER: \_\_\_\_\_

Are you requesting modifications or waivers to the ordinance? **YES** OR **NO** If so, please attach

<b><i>Residential Development ONLY</i></b>
AVERAGE LOT AREA (Residential): _____ (square feet) TOTAL DWELLING UNITS _____

I, \_\_\_\_\_, hereby certify that all the above statements and information provided within this application are true and correct to the best of my knowledge. I also understand that any outside fees associated with the project (*for instance, stormwater review of my plan by an outside reviewer*) will be directed to me, as the developer.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# STEP NUMBER 3



	<b>SECTION</b>	<b>TITLE</b>	<b>EXPLANATION</b>
	604.A	Application Form	One completed application form (supplied by Planning Staff)
	604.B	Filing Fee	Review Fee: _____
	604.C	Preliminary Plat	Not exceeding 34x44 - Scale not less 1=50, Certified PA Land Surveyor
	604.c.1	Date	All Revisions
	604.C.2	Key Map	Location of project area & all properties within 1,000 ft.
	604.C.3	Title & Owner	Label the project & define ownership
	604.C.15 604.C.4 813	Distances, Lots	Feet & decimals (hearings shall be given to nearest 10 seconds), Acreage - Nearest thousandth
	604.C.5	Tax Records	Property owners with in 200 Feet - labeled with name & parcel #
	604.C.6	Zoning	If applicable define zoning district
	604.C.14 604.C.7 803.2 803.3	Survey data & streets	1.Setbacks 2.Proposed/Existing streets 3.Easements 4.Right-of-Ways/Surveyor data
	604.C.8 604.C.29 Article 10	Covenants	Copy of all covenants, deeds, and modifications
	604.C.10	Location/ Dimension	Location & dimension of all structures - size, height, elevation, etc. (Also Accessory Structures)
	802.3 604.C.11	Flood Hazard Zone	Define the floodplain
	604.C.12	Contours	10% or less - 2 feet, 10% or higher - 5 feet contour, Existing contours - dash lines, Proposed contours - solid
	802.4 802.5 604.C.13 604.C.32	Label Enviro. Concerns Enviro. Reports	High points, watercourses, ponds, marshes, rock outcrops, etc. Mining, landslide, soils, slopes
	810 809 604.C.16 604.C.17	Stormwater	See Section 810 for specifics
	604.C.18 808	Sewage Disposal	Public Ext. - Letter from Sewer Authority Individual System - DEP approval & Sewage Enforcement Officer approval
	604.C.19 604.C.20 604.C.21 811 812	Utilities	Public Water - Letter from Water Authority Non-Public Water - Statement on intended service Documentation of all utility arrangements: electric, gas, telephone, cable Map ALL of these hookups/connections on plat
	604.C.22 802.2	Conservation District Review	See Section 802.2 for specifics and contact Conservation District(724-852-5278)
	604.C.24	Signage	Note all free standing signs
	604.C.25 604.C.26804 805 806 814	Vehicular Access & Parking	1. Ingress/Egress 2. Size/Location 3. Pedestrian concerns 4. ADA requirements 5. Parking plans - size & motion ALL OF THESE SPACE REQUIREMENTS - 814

604.C.27 604.C.28 807	Scenery/ Landscape	Planting & landscape plan
604.C.30	Phases	If completed in phases - timeline
604.C.23 604.C.31 808	Residential Concerns/ Construction	1. Number and intensity of dwelling units 2. Traffic report (may apply) 3. Parking 4. Water/Sewage
604.C.33 604.C.34 803.4	Highway Occupancy Permit (H.O.P) Municipal Drive	Section 420 of State Highway Law - PennDOT
604.C.35	Signatures	Signature Line for Chair & Secretary
604.C.36	Municipal Approval	Letter the proves municipal review
Section 8	Design Standards	SEE SECTION 8
605	Approval	Approval or Conditional Approval

### FINAL APPLICATION REQUIREMENTS

Same as above with the additional requirements noted below.

607.B	Filing Fee	Filing Fee: _____ + SQ Feet _____ = _____
607.D	Public Notice	Newspaper - 10 days prior (need evidence) Property owners - 10 days prior (need evidence)
607.E	Final Plat	8 Copies 1=100 Feet Scale Size 24" x 36" - 1/2" border
607.E.6	Property Owners	Adjoining property owners with in 200 ft.
607.E.11 607.E.23	Permits	Resturants - CEC Permit - Bureau of Food Safety ALL PERMITS - Labor & Industry approval
607.E.12	Design View	Design view of all buildings
607.E.14	Signage	Plan showing signs on/off the building
607.E.15	Lighting	Parking & Entrance/Exit areas
802.2	Grading Plan	SEE SECTION 802.2
607.E.20	Municipal Performance Guarantee	Evidence of completion or performance guarantee improvements
Section 8	Design Standards	SEE SECTION 8
608	Approval	Final or conditional final
610	Developer's Agreement	See an example of the agreement in the SALDO appendix
612	Recording	Greene County Recorder of Deeds

# STEP NUMBER 4

		<b>30 DAYS - Section 603 and 607</b>	<b>10 DAYS - Section 607.D</b>
In order to be ready for this meeting....		You will need to submit your <b><u>PRELIMINARY or FINAL</u></b> application and drawings by this date.....	You will need to complete the <b><u>public notice</u></b> process by this date....
<b>FEBRUARY 6</b>		January 6	January 27
<b>MARCH 5</b>		February 3	February 24
<b>APRIL 2</b>		March 2	March 23
<b>MAY 7</b>		April 6	April 20
<b>JUNE 4</b>		May 4	May 25
<b>JULY 9</b>		June 8	June 29
<b>AUGUST 6</b>		July 6	July 20
<b>SEPTEMBER 10</b>		August 10	August 31
<b>OCTOBER 1</b>		September 7	September 21
<b>NOVEMBER 5</b>		October 5	October 26
<b>DECEMBER 10</b>		November 9	November 30

When the plan is submitted the Commission has 90 days to render a decision.  
 The planning staff has 45 days to review and create a review response based upon the submission.

**IMPORTANT:**

At any stage, the application will not be officially accepted until all items in the ordinance are addressed for that section. Also, keep in mind that **Preliminary and Final Approval cannot be granted in the same meeting (Commission action in January 2009).**

# **S T E P   N U M B E R   5**

Step Number 5 involves Plan Acceptance and Preliminary Approval. In most cases, both Acceptance and Approval can be sought in the same meeting. After Acceptance and Preliminary Approval the Commission will review the project till the next meeting – this is done so that all adjoining property owners and any member of the community can review the project and meet with the Planning Staff.

## Below are the meeting dates for 2012:

- Monday, January 9, 2012 (2<sup>nd</sup> Monday due to New Year's Holiday)
- Monday, February 6, 2012
- Monday, March 5, 2012
- Monday, April 2, 2012
- Monday, May 7, 2012
- Monday, June 4, 2012
- Monday, July 9, 2012
- Monday, August 6, 2012
- Monday, September 10, 2012 (2<sup>nd</sup> Monday due to Labor Day)
- Monday, October 1, 2012
- Monday, November 5, 2012
- Monday, December 10, 2012 (2<sup>nd</sup> Monday due to Deer Season)

*All Meetings take place on the second floor conference room of the Greene County Office Building. Meetings start at 7:00 PM.*

# **STEP NUMBER 6**

Pursuant to the requirements of an ordinance entitled County of Greene Subdivision and Land Development Ordinance adopted by the County Commissioners on July 23, 1998. **PUBLIC NOTICE** is hereby given that the Greene County Planning Commission will hold a **PUBLIC HEARING** at 7:00 PM on Monday, \_\_\_\_\_, 2012 in the Second Floor Conference Room, 93 East High Street, Waynesburg PA for the review and/or approval by the Planning Commission for the plans of land located in \_\_\_\_\_, as shown on the Tax Map of \_\_\_\_\_ designated as the Tax Parcel # \_\_\_\_\_. The Purpose of the land development is for the (construction/development/subdivision) of \_\_\_\_\_ . Plans for the proposed (land development/subdivision) may be inspected during business hours in the Office of the Executive Director, Greene County Department of Planning and Development, 49 South Washington Street, Waynesburg PA.

---

Developer

Please send bill to:

---

---

---

---

# **STEP NUMBER 7**

## **Notice to Adjacent Property Owners**

*This is only a suggested form of letter. You may vary the wording so long as it provides the basic wording.*

This is to notify you that I/we plan to develop \_\_\_\_\_ on \_\_\_\_\_ acres of land located in \_\_\_\_\_. **A PUBLIC HEARING** of the Greene County Planning Commission will be held at 7:00 PM on Monday, \_\_\_\_\_, 2012 in the Second Floor Meeting Room, Greene County Office Building, 93 East High Street, Waynesburg PA, at which time plans will be reviewed and may be approved.

Plans of the proposed land development may be inspected during business hours in the Office of the Executive Director, Greene County Department of Economic Development, 49 South Washington Street, Waynesburg PA, prior to the meeting.

The review by the Planning Commission is to ensure that that the proposed plans are in conformity with the County of Greene Subdivision and Land Development Ordinance. This ordinance is concerned primarily with the type of building, the standards for road and driveway construction, provisions for parking, road access, safety measures, etc. The ordinance does not cover such matters of multi-family housing in an area of single family homes, commercial development in a residential area or similar matters. These are unregulated except in those townships and boroughs that have adopted and administer a zoning ordinance.

# ATTACHMENT A

## GREENE COUNTY PLANNING COMMISSION

### REQUEST FOR MODIFICATION

Applicants Name: \_\_\_\_\_

Applicants Address: \_\_\_\_\_

Section or Sections of the Ordinance that are Requested to be Modified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Requests for Modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_

Modification Fee Paid to the *Greene County Planning Commission*

Paid \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Date of the Meeting the Request was Considered: \_\_\_\_\_

Action of the Greene County Planning Commission: ACCEPT \_\_\_\_\_ DENIED \_\_\_\_\_

# **ATTACHMENT B**

## **GREENE COUNTY PLANNING COMMISSION**

### **FEE SCHEDULE – *Effective January 1, 1996***

#### **1. Preliminary Review**

- a. Subdivision and Land Development \$25.00

#### **2. Final Review**

##### a. Minor Subdivision

- i. Flat Fee (Includes the first lot) \$100.00
- ii. Fee per additional lot \$30.00

##### b. Final Major Subdivision

- i. Flat Fee (Includes the first lot) \$100.00
- ii. Fee per additional lot \$30.00

*Subdivisions include: Residential lots, industrial and commercial lots, agricultural lots, and mobile home park lots*

##### c. Final Land Development

- i. Residential Fee – Flat Fee (includes first housing unit) \$150.00
- Fee per additional unit \$30.00
- ii. Commercial Fee – Flat Fee \$150.00
- Plus Fee per 100 square feet of building area \$1.00

#### **3. Lot Splits**

- a. Residential, Industrial, Commercial and Agricultural Flat Fee \$30.00

#### **4. Modification**

- a. Fee per instance \$25.00