

GREENE COUNTY PLANNING COMMISSION



SUBDIVISION AND LAND DEVELOPMENT (SALDO)

2021 APPLICATION PACKET

Greene County Planning Commission

**Jeremy L. Kelly
Planning Director**

(724) 852-5300

jkelly@co.greene.pa.us

**93 East High Street
Waynesburg, PA 15370**

TABLE OF CONTENTS

Contents

TYPICAL LAND DEVELOPMENT PROCESS.....	3
HOW DO I KNOW IF MY PROJECT IS APPLICABLE OR EXCLUDED?	4
STEP 1: ELIGIBILITY FORM	5
STEP 2: SUBDIVISION AND LAND DEVELOPMENT APPLICATION	6
STEP 3: LAND DEVELOPMENT CHECKLIST	7
STEP 4: SUBMISSION CALENDAR FOR 2021	9
STEP 5: PRELIMINARY APPROVAL REVIEW/SCHEDULE	10
STEP 6: PUBLIC NOTICE/NOTICE TO ADJACENT PROPERTY OWNERS	11
STEP 7: NOTICE TO ADJACENT PROPERTY OWNERS	12
ATTACHMENT A: GREENE COUNTY PLANNING COMMISSION REQUEST FOR MODIFICATION .	13
ATTACHMENT B: GREENE COUNTY PLANNING COMMISSION FEE SCHEDULE.....	14

GREENE COUNTY PLANNING COMMISSION

TYPICAL LAND DEVELOPMENT PROCESS

1. Developer calls and schedules an 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 Step 3 in this packet*).
 - b. In some cases, the Planning Commission Chairman or the Planning Director is requested to attend the Pre-Application meeting.
 - c. The Planner also recommends to the Developer that they should become familiar with the ordinance *Article VI and VIII are available on our website: <http://www.co.greene.pa.us/secured/gc2/depts/ed/plancomm/SALDO-GC-2013.pdf> pages 53 and 75. It can also be 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 nine Planning Commission Members.
 - a. This letter details any deficiencies 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 may be 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 distributes the initial review letter which is the basis for all questions. The Planner also adds a “Checklist of all Required Items” so that the Commission understands what items are included or missing.
8. The Developer gives an overview as requested by the Commission. At any point, the public may question any parts of the project, and the questions will be 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.

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

The Greene County Subdivision and Land Development Ordinance can be viewed in its entirety on-line at <http://www.co.greene.pa.us> . A hard copy of the ordinance can be viewed or purchased in the Greene County Department of Planning and Community Development, 93 East High Street, Waynesburg, PA

15370.

STEP 1: ELIGIBILITY FORM

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 an existing structure?			<u>SQUARE FEET?</u>
If so, what is the square footage of the existing building?			
What is the square footage of the addition?			<u>SQUARE FEET?</u>
Is the construction 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:

C/O: Mr. Jeremy L. Kelly
 93 East High Street
 Waynesburg, PA 15370
 Phone: (724) 852-5300 Fax: (724) 852-5319
 Email: jkelly@co.greene.pa.us

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

FINAL
 Reply Date: _____

STEP 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: _____

APPLICANT:		

COMPANY NAME		
_____	_____	_____
FIRST	LAST	PHONE
_____		_____
ADDRESS		CITY/STATE/ZIP
EMAIL: _____		
CONSULTANT CONTACT:		

_____	_____	_____
FIRST	LAST	PHONE
_____		_____
ADDRESS		CITY/STATE/ZIP
EMAIL: _____		

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 (include Attachment A) NO

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

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 3: LAND DEVELOPMENT CHECKLIST



	SECTION	TITLE	EXPLANATION
	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 within 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.Easement 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 Extension - 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

STEP 3: LAND DEVELOPMENT CHECKLIST, CONTINUED

✓

	<u>SECTION</u>	<u>TITLE</u>	<u>EXPLANATION</u>
	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 that 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.

✓

	<u>SECTION</u>	<u>TITLE</u>	<u>EXPLANATION</u>
	607.B	Filing Fee	Filing Fee: _____ + SQ Feet _____ = _____
	607.D	Public Notice	Newspaper - 10 days prior (need evidence) owners - 10 days prior (need evidence) Property
	607.E	Final Plat	8 Copies; 1=100 Feet Scale 36" - 1/2" border Size 24" x
	607.E.6	Property Owners	Adjoining property owners within 200 ft.
	607.E.11 607.E.23	Permits	Restaurants - 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 4: SUBMISSION CALENDAR FOR 2021

To be ready for this meeting	30 DAYS - Section 603 and 607	10 DAYS - Section 607.D
	Submit your <u>PRELIMINARY or FINAL</u> application and drawings by this date	Complete the <u>Public Notice</u> process by this date
January 4	December 4	December 25
February 1	January 1	January 22
March 1	January 29	February 19
April 5	March 5	March 26
May 3	April 2	April 23
June 7	May 7	May 28
July 12	June 11	July 2
August 2	July 2	July 23
September 13	August 13	September 3
October 4	September 3	September 24
November 1	October 1	October 22
December 6	November 5	November 26
January 3, 2022*	Dec. 3, 2021*	Dec. 24, 2021*

*Subject to change

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.

STEP 5: PRELIMINARY APPROVAL REVIEW/SCHEDULE

Step Number 5 involves Plan Acceptance and Preliminary Approval. In most cases, both Acceptance and Preliminary Approval can be sought in the same meeting. After Acceptance and Preliminary Approval, the Planning Commission will review the project. This allows adjoining property owners and any member of the community the opportunity to review the project and meet with the Planning Staff.

Below are the meeting dates for 2021:

- Monday, January 4, 2021
- Monday, February 1, 2021
- Monday, March 1, 2021
- Monday, April 5, 2021
- Monday, May 3, 2021
- Monday, June 7, 2021
- Monday, July 12, 2021 (2nd Monday due to Independence Day)
- Monday, August 2, 2021
- Monday, September 13, 2021 (2nd Monday due to Labor Day)
- Monday, October 4, 2021
- Monday, November 1, 2021
- Monday, December 6, 2021

*All Meetings take place on the second floor conference room of the
Greene County Office Building, 93 E. High Street, Waynesburg.
Meetings start at 7:00 PM.*

STEP 6: PUBLIC NOTICE/NOTICE TO ADJACENT PROPERTY OWNERS

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, _____, 2021 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 Planning Director, Greene County Department of Planning and Development, 93 East High Street, Waynesburg PA.

Developer

Please send bill to:

STEP 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 information.

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, _____, 2021 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 Planning Director, Greene County Department of Economic Development, 93 East High 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**

Applicant's Name: _____

Applicant's 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 these types of lots: Residential, industrial, commercial, agricultural, 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