



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

Two (2) collated physical sets and PDF file uploaded to rosstownship.portal.iworq.net of this application and all other pertinent information (survey, site plan, drawings, photographs, etc.) 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 submittals.** 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

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. **Two (2) sets of full plans 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)

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	