

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 SUBDIVISION 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

SUBDIVISION INFORMATION

Present use of Property: _____ Lot size: _____ Acres or square feet
Type of Proposed Subdivision (number of lots; lot line revision; etc): _____

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

Reason for request: _____

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 one of the required items it will be deemed incomplete.

ADDITIONAL INFORMATION

Following subdivision 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; + \$1,000.00 escrow
All Others: \$100.00 per acre ≤ 10 acres, \$75.00 each additional acre >10: \$350.00 minimum; + \$2,000.00 escrow

SUBDIVISION 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.
- 3. Names of all abutting land areas and uses; names of owners of adjacent property.
- 4. Key map for purpose of locating the property.
- 5. Project narrative.
- 6. Total tract boundaries and statement of total acreage.
- 7. Zoning data.
- 8. Contour lines.
- 9. Location and elevation.
- 10. All existing sewer lines, water lines, fire hydrants, utility transmission lines, culverts, bridges, railroads, water
- 11. All existing buildings or other structures
- 12. All existing streets, thoroughfares and traffic patterns.
- 13. Copies of existing and proposed deed restrictions.
- 14. Full plat of proposed subdivision showing the following:
 - ♦ Location and width of all streets and rights of way
 - ♦ Suggested street names and utility easement locations
 - ♦ Proposed building setback lines
 - ♦ Lot lines with approximate dimensions
 - ♦ Statement of intended use of all non-residential lots and parcels
 - ♦ Sanitary and/or storm sewers, location of all lines and any proposed connections
 - ♦ Public & recreational use: parks, playgrounds, and other dedicated areas
 - ♦ Grading plan
 - ♦ Lot numbers
- 15. Preliminary commitment from responsible lenders.
- 16. Anticipated schedule of development.
- 17. Agreements, provisions and covenants.
- 18. Agree to replenish escrow when account falls below \$100.00.

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

Please provide septate 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