

MINOR SUBDIVISION GUIDELINES

Produced By:

Marshall Township Planning Department

525 Pleasant Hill Road ♦ Suite 100 ♦ Wexford, PA 15090
Phone: 724-935-3090 ♦ Fax: 724-935-3023



Minor Subdivision **Process Guide** **Marshall Township, Pennsylvania**

This is the recommended procedure for subdividing or consolidating property in Marshall Township under jurisdiction of the *Subdivision and Land Development Ordinance for Marshall Township* (Ordinance Number 383A) adopted January 3, 2008 and amended as noted, as well as, the *Zoning Ordinance* (Ordinance Number 382A) January 3, 2008 and amended as noted. Copies of the Subdivision and Land Development Ordinance and the Zoning Ordinance are available for \$35.00 at the Marshall Township Municipal Building.

The Marshall Township Subdivision and Land Development Ordinance, Chapter 174, states that a subdivision is defined as the following:

The division or redivision of a lot, tract or parcel of land by any means into two (2) or more lots, tracts, parcels or other divisions of land, including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership or building or lot development; provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than ten (10) acres, not involving any new street or easement of access or any residential dwelling, shall be exempted.

There are two (2) forms of subdivision, Minor Subdivision and Major Subdivision. They are defined as follows:

MINOR SUBDIVISION –A SUBDIVISION not including any of the characteristics included in the MAJOR SUBDIVISION category. In general, a MINOR SUBDIVISION involves the adjustment of LOT LINES for existing LOTS and/or the creation of new LOTS that are already serviced by a PUBLIC ROAD and public utilities.

MAJOR SUBDIVISION – - A SUBDIVISION that includes either one or more of the following characteristics:

1. Multiple phasing of the PLAN.
2. Containing PUBLIC IMPROVEMENTS, including one or more of the following: STREETS, STORM WATER DETENTION and STORM WATER RETENTION facilities and public utilities.
3. Containing no more than four (4) lots.

Note: The following was developed as a guide for the Minor Subdivision Process. It does not represent or replace the full and complete text of the Marshall Township Subdivision and Land Development Ordinance (SALDO) or the Marshall Township Zoning Ordinance.

Minor Subdivisions require only final plan review. However, minor subdivisions must follow plan data submission requirements for both preliminary and final subdivision plans. See Article 200 of Subdivision and Land Development Ordinance (SALDO) for plan requirements.

The following outlines the minor subdivision process.

STEPS TO OBTAINING A MINOR SUBDIVISION

STEP 1: PLANNING COMMISSION SUBMISSION

The Marshall Township Planning Commission meets on the first Tuesday and third Monday [if necessary] of each month at **7:00 p.m.** with the exception of September. Please note that there will be only one meeting held in the months of June, July, August, September and December. Plans must be submitted 21 days prior to the first meeting of the month. A submission schedule can be found on the Township's Website, www.twp.marshall.pa.us, under Document Center.

The following must be submitted by the submission deadline:

- Application
- Application Fee:
 - o \$250 application fee
 - o \$750 deposit
 - o \$50 per lot, Digital Waiver Fee Digital **or** drawing submission in AutoCAD, AutoCAD interchange or GIS data sources on a storage medium designated by the Township.
 - o \$150 per each Modification/Waiver Request
 - o \$150 Conditional Use fee, if applicable and \$350 deposit
- 5 sets of large-scale plans **folded & collated**
- 11 sets of reduced-scale plans not smaller than 11 x 17
- 2 copies of applicable reports

If an application is deemed incomplete by the Planning Director, it will be rejected. The developer may resubmit the application with additional or missing information. The date the application is accepted by the Zoning Officer is the date the application is deemed filed with the Township.

The Planning Commission has three options:

- table the plan so that the applicant has time to address comments raised by the Township Staff and Planning Commission.
- recommend approval to the Board of Supervisors with or without conditions
- recommend denial

If a plan is tabled, the applicant will need to submit revised plans for review by the Planning Commission. A letter will be sent out by the Planning Secretary advising you of revised plan submission deadlines. Revised plans are to be submitted seven (7) days prior to the meeting in

which you wish to be heard. The plan will be reheard by the Planning Commission after all comments are addressed and revised plans are submitted.

STEP 2: BOARD OF SUPERVISORS SUBMISSION

Once the Planning Commission makes a recommendation, the plan moves to the Board of Supervisors.

The Board of Supervisors meets on the first and/or second Monday of each month. Applicant will be notified of meeting date and plan submission deadline in advance.

Revised plans addressing the comments of the Township Planning Staff, the Township Engineer, and the Planning Commission shall be submitted seven (7) days prior to the Board meeting in which the plan is to be heard.

The following shall be submitted:

- 3 full-size folded copies and 11 half-size copies
- A written response letter discussing the action taken to address the comments of the Township Engineer, Planning Directors, Solicitor and Planning Commission.

STEP 3: RECORDING MYLARS, GRADING & BUILDING/ZONING PERMITS

Recording Mylars

Once the plans have been approved, the applicant will then submit to the township the mylar. The township will adhere the signatures needed for recording at the Allegheny County Department of Real Estate (formerly the Recorder of Deeds Office). The developer has to get approved mylar signed by the Allegheny County Department of Economic Development and recorded at the Allegheny County Recorder of Deeds within 90 days of the date of the signature of the final plan by the Board of Supervisors. Once recorded, the township requires three prints of the recorded plan – one reproducible mylar and two prints of the final lot and street configurations as approved and recorded.

Grading Permit

A separate permit is required specifically for site grading. Marshall Township “Grading and Excavating”, Code Chapter 88, regulates grading, filling, excavation and earth moving activities. A grading permit application and additional information can be obtained from Art Gazdik, Township Engineer by calling 724-935-3090, Extension 112. A grading bond will be required. If required, performance security must be posted with the Township.

Building & Zoning Permits

Once the proper approvals and other conditions of approval are satisfied, it is time to apply for building and zoning permits. Residential building zoning permits generally take 3-5 business days to review and process. Applicants will be notified when a permit has been processed and what fees apply. Nonresidential building and zoning permits can be expected to take longer for review. The process generally takes 15-20 working days. Upon satisfactory review, a nonresidential building permit, along with a zoning permit will be issued.

Once all documents are completed, applications submitted, and permits issued, construction on your new development may begin. Periodic inspections are required during construction and are outlined in the building permit process.

Additional information can be obtained by contacting the Marshall Township Planning Department, Building Department or Engineer's Office. The following people can be reached by e-mail or dialing 724-935-3090, unless otherwise noted:

Nicole Hanson x 109
Planning Director
nhanson@twp.marshall.pa.us

Phillip Macmillan x 113
Building Inspector
philmc@twp.marshall.pa.us

Art Gazdik x 112
Twp. Engineer
artgazdik@groundworkcivil.net

Sheryl L. Snyder x 104
Twp. Secretary
sherylsnyder@twp.marshall.pa.us