

## Zelienople Borough

### Subdivision and Land Development "Guidelines"

1. Site Plan Review Application and additional support materials are to be completed by the applicant and submitted to the Zoning Officer no less than twenty-one (21) days prior to the next regularly scheduled meeting of the Borough Planning Commission. {Fee and escrow amount to be included.}

2. Borough Planning Commission meetings are scheduled on the fourth (4<sup>th</sup>) Thursday of the month at 7:00 p.m. on the second floor of the Zelienople Borough Municipal Building located at 111 West New Castle Street, Zelienople, PA. 16063.

3. Site Plan Review request must be made in compliance with the appropriate sections of the Subdivision and Land Development Ordinance #780-07, as adopted (9-24-07). For application submission requirements, please refer to section 602, "Standard Submission Items", A thru M, page's 25 thru 28.

4. Applicant must submit with the Site Plan Review Application, a detailed narrative describing exactly what is being proposed and what action is being requested from the Borough Planning Commission and Borough Council.

5. Applicant must submit ten (10) complete set's of the application, support materials, and plans / drawings to the Zoning Officer for distribution to the Borough Engineer, Borough Planning Commission, and Borough Office.

6. After compliance with filing procedures, the Site Plan Review Application will be placed on the agenda of the Borough Planning Commission and reviewed by the Borough Engineer for recommendations prior to the meeting.

7. The Borough Planning Commission will hold a meeting in order to review the Site Plan Review Application and make recommendation of approval or denial, with or without conditions, to the Borough Council. The applicant or representative thereof should attend said meeting.

8. The Borough Council shall hold a meeting in order to act upon the Site Plan Review Application and may attach conditions for approval that are consistent with the Zelienople Borough Subdivision and Land Development Ordinance. The applicant or representative thereof should attend said meeting.

9. The applicant is required to contact the Western Butler County Authority (W.B.C.A) to determine if the completion of a Sewage Facilities Planning Module is required. (The phone number is 724-452-5501). Submittal must be made fourteen (14) days prior to the Borough Planning Commission meeting.

10. The applicant is responsible for submittal of an application, plan, and associated fee to the Butler County Planning Commission for their review and comment. (The phone number is 724-284-5300). Submittal must be made seven (7) days prior to their meeting which is scheduled on the third (3<sup>rd</sup>) Wednesday of each month at 4:30 p.m. (Holidays excluded.)

11. Upon final plan approval from the Borough, the applicant is responsible for the proof of recording at the Butler County Recorder of Deeds. The applicant is also responsible for payment of water and sewer tap fees prior to the issuance of a building permit.

# Zelienople Borough

111 West New Castle Street  
Zelienople, Pa 16063

Phone 724-452-6610  
Fax 724-452-6613

## Site Plan Review Application

\_\_ subdivision    \_\_ land development    \_\_ lot line revision    \_\_ p.r.d.  
\_\_ preliminary    \_\_ final    \_\_ minor    \_\_ major    \_\_ other

Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of Developer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**\* If the applicant is not the property owner, written authorization to act on the owner's behalf must accompany this application.**

Site Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Map / Parcel #: \_\_\_\_\_

Water Supply: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_

Current Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

# of Existing Buildings: \_\_\_\_\_

# of Proposed Buildings: \_\_\_\_\_

# of Existing Lots: \_\_\_\_\_

# of Proposed Lots: \_\_\_\_\_

# of Existing Parking Spaces: \_\_\_\_\_

# of Proposed Parking Spaces: \_\_\_\_\_

**\* Applicant is responsible for submittal of application, plans, and associated fees to the Butler County Planning Commission for review and comment.**

The applicant certifies that the information provided is true and correct to the best of their knowledge. The applicant further agrees to pay all related cost's incurred by the Borough of Zelenople while in the process of reviewing this application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only**

Application Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Application Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Escrow Deposit: \_\_\_\_\_

Date Paid: \_\_\_\_\_

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Comments:

RESOLUTION NO: 155-09

**BOROUGH OF ZELIENOPE**

**BUTLER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE BOROUGH OF ZELIENOPE SETTING THE FEE REQUIRED BY ORDINANCE 780-07, KNOWN AS THE ZELIENOPE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AT PART VII SECTION 700 AND SECTION 701.**

WHEREAS, the Borough Council of the Borough of Zelenople has deemed that the setting of fees required by Ordinance 780-07, known as the Zelenople Subdivision and Land Development Ordinance at Part VII, Section 700 and Section 701, is necessary for the protection of the health, safety and welfare of the residents of the Borough of Zelenople.

NOW, THEREFORE, BE IT RESOLVED AND ENACTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF ZELIENOPE, BUTLER COUNTY, PENNSYLVANIA, AND IT IS HEREBY RESOLVED AND ENACTED BY AND WITH THE AUTHORITY OF THE SAME AS FOLLOWS:

**SECTION 1:**

Part VII Section 700 of the Zelenople Subdivision and Land Development Ordinance permits the Borough to assess an application fee sufficient to cover the administrative costs including clerical labor, advertising, storage, hardcopy and digital communication, and other similar costs necessitated by any certain class of application, commensurate with its scale. Said fee shall be established as follows:

- Application for Lot Line Revision, Minor Land Development and Minor Subdivision: \$150 (the applicant is responsible to send the plans to Butler County Planning).
- Application for Major Land Development: \$400 plus \$100 for each acre above 2 acres.
- Application for Major Subdivision: \$400 plus \$100 for each lot.
- Application for Planned Residential Development, tentative or final plan: \$1,000 plus \$100 for each dwelling unit.

An itemized accounting of monies drawn down from the escrow account by the Borough shall be submitted to the applicant. Any money remaining unused shall be returned to the applicant. If the original fee is insufficient to cover the administrative costs including clerical labor, advertising, storage, hardcopy and digital communication, and other similar costs necessitated by

any certain class of application, commensurate with its scale, a bill shall be submitted to the applicant for payment to the Borough.

## **SECTION 2:**

Part VII, Section 701(B) of the Zelianople Subdivisions and Land Development Ordinance permits the Borough to establish an application review escrow deposit. The application review escrow deposit shall be established as follows:

- Lot Line Revision: \$250
- Minor Land Development: \$400
- Minor Subdivision: \$400
- Major Land Development: \$3,000
- Major Subdivision: \$2,500 plus \$50 per dwelling unit above 25 dwelling units
- Planned Residential Development: \$4,000 plus \$50 per dwelling unit above 25 dwelling units

## **SECTION 3:**

The Borough Council of the Borough of Zelianople shall have the power to make reasonable rules and regulations consistent with the terms of this Resolution, and to carry out the provisions of this Resolution.

## **SECTION 4:**

Any Ordinance, Resolution or part thereof, in conflict herewith, is hereby repealed to the extent of said conflict.

# ZELIENOPLE BOROUGH

## Ordinance #780-07, Subdivision and Land Development Ordinance

As Adopted September 24, 2007

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### *Part VI, Application Submission Requirements*

#### *600. Part Requirements.*

The requirements of this Part shall represent the minimum required for the acceptance and review of the respective applications cited herein.

#### *601. Licensed Surveyor Requirement.*

All surveys, plats, and plans shall be prepared by a professional surveyor licensed in Pennsylvania or by a landscape architect in cases authorized by Section 2 of the act of January 24, 1966 (1965 P.L.1527, No.535), known as the "Landscape Architects' Registration Law,"

#### *602. Standard Submission Items.*

The following items shall be required for all subdivision and land development applications, wherein specific requirements shall be in addition to those required in this section.

- A. Completed and signed application forms as provided by the Borough. All owners shall sign the application forms.
- B. Agent authorization form, where the applicant's engineer or surveyor plans to act as the representative of the applicant(s) at public meetings.
- C. Proof of Proprietary Interest.

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- D. Deeds of the property or properties party to the application.
- E. Fees and escrow funds as specified and required by this ordinance and municipal resolutions.
- F. A list of all encumbrances and, if appearing on record, the book and page numbers.
- G. A copy of all restrictions, covenants and limitations, if any, under which lots are to be sold.
- H. Copies of applications for all State and Federal permits required.
- I. Each sheet of any plan set shall be numbered and shall show its relationship to the total number of sheets. Where there are four or more sheets, a key map on a scale sufficient to show their relationship, shall be furnished on the first sheet of the plan. Where separate sets of construction drawings are provided, a key shall reference the respective page numbers.
- J. Plan requirements. An existing conditions survey showing:
  - (1). The deed book volume and page of properties within the site.
  - (2). The names, county tax identification numbers, and deed book volume and page of surrounding property owners.
  - (3). The Zoning of parcels included and surrounding parcels.
  - (4). The Zoning District or Districts on the site and Zoning standards including minimum lot size, lot coverage, setbacks.
  - (5). Dimensions shall be set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds.
  - (6). The plan shall include all existing buildings, structures, impervious surface areas, and sewage and public water utility easements on and within 50 feet of the property.
  - (7). Existing or proposed private sources of drinking water and septic systems on or within 50 feet of the site, or sites at which percolation tests were conducted.
  - (8). All existing and proposed easements traversing the site, along with recording information or instruments for recording, respectively.

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- (9). A location map inset showing streets and municipal boundary lines near the site, at a minimum scale of 1:1,000.
- K. A record plan or plat shall be required for all subdivisions, and shall, at a minimum, include the following:
- (1). The plan shall be prepared at a scale of 1-inch equals fifty feet, or at an alternative scale approved by the Borough Engineer, on uniform sheets of paper.
  - (2). Dimensions shall be set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds, excepting preliminary plans.
  - (3). Plans shall be drafted on 24 by 36 inch sheets.
  - (4). Each sheet shall be numbered and shall show its relationship to the total number of sheets. Where there are four or more sheets, a key map on a scale sufficient to show their relationship, shall be furnished on the first sheet of the plat.
  - (5). Any movement of lot lines shall show the original lot lines labeled as such and in a lighter line type. The combination of lots of record shall be indicated by the inclusion of a land hook.
  - (6). A title block on each sheet shall bear the name of the subdivision, the present zoning, acreage, deed book volume and page, names of the owner, and name and address of the surveyor.
  - (7). Provisions for the following impressed seals:
    - (a.) The engineer or surveyor who prepared the plan.
    - (b.) The corporate seal, if the subdivider is a corporation.
    - (c.) The impressed seal of a notary public or other qualified officer acknowledging the owner's statement of adoption and dedication.
    - (d.) The Zelienople Borough seal.
    - (e.) The Butler County Planning Commission seal and signature block.
  - (8). For final subdivisions, whether major or minor, the following certifications with the sample language cited in Section 504 of the Butler County Subdivision and Land Development Ordinance or as otherwise specified by subsequent amendments or the Butler County Recorder of Deeds.

## Zelienople Borough

- (a.) Owner's Adoption and Certification, including a statement of indemnification for the Borough of Zelienople as the approving authority.
  - (b.) Acknowledgement of the Notary Public.
  - (c.) Certification of Title and Concurrence of Mortgagee, where applicable.
  - (d.) Surveyor's Certification.
  - (e.) The following Municipal Declaration to be signed by the Borough Secretary and Council President: "The Council, of the Borough of Zelienople gives notice that, in approving this plan for recording, the Borough of Zelienople assumes no obligation to accept the dedication of any streets, land or public facilities and has no obligation to improve or maintain such streets, land or facilities."
  - (f.) Municipal Planning Commission Approval Signature Block
  - (g.) Council Approval Signature Block
- (9). All existing and proposed easements traversing the site, along with recording information or instruments for recording, respectively.
- (10). Where access to a State road is necessary, the plat shall include a notice that a highway occupancy permit is required pursuant to section 420 of the act of June 1, 1945 (P.L.1242, No.428), known as the "State Highway Law," before driveway access to a State highway is permitted.
- (11). The Municipal Engineer may require additional details relating to the placement of homes and driveways to be placed on submitted existing conditions, proposed conditions, and/or record plats provided for in this part, where such details are required to ensure future compliance with the standards of this ordinance.
- (12). Any record plat submitted as a preliminary plan shall be clearly labeled as such.
- L. All plan sheets produced in a legal or 11 by 17 inch size of paper, or in digital form acceptable to the Borough to facilitate reproduction of the plans.
- M. Subdivision plans shall be submitted in a digital format, as required by the Borough, in a manner formatted to State Plane, 1983 Datum. Land Development Plans shall be submitted in a digital format as prescribed by the Borough in a manner capable of incorporation into the Borough's geographical information system in a manner sufficient to include building and parking footprints.

***Butler County Subdivision and Land Development***  
**Application**

***Butler County Planning Commission***

124 W. Diamond Street, PO Box 1208, Butler, PA 16003-1208  
Phone 724.284.5300 Fax 724.284.5315 TDD 724.284.5473

**Site**

**Address:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Engineer / Surveyor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Type of Application**

**Type 1, to include:**

**Lot Line Revisions, and 3 Lots or Less**  
**(Residual=1 Lot)...\$50.00**

**If New Right-of-Ways/Easements are**  
**Proposed.....\$100.00**

**Type 2, to include:**

**All other Land Developments including, but not**  
**limited to Commercial, Industrial, and Institutional Site**  
**Plans, Planned Residential Developments, New Roads, Cell**  
**Towers and 4 Lots/Dwelling Units or more.....\$200.00**

**Developments that are over 4 Lots/Dwelling**  
**Units are subject to \$10.00/Unit/Lot additional.**

**\*Please attach the appropriate fee for this**  
**application and plans to be reviewed.**

Make payable to: **Butler County Treasurer.**