



Borough of Wilkinsburg

Code Enforcement

Municipal Building
605 Ross Avenue
Wilkinsburg, PA 15221
Phone: (412) 244-2923 • Fax: (412) 244-2922

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

In accordance with Chapter 229 in Borough Code of Ordinances

Date Submitted _____

Application Number _____

(office Use)

Type of Application (Check one box):

Subdivision Reverse Subdivision Land Development (Site Plan) Lot Line Revision

Approval Requested (Check one box):

Conceptual Preliminary Approval Final Approval Preliminary AND Final Approval

Lot & Block Number _____

Permit # _____

Location of Plan _____

Landowner's Name _____ Phone # _____ Email _____

Landowner's Address _____

Applicant's Name _____ Phone # _____ Email _____

Applicant Address _____

Engineer or Surveyor Name _____ Phone # _____ Email _____

Engineer or Surveyor Address _____

Zoning Classification _____ Total Contiguous Acreage in Plan _____ Total Lots or Dwelling Units _____

Average Lot Area _____ Average Lot Frontage _____

Nonresidential Land Development? Describe Proposed Construction _____

Name Providers of the Following Utilities:

Water _____ Gas _____

Electric _____ Sewage _____ Watershed _____

Will Zoning Approval be required? Circle one: Yes / No / Not Sure

Is rezoning of the property necessary to permit? Circle one: Yes / No / Not Sure

If required, has a variance, conditional use or use by special exception been granted for this plan?

Yes / No / Not Sure

If yes, give date of approval _____

Are there any waivers or modifications requested to subdivision and land development regulations?

Yes / No / Not Sure

If yes, please attach a letter of request.

Fees

Subdivision \$1200.00

Land Development (Site Plan Approval \$300 plus \$0.02 per sq. ft. of proposed structure) TBC

Please print clearly. Illegible and incomplete forms will not be accepted. Please remit payment with this application. For Corporations, a form of identification of an authorized officer of the company, or copy of a written agreement of the corporation’s registered agent is required.

I, _____, hereby depose and say that all the above statements and the statements contained in the application and the materials submitted herewith are true and that I must abide by all applicable Borough Ordinances.

The undersigned hereby represents that, to the best of his/her knowledge, belief that all information listed above is true, correct, and complete; and that all attachments contain the required information.

Applicant Signature

Print Name: _____

Signature: _____ Date: _____

For Office Use Only

Permit Number _____

Fee Paid \$ _____

Approved By: _____ Date: _____

Title: _____

For Office Use Only (continued)

Mandatory Review

INTERNAL REVIEW

	DATE SENT	DATE RETURNED
Borough Engineer		
Zoning Officer		
Borough Solicitor		
Shade Tree Committee		
Planning Commission		
WCACDC		
Borough Police		

EXTERNAL REVIEW

	DATE SENT	DATE RETURNED
PA Department of Transportation		
PA Department of Environmental Protection		
Allegheny County Conservation District		
ACED (required)		
Neighboring Municipalities		
Penn Hills		
Churchill		
Braddock Hills		
Forest Hills		
Swissvale		
Edgewood		
City of Pittsburgh		

NOTE TO ALL APPLICANTS:

The SLD Application with the minimum required submissions for ACED/DRE review listed, will be forwarded to the attention of the County Planning Division Manager (Kay Pierce) at the following address:

[Allegheny County Economic Development](#)
 One Chatham Center, Suite 900
 112 Washington Place, Pittsburgh, PA 15219
 V: 412-350-1025 F: 412-350-1050

Please allow for a 45 day review period for site or subdivision plans

PLAN INFORMATION	
Plan name:	File #:
Municipality:	
Review date:	Reviewer:



ACED/DRE Subdivision Record Plan Review Checklist

Note: The items listed below have been checked by ACED to the extent possible. However, final responsibility for ensuring that the plan is prepared to the standards required and that all information on the plan is current, correct and complete is the landowner’s and the landowner’s agent.

Deeds and transfer of land title: After the plan is recorded, a deed must be recorded in order to transfer the title of the property from one landowner to another. If the deed and plan are recorded in the same year, the re-assessment will be completed and the tax bills adjusted accordingly by the following year. Landowners who need help with deeds should contact a professional with experience in writing deeds, such as a real estate attorney.

<input type="checkbox"/>	1. Landowner names and information: a. All landowner names on the plan match the landowner names in the deed/s to the property/ies in the subdivision exactly. b. Deed information (DBV/Pg. #) is provided in the title clause. c. The correct forms of the landowner clauses are used ¹ .
<input type="checkbox"/>	2. Land title: All properties in the subdivision are in the names of the landowners that have been identified on the plan as a landowner.
<input type="checkbox"/>	3. Complete subdivision: Every parcel or lot that is proposed to be subdivided, resubdivided, or consolidated is shown on the plan in its entirety and completely described.

<input type="checkbox"/>	4. Complete lot line information: All lots and parcels in the subdivision are completely and legibly described; no distances, bearings, or curve data are missing or unreadable.
<input type="checkbox"/>	5. Plan areas: The following areas are provided in the plan in both acres and square feet: a. All existing and proposed lots, parcels, and units of land in the subdivision; b. Any area proposed to be dedicated for road right-of-way purposes, including the right-of-ways of any proposed new streets; c. The total plan area.
<input type="checkbox"/>	6. Parcel ID information: Tax parcel ID #s for all existing parcels/lots in the subdivision are provided on the plan.
<input type="checkbox"/>	7. Landowner/developer contact information: Complete contact information (name, address, phone) for the landowner or beneficial landowner is provided on the plan.
<input type="checkbox"/>	8. Plan preparation: The plan is prepared to the standards required; see the County SALDO ¹ , Appendices 1- 4.
<input type="checkbox"/>	9. State roads: If the property abuts a state road the PennDOT notice (MPC §508(6)) is on the plan.
<input type="checkbox"/>	10. Plan title: The plan title is cited consistently every place on the plan and is provided in all clauses where it is required.

Cc:

¹ Allegheny County Subdivision & Land Development Ordinance; www.alleghenyplaces.com ; Planning Division tab

Checklist updated
May 2017

Subdivision and Land Development (SLD) Guideline

Final Plan Application shall be submitted not less than fifteen (15) days prior to the regular meeting of the Borough of Wilkinsburg Planning Commission at which the final plan is to be formally presented.

NOTE TO ALL APPLICANTS:

- **This checklist is complementary to the SLD Application and minimum required for ACED review**
- **Items on this guideline are meant to be reminders**
- **Best Engineering Practices were applied to this guideline for SLD**

<u>APPLICATION</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Completed original application	_____	_____	_____
2. Application filing fee	_____	_____	_____
3. Evidence of ownership or proprietary interest	_____	_____	_____
4. A copy of any existing or proposed	_____	_____	_____

Covenants, deed restrictions, modifications
Or agreements that are applicable to the
Property _____
If so, describe : _____

5. Five (5) folded copies of the preliminary plan _____

The preliminary plan shall include but not be limited to the following information:

- A. A plan of the land development drawn to scale of one inch to 50 feet or one inch to 100 feet. If the proposed land development approaches the size of a complete neighborhood, a scale of one inch to 200 feet may be used.
- B. The plan shall show or be accompanied by the following:
- (1) Draft of protective covenants, if any.
 - (2) Title, to include:
 - (a) Name by which the land development will be recorded. The name of the land development shall not be a duplicate or too closely resemble the name.
 - (b) Location by municipality, county, and state.
 - (c) Names and addresses of the owner or owners.
 - (d) Name of registered engineer or surveyor who surveyed the property and prepared the plan.
 - (e) North point, date and graphic scale.
 - (3) Tract boundaries with bearings, distances and area in acres.
 - (4) Existing easements, their location, width and distance from property boundaries.
 - (5) Contours at vertical intervals of two feet if the general slope of the site is less than 15% and at vertical intervals of five feet if the general slope is greater than 16% . These contours should not be interpolated from USGS quadrangles.
 - (6) Datum to which contour elevations refer.
 - (7) Bench marks.
 - (8) Existing physical and natural features to include:
 - (a) Watercourses, floodplains, culverts, bridges, and drains.
 - (b) Slopes of 25% and greater shall be delineated.
 - (c) A description of the vegetation on the site, including a delineation of wetlands.
 - (d) Buildings, sewers, water mains and fire hydrants.
 - (e) Streets and alleys on or adjacent to the tract, including name, right-of-way widths and the entity that has jurisdiction over the street or alley.
 - (f) Subsurface conditions of tract, including information regarding past mining activity and future possibility of mine activity. If there are any seams of mineable material within 300 feet of the surface, the applicant shall be required to show proof that he/she owns rights of support. If the mine is inactive and there is 100 feet or less of overburden remaining (or there is evidence or a history of subsidence in the area), a subsidence risk assessment shall be required.
 - (g) Landslide-prone soils.
 - (9) The platting of adjacent properties and the names of adjacent land owners.
 - (10) A preliminary stormwater management plan for all major land development applications.
 - (11) For developments other than single-family residential subdivisions, the preliminary site plan shall show the footprints, square footage, and floor elevations of all proposed structures, along with a summary of the number of parking spaces required and the number proposed (including handicapped-accessible parking).
 - (12) The area of each proposed lot, parcel, tract and/or unit of ground in the subdivision shall be required for all land developments.

(13) For major land developments, the preliminary plans shall show all of the improvements that are required under § 229-39 of this chapter.

C. Proposed improvements shall include:

- (1) Location, name and width of all proposed streets and alleys and paved cartway widths.
- (2) Sidewalks and crosswalks.
- (3) All rights-of-way and easements.
- (4) Lot lines with bearings and dimensions.
- (5) Building lines.
- (6) Reservations of grounds for public use.
- (7) A plan of the proposed water distribution system.
- (8) A plan of the proposed sanitary sewage system.
- (9) Proposed use of the land.
- (10) Preliminary grading plan.
- (11) A preliminary stormwater management plan.
- (12) Proposed "limit of work."
- (13) Proposed landscaping to be preserved.
- (14) Proposed trees to be preserved.
- (15) All additional plan and layout information, including stormwater management plan, road grading plans, and phasing and engineering information deemed necessary for consideration of the proposed plan shall be submitted by the applicant. A transportation impact study and other specialized studies may be required by the Planning Commission

For any land development or land development requiring final approval, the plan submitted:

- A. Shall be drawn on sheets measuring either 17 inches by 22 inches or 34 inches by 44 inches with a border of 1/2 inch on all sides. More than one sheet may be used for larger tracts and must be of the same scale as indexed. For tracts utilizing more than one sheet, one additional map is required, at a larger scale, indicating the entire tract and indexing.
- B. Shall be drawn with waterproof black drafting or plotter ink, and all records, data, entries, statements, etc., thereon shall also be made with the same type of ink.
- C. Shall be drawn to a scale of no less than one inch equals 100 feet and shall be of sufficient size to clearly show all notations, dimensions and entries. All dimensions shall be shown in feet and decimals of a foot.
- D. Shall contain a title block in the lower right corner with the following:
 - (1) Name under which the land development is to be recorded.
 - (2) Date of the plan, graphic scale and location of land development.
 - (3) Name of the land development owner.
 - (4) Name and address of the registered professional engineer or surveyor preparing plan.
- E. All final plans submitted shall be drawn according to the following:
 - (1) Outside of a land development:
 - (a) Streets and other ways by medium solid lines.
 - (b) Property lines of adjacent land developments by medium dashed and two dotted lines.
 - (c) Restriction lines, easements, etc., by light dashed lines.
 - (2) Within a land development:
 - (a) Streets or ways by heavy solid lines.
 - (b) Perimeter property lines of the land development by heavy dashed and two dotted lines.
 - (c) Lot lines by light solid lines.
 - (d) Restriction or building lines by light dashed lines.
 - (e) Easements or other reserved areas by light dashed lines.
- F. The final plan shall show:
 - (1) Primary control points, approved by the engineer, or description and ties to which all dimensions, angles, bearings, and similar data shall be referred.

- (2) Acreage of plot.
- (3) Tract boundary lines, right-of-way lines of streets, easements and other right-of-way, and property lines of residential lots and other sites with accurate dimensions, bearing or deflection angles, radii, arcs and central angles of all curves.
- (4) Name and right-of-way width of each street or right-of-way.
- (5) Location, dimensions and purpose of all easements.
- (6) Number to identify each lot or site.
- (7) Purpose for which sites other than residential are to be dedicated.
- (8) Building setback line on all lots and sites.
- (9) Location and description of survey monuments.
- (10) Names of record owners of adjoining unplotted land.
- (11) Certification of surveyor, professional engineer, or landscape architect as to the accuracy of survey and plat showing name, address, registration number and seal. Only a registered and licensed land surveyor may prepare and seal boundary surveys and land developments. According to the State Registration Board for Professional Engineers, Land Surveyors and Geologists, a plan sealed by a professional engineer or landscape architect may give proper reference on the plan, stating the name and registration number of the land surveyor who performed the boundary survey, and the date and drawing number of the original boundary survey.
- (12) Statement by the owner dedicating streets, right-of-way and sites for public uses.
- (13) Protective covenants, if any, in form for recording.
- (14) Such other certificates, affidavits, endorsements, or dedications as may be required in the enforcement of this chapter.
- (15) Certification blocks for the appropriate governing and planning bodies.
- (16) For all major land development applications, the exact location and elevation of all proposed buildings, structures, roads, and public utilities to be constructed within any designated floodplain district. All such maps shall show contours at intervals of two feet and identify accurately the boundaries of the flood-prone areas. Information provided to the Borough shall be in detailed and final form.
- (17) Submission of the final plan shall also be accompanied by all required permits and related documentation from the Department of Environmental Protection (DEP), any other commonwealth agency, or the local municipality.
- (18) Final grading plan with existing and proposed contours shown at two-foot intervals, and including final floor elevations for all major structures; design gradients on parking lots, driveways, loading docks, and other paved areas; spot elevations on tops and bottoms of curbs, steps, walls, and sidewalks; and any other information needed to show clearly how site grading (and drainage) works.
- (19) Final utility plans and profiles, including top and invert elevations on all manholes, catch basins, endwalls, etc.; pipe sizes, slopes, lengths and materials and typical construction details.
- (20) Final road plans and profiles, including vertical and horizontal curve geometry.
- (21) Final stormwater management plans, reports, and calculations.
- (22) Final site plans and typical site details.
- (23) Final landscaping plan, including required bufferyard plantings, detailed plant lists, and typical planting details.
- (24) Typical construction details and other site details.
- (25) Any other information, in final form, necessary to demonstrate compliance with Article V of this chapter.
- (26) For major developments, other required information might include a site lighting plan and photometric study (see § 229-33D); and a traffic impact report.