



MUNICIPALITY of MURRYSVILLE

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DEPARTMENT OF COMMUNITY DEVELOPMENT

OUTLINE OF PROCEDURES FOR SUBDIVISIONS, LAND DEVELOPMENTS, CONDITIONAL USES, AND PLANNED RESIDENTIAL DEVELOPMENT

OCTOBER, 2006

The Murrysville subdivision ordinance, Chapter 201 of the Murrysville Code can be found at <http://www.generalcode.com/webcode2.html#penn>. The Ordinance provides for several processes commensurate with the impact and complexity of subdivisions and land developments.

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General overview of subdivisions and land developments types

Minor Plans

- Minor Land Developments
- Less than 1,500 square feet of a combination of building or structure and paving.
- Minor Subdivisions
- Subdivision containing no more than five lots.
- All lots have frontage on a public street.

Major Plans

- Major Land Developments
- 1,500 square feet or more of lot coverage by building or structure.
- 1,500 square feet or more of paving.
- 1,500 square feet or more of a combination of building or; structure and paving.
- Major Subdivisions
- Contains more than five lots.
- Involves the creation, extension, or improvement of any public street regardless of number of lots.

Application Process and Requirements

Administrative and Abbreviated Approval Process for Minor Development Plans

Administrative Approvals

An Administrative Approval is the approval of minor plans that constitute lot line adjustments, lot consolidations, and amended site plan approvals that may be administered by the Director of Community Development with an informal review by the Planning Commission Chair and the Council President if the plan entails the following criteria.

Land Developments:

Only applies to those applications submitted one or more calendar years after the date on which the initial Occupancy Permit was issued by the Municipality in which the occupancy immediately followed Council approval of site plan.

Additions that are 1000 ft. or less than/ equal to 10% of the total structure shown on the most recent site plan approved by Council, whichever is less.

Expansion of parking that is 10% or less than the parking in the last plan approved by Council in which no change is proposed.

Revisions to the landscaping or lighting plan approved by Council.

Accessory buildings not expressly exempt from site plan or land development requirements that are equal to or less than 10% of the principal structure.

Subdivisions:

Lot line revisions where land transferred is less than minimum lot size of zoning district (and all lots lie within same zoning district)

Lot consolidations

Finalization of unit lot lines for party wall units.

Requirements

Five copies of the plat.

Three copies of required applications and reports.

Fee as required by Chapter 112 of Murrysville Code.

Digital copy in accordance with § 201-42.

Approval Process

Community Development Director forwards a copy to the Planning Commission Chair and the Council President along with a recommendation.

In the event that either party objects to the plan with reasons stated within seven days, the plan is reviewed at the next Planning Commission meeting and forwarded to Council for final approval.

In addition to the signatures of the Community Development Director and Municipal Engineer, the signatures of the Planning Commission Chair and the Council president shall be affixed to the site plan prior to release for recording.

Required Signature Blocks

***FOR ADMINISTRATIVE APPROVALS, THE FOLLOWING SIGNATURE BLOCKS ARE REQUIRED IN LIEU OF THOSE TYPICALLY**

*Council President-Reviewed and accepted on behalf of Murrysville/ Date Planning Chair-
Reviewed and recommended on behalf of Murrysville Planning Commission/ Date Approved by
Community Development Director/ Date Approved Municipal Engineer/ Date*

Abbreviated Approvals

An Abbreviated Approval is any plan that would otherwise qualify for administrative approval but where:

Occupancy was issued less than one calendar year from the date of the request for the site plan.
More than the minimum lot size is transferred from one parcel to another.

Requirements

Twelve copies of the plat along with the fee in accordance with Chapter 112 of the Murrysville Code. Three copies of the completed application and reports.
A digital copy in accordance with § 201-42.

Approval Process

The Community Development Director shall, by written notice, notify all members of the Planning Commission that approval is recommended.

If objection is made and reasons stated within seven days, the plan will be reviewed at the next Planning Commission meeting.

If no objection is made the plan will be forwarded to Council, with a recommendation of approval.

Signature Blocks

*** Requires standard signature blocks.**

Standard Approval Process

Pre-application conference

This is not required however it is suggested. It is an opportunity for the applicant to meet and discuss plan requirements with the Director of Community Development prior to filing an application.

The developer may also request a conference with the Planning Commission in order to discuss conceptual design. Complete the checklist and the application and contact the Director of Community Development at least 10 days before the next Planning Commission meeting which is held the first Tuesday of every month to schedule a conference.

Completeness Review

Applicants are encouraged to submit for a completeness review. Applicants may submit three copies of all plans and reports to begin the review. The applicant must complete the Review Fee Disclaimer found in the appendix.

Checklists are also found in the appendix of this document for each type of plan. Escrow accounts in the form of cashiers or certified checks are due prior to the Planning Commission workshop.

Review and Approval

Complete submissions are ultimately due two weeks prior to the Planning Commission Workshop.

For major plans, recommendations must be received from the Parks and Recreation Commission where residential development is involved and from the Environmental Advisory Council prior to acceptance of a preliminary application.

The Planning Commission, at its workshop, votes to accept the application based on its completeness.

The Commission will make a recommendation to Murrysville Council.

Where a public hearing is required by an associated conditional use or PRD, Council will hold the hearing which staff will advertise for two consecutive weeks prior to the hearing. The advertisement will be submitted upon Planning Commission recommendation.

Council then votes on the application and may include conditions in any approval.

Conditional uses, subdivisions, and planned residential developments are all subject to certain timetables for municipal action and hearings. These deadlines, in favor of the applicant, may be waived by the applicant. Some common waiver forms are included with this document.

Conditional Uses

A conditional use is a use permitted with special criteria stated in the Zoning Ordinance.

§ 220-30 in Article V of the zoning ordinance includes general provisions by which Council evaluates all conditional uses.

Article III sets forth those uses conditionally permitted by zoning district. Article V of the ordinance contains requirements and provisions for specific uses.

Additionally, conditional uses are authorized within the supplementary standards, particular 220-36 and 37 for development in areas of steep slopes and poor soils as well as for the reduction of required wetland buffers (220-45).

Reduction of buffer yards by 50% is authorized in 220-51.

Various waivers are also authorized as conditional uses including parking modifications, multiple plan monument signs, and other issues.

Post Approval Requirements

- Conditional approval. The applicant or developer may either accept or reject the conditions attached to the approval by giving written notice to the Director of Community Development within 30 days. If not, approval will automatically be void without written notice. Staff will provide an approval letter which the applicant may return with an acknowledgement conditional acceptance.

Financial Security. The developer must post financial security in any form authorized by the Municipalities Planning Code including letters of credit and sequestered accounts. Posting must occur prior to plan recording.

As a condition of final approval, Council requires the developer to execute a developer's agreement with the Municipality. The agreement includes: general timeline of public improvements, hours of construction operation execution of storm water management, all performance conditions applied by Council and accepted by the developer. The agreement must be executed prior to release of the plan for recording. The agreement enumerates conditions accepted by the developer and distinguishes those required as performance conditions, those required prior to permit issuance, and those required prior to plan recording. Murrysville may record the agreement at the expense of the developer.

Additional fees required prior to plan recording are listed in the attached appendix.

The developer must return a copy of the recorded mylar to the municipal offices.

Traffic Impact Fees

The Municipality has adopted an ordinance pursuant to Article V-A of the Municipalities Planning Code, requiring the payment of traffic impact fees for additional development on parcels within the Transportation Service Area.

Fees are currently \$1,195 per peak hour trip. The amount of trips subject to the fee must be determined and accepted prior to Council's approval of the associated plan. The fees are due as part of the building permit or permits issued on the site.

A copy of the adopted Transportation Service Area Map is provided in the Appendix.