

SITE PLAN REVIEW PROCESS

1. Complete Site Plan Review Application and Subdivision & Land Development Application (\$25 application fee required after application is approved) and submit to Zoning Department. The Penn Township Planning Commission requires plans to be submitted ***at least fifteen (15)*** working days prior to the date of their next regularly scheduled meeting in order for the staff to review the plan for completeness. If the applicant does not submit plans for the staff review, plans filed less than ***five (5)*** working days prior to a regularly scheduled meeting will not be accepted. ***THERE WILL BE NO EXCEPTIONS!***
2. Contact Sewage Enforcement Officer Mike Corle at (412) 487-4355 to verify that the existing sewage system will be acceptable for the proposed expansion/new construction. A letter from Mr. Corle will be required to be presented to the Planning Commission. If there is no existing system, then the appropriate sewage testing must be completed and approved prior to the site plan being presented.
3. If the construction, including parking, roof and sidewalk areas, exceeds 5,000 square feet of impervious or semi-impervious area, then a storm water management plan must be designed by an engineer and submitted to the Township Engineer for review and approval. The cost of the Township Engineer's review is the responsibility of the applicant. This must be done prior to the submission of the site plan to the Planning Commission. Copies of the Storm Water Ordinance are available at the Township building for \$15.
4. Verification that the plans have been approved by the PA Department of Labor & Industry is also required, in accordance with Section 3.2 of the Subdivision and Land Development Ordinance. This standard is upheld by the Board of Supervisors; therefore, the Planning Commission can make their recommendation for approval contingent upon proof of receipt of Labor & Industry approval.
5. If the Planning Commission approves the site plan and recommends approval to the Board of Supervisors, the next step is to have the Board review the plan and give it their approval. The Board meets the first and third Tuesdays each month at the Municipal Building at 7:30 PM.
6. If the Board of Supervisors approves the site plan ***and Labor & Industry approval is in hand***, a building permit can be obtained from the Zoning Department after scheduling an appointment and obtaining all required information (See Zoning Department official for list of required information). Below is a breakdown of the permit costs:
 - ?? Commercial, \$0.15 sq./ft (gross area) with a \$15 base fee; this includes additions, alterations & renovations
 - ?? Commercial accessory structures, \$0.10 sq./ft (gross area) with a \$15 base fee; this includes additions, alterations & renovations
 - ?? If the Planning Commission and/or Board of Supervisors refer the site plan to the Township Engineer for review and comments, the applicant is responsible for any and all costs incurred

NO BUILDING PERMIT WILL BE ISSUED UNTIL LABOR & INDUSTRY APPROVAL IS RECEIVED!

Please contact the Zoning Department at 586-1165 with any questions you may have regarding the Site Plan review process.