

SITE PLAN/LAND DEVELOPMENT INFORMATION

A site plan is a “birds-eye” view drawing of a piece of property that shows how it will be developed.

A Site Plan Usually Includes:

- Existing and proposed landscaping
- Layout of the parking lot and driveways
- Curbs
- Building location
- Dumpster location and screening
- Storm drains/trench drains
- Sidewalks/handicap ramps
- Topography (existing and proposed)
- Outdoor lights
- Location of pole signs

The Penn Hills Zoning Ordinance and the Subdivision and Land Development Ordinance provide more information on site plan requirements. Site plans are prepared by surveyors, architects or engineers.

Site Plans Are Needed For:

- Any new commercial or industrial building
- Any commercial or industrial subdivision
- Any type of land development such as an addition to a commercial or industrial
- Conversion from one type of use to another that is substantially different ---such as a warehouse to a dance studio or a convenience store to a restaurant
- Any residential subdivision of three or more lots

SITE PLAN
Application Procedures:

1. All applications must be in conformance with Ordinance 2136 and Ordinance 2420.
2. The Penn Hills Planning Commission has final authority to approve site plans. The Commission meets on the fourth Thursday of each month. Applications must be submitted to the Planning Department thirty-five (35) days prior to the next scheduled meeting.
3. Applications must include the following:
 - a. Preliminary Site Plan or Land Development Approval- Application Fee - \$500.00 (0-2 acres); \$700.00 (2-5 acres); \$1000 (5+ acres)
Note: Plus 100% of Municipal Engineers Fees if necessary
 - b. Final Site Plan or Land Development Approval - Application Fee - \$500.00 (0-2 acres); \$700.00 (2-5 acres); \$1000 (5+ acres)
Exemptions \$100.00
Note: Plus 100% of Municipal Engineers Fees if necessary
 - c. Application form – 1 copy
 - d. Site Plan – 12 copies
 - e. Landscaping Plan – 12 copies
 - f. Storm Water Management Plan and Erosion and Sediment Control Plan
 - g. Any other information – 12 copiesWhenever possible, the applicant may choose to combine the information above on fewer drawings.
4. The Planning Department recommends an advisory meeting after preliminary designs have been prepared and before final application to assure compliance. Common deficiencies which occurred in the past include:
 - a. Inadequate detail – contours, sidewalks, curbing, landscaping, bumper blocks, lighting, signs, screened dumpster, etc.
 - b. Inadequate labeling – types of planting materials, dimension, notes, etc.
5. Applicants are advised that development must be consistent with approved plans and completed before occupancy permits will be issued.
6. The following are common problems that have occurred due to lack of attention to ordinance requirements:
 - a. All electrical wiring, including service to the structure, must be underground.
 - b. All required trees must be two inches in caliper at time of planting. Evergreens must be three feet high at time of planting.
 - c. Sidewalk requirements are seldom waived and may be subject to PennDOT and Allegheny County standards, including storm drainage.
7. Questions may be addressed to the following:
 - a. Christopher Blackwell, Director, PH Planning Dept. (412) 342-1173
 - b. Meg Balsamico, Principal Planner, PH Planning Dept. (412) 342-1174
 - c. John McCafferty, Director, PH Code Enforcement – (412) 342-1193
 - d. Chuck Miller, PH Fire Marshal, (412) 342-1095
 - e. Gateway Engineers, PH Municipal Engineer – (412) 921-4030

