

## **MUNICIPALITY OF PENN HILLS**

### **SUBDIVISION APPLICATIONS**

If you are changing the boundaries of a piece of property, you are involved in a subdivision. This includes dividing a parcel into two or more, acquiring or selling land to or from a neighbor, or revising a deed description in any way. The most typical subdivision involves dividing a large parcel into two or more smaller lots.

All lots that are created or changed by a proposed subdivision must meet the minimum size requirements, which are listed in the Penn Hills Zoning Ordinance 2420. The lot sizes depend on the zoning of the property. This information is available from the Planning Department. Subdivisions must also meet all the requirements of Ordinance 2136, the Penn Hills Subdivision and Land Development Ordinance.

#### **A. TWO-LOT SUBDIVISION/RESIDENTIAL**

1. File an application with the Planning Department for final approval. Upon a finding of conformance, the application will be approved by the Chief Zoning Officer. Submit one original and one copy for approval. There is a filing fee of \$100.00 per lot with a \$200.00 minimum fee, plus the applicant must pay 100% of the Municipal Engineers fee for the review of the subdivision and the plan must be prepared by a professional surveyor or engineer.
2. The Chief Zoning Officer, however, cannot approve any two-lot residential subdivision that involves land which has been subdivided within five years of the date of the application, or any proposed subdivision which does not meet standards of the subdivision ordinance. Any such plan must be submitted to the Planning Commission and is subject to more formal requirements.
3. The Zoning Officer's review of a two-lot subdivision will generally consider the following:
  - a. Does each lot have sewage service or are there two septic tank permits?
  - b. Does each lot have adequate size, building setbacks, and street frontage.
  - c. Are both lots generally "buildable" without potential damage to adjacent property?
  - d. Is a grading permit necessary? Is it necessary to do a large amount of grading to develop both lots?
  - e. Will a fire hydrant be available to both lots?
  - f. Are any right-of-ways or easements necessary?

**B. TWO-LOT SUBDIVISION/COMMERCIAL AND INDUSTRIAL**

Commercial and Industrial subdivision are more complicated and even a two-lot subdivision requires Planning Commission approval. Contact a planner for an advisory meeting. An application will involve the preparation of a plan subject to possible required improvements.

**C. SUBDIVISION OF THREE OR MORE LOTS**

Whenever development plans create three or more lots either residential or non-residential, an application becomes much more complicated and formal. All required improvements are considered including:

1. Streets of Minimum Standards
2. Sidewalks
3. Water and Sewage Facilities
4. Landscaping and Street Lights
5. Curbing
6. Storm Water Management
7. Recreation and Open Space

A consultation with a planner is highly recommended. Final approval rests with the Penn Hills Planning Commission.

**D. GENERAL**

1. The Penn Hills Planning Commission meets the fourth Thursday of each month. Applications must be submitted 35 days in advance.
2. Application forms are available in the offices of the Penn Hills Department of Planning and Economic Development, 102 Duff Road, Penn Hills, PA 15235, 412-342-1174.
3. Subdivisions of ten trigger required improvements from other agencies such as:
  - a. Penn Dot-Highway Occupancy Permits
  - b. PA DER-Sewage Modules
  - c. Allegheny County Health Department-Sewage/Septics
  - d. Allegheny County Recorder of Deeds Office-Recording
  - e. Allegheny County Department of Economic Development
  - f. Utility Companies-water, electricity, cable, etc.

A property owner is advised to seek the help of professionals-engineers, landscape architects, surveyors, architects, etc.

4. If you are requesting a modification (waiver) of any subdivision requirements, the request must be submitted along with your application on the appropriate form available from the Planning Department.

5. Fees are established by Council. The Planning Department will provide you with the appropriate figure for your application.
6. Call Kay Pierce at the Allegheny County Department of Economic Development to obtain necessary County signatures at 412-350-4356.
7. After municipal approval, call the municipal engineer, Gateway Engineers at 412-921-4030.
8. Return a fully signed copy of the plan to the Penn Hills Planning Department.