

City of Greensburg

Planning Department



Application For: (check all that apply)

- Subdivision (Check List A for less than 5 lots, Check List B for 6 or more lots)
- Zoning District Change
- Conditional Use
- SitePlan/Land Development (Check List C)
- Storm Water Management (Check List D)
- Historic & Architectural Review*
- Other

PROPERTY ADDRESS: _____

PROPERTY OWNER: _____

A. REASON FOR ACTION REQUESTED:

Applicant requests the indicated action to be taken for the following reason(s): _____

B. PROPERTY DESCRIPTION:

1. Ward: _____

2. Lot #: _____

3. Existing Use: _____

4. Zoning District: _____

5. Improvements: _____

6. Flood District: _____

7. County Tax Map: _____

8. Is there a building on the site that is a contributing building to a historic district? _____

*Note: If your property is in the Downtown District or a Gateway District you must go before the Historical & Architectural Review Board (HARB) prior to the Planning Commission.

I. SUBDIVISION REVIEW: Attached Checklist A or B must be submitted with application for Subdivision

As of December 1, 1993, Westmoreland County will require the following standards for recording of subdivision and land development plans:

1. Plans must not exceed eighteen (18) inches by twenty-four(24) inches in size. (Departures may be approved only after Consultation with the Recorder of Deeds.)
2. Plans must be prepared on Mylar, linen or high-grade velum. Sepia and other erasable paper will be rejected.
3. Plans must be prepared in permanent black opaque ink. Any information that appears translucent shall be grounds for rejection of the plan.
4. Plans must contain original seals (i.e., Notary, Greensburg’s Planning Commission, City Council, Westmoreland County, and professional seals.)
5. Plans must contain original signature signed in permanent black opaque ink.
6. Plans, which are not legible as a result of heavy background grain or smudged ink, shall be rejected.
7. All plans must be recorded within ninety- (90) days of Greensburg City Council Approval.

II. ZONING DISTRICT CHANGE REQUEST:

This action may be initiated upon receipt of a petition from the owners of a majority of the property according to the frontage in the district, or a reasonable portion thereof, the classification of the proposed area to be changed.

Current Zoning District: _____

Proposed District: _____

1. SIGNATURE PETITION, FORM AND CONTENT:

- a. All properties must be listed.
- b. Show name and address of each property owner. Nonresident property owner’s mailing address will be shown; in addition to street address of subject property.
- c. Where site under consideration is entirely under one ownership or control; all property within 300 feet of the site shall be listed in the manner indicated above.
- d. Print names and addresses of those property owners constituting a majority of those listed in (a) above who; by their signatures, indicate they have read the petition in its entirety, *approve the action* requested and join in requesting approval by the applicant.
- e. List the signatures as follows, as a separate attachment/exhibit attached to this document:

Example of petition set up:

Print Name	Signature	Date
Subject Property Address	Mailing Address	

III. CONDITIONAL USE REQUEST:

Requested Use: _____

(Refer to Section 265-122 of the City's Zoning Ordinance for list of uses)

A conditional use request is subject to the following:

- ⇒ Approval of a site plan and location
- ⇒ The conditions prescribed in sections 265-118 through 265-123, without variance.

IV. SITE PLAN/LAND DEVELOPMENT

A. See Check List C and D prior to preparation of a site plan along with the following required information to be included as part of the site plan submission:

1. Parcel(s) must be surveyed and all corners should be marked in order to show exact lot(s) size.
2. Bounding street and/or alleys
3. Abutting properties; identified by house number and owner's name
4. Perimeter dimensions of improvements; show driveways, sidewalks, porches, patios, rights-of ways, etc.
5. Exact location of improvements on lot in feet, from boundary lot-lines, north, south, east, and west.
6. A Soil Erosion and Sedimentation Plan
7. A Storm Water Control/Run-off Plan
8. A Grading/excavation Plan (this plan must also be reviewed by Gibson Thomas Engineering for the purpose of a Grading Permit, which will be necessary in order for any earthmoving to occur). Applications for a Grading permit may be obtained from the Planning Department office. No building permit will be issued without a grading permit (if applicable)
9. A Traffic Impact Study (to be determined by the Planning Director)
10. A Topographical Map
11. Elevations
12. Schedule of development phases
13. Landscape plan
14. Sewage approval (if applicable)
15. Other information as per Section 265-123
16. **As of March 1, 2002, any subdivision and/or site plan must include a computer image of the plan in one of the following formats: TIFF, GIF, OR JPEG (Scan the plan first and then have it created as one of the above image files) furthermore, as of March 1st, 2002 all plans must be submitted in a CAD format in order for the City's GIS mapping to stay current.**

- ◆ EFFECTIVE FEBRUARY 1, 1994, ALL PLANS, DOCUMENTS, ETC. PERTAINING TO STORM WATER MANAGEMENT AND SOIL EROSION AND SEDIMENTATION SHOULD BE FORWARDED TO THE CITY'S CONSULTING ENGINEER and the Westmoreland Conservation District BY THE APPLICANT:

GIBSON-THOMAS ENGINEERING
ATTENTION: Doug Siler, PE
1004 LIGONIER STREET
LATROBE, PA 15650
&

WESTMORELAND CONSERVATION DISTRICT, Attention: Jim Pillsbury, PE
Donohoe Center, 218 Donohoe Road
Greensburg, PA 15601

IMPORTANT NOTICE: As of September 1, 2007 all Storm Water Management Plans MUST be reviewed by the Greater Greensburg Sewage Authority (GGSA). Please submit two (2) copies to Gino Rizzi, Manager, GGSA, 210 West Otterman Street, Greensburg, PA 15601.

ALL REVIEW COSTS BY ALL OF THE ABOVE-MENTIONED PARTIES ARE THE RESPONSIBILITY OF THE APPLICANT. AN INVOICE WILL BE SENT TO THE APPLICANT FROM GIBSON THOMAS, GGSA, AND/OR THE CONSERVATION DISTRICT UPON COMPLETION OF SAID REVIEWS. **THE INVOICE MUST BE PAID IN FULL IN ORDER TO GET YOUR APPROVAL LETTERS.**

NOTE: In order to receive an expedited recommendation from the Planning Commission the above mentioned reviews should be attached to your application upon filing. It is the responsibility of the applicant to acquire the review comments/approvals from ALL of the above-mentioned entities.

V. Historic & Architectural Review

The Historic & Architectural Review Board (HARB) was created by ordinance on January 8, 2007. If your application includes property in the Downtown District or the Gateway District, you must have the HARB review prior to proceeding to the Planning Commission. Further information and an application may be obtained from the Planning Department. Applications for HARB review are due in the planning department one week prior to the HARB meeting date. The HARB meets on the next to the last Tuesday of the month at 4:30PM in the City Council Chambers. Ten (10) copies of the application and related building plans, color swatches, etc are necessary for submission. Please review the HARB ordinance and the related design and sign guidelines.

VI. ATTACHMENTS;

- A. If the applicant is not the owner of subject property, a copy of a Sales Agreement and/or lease must be attached to this application.
- B. Attach a copy of the cover letters to the Consulting Engineer and the Conservation District, if applicable.
- C. Supporting data: include any information to be made part of this application, e.g., all plans, the filing fee, and any other pertinent information.

VII. Planning Commission FILING DEADLINES AND FEES:

- A. This application must be filed twenty (20) days in advance for a Zoning District Change, Conditional Use and/or an amendment to the Zoning Ordinance. Filing Fee: \$350.00. Please note: Should the need arise to relocate the required Public Hearing to a larger facility, the cost to rent the facility and any and all related costs shall be borne by the applicant. This would include any recording and transcribing requirements.
- B. All other applications must be filed two (2) weeks prior to the meeting date.
Filing Fees: 1. Subdivision Review -- \$ 75.00/lot
2. Site Plan/Land Dev.--\$150.00/lot
or \$150.00/acre whichever is greater.
- C. All applications must initially include two (2) copies of the application and each attachment, i.e., plans, reports, etc. The Planning Director and staff will then review the plans and make recommendations for revisions, etc. After the plan has been revised **thirteen (13) copies** of the entire packet, i.e., application, plans, reports, etc. will be required within in a 48 hour period of notification to revise by Planning Director. If you receive no notice to revise your plan, **eleven (11) additional copies** will be required to be delivered to the Planning Department no later than one week prior to the Planning Commission meeting.

VIII. MEETING DATE(s)

The City of Greensburg Planning Commission meets each month on the last Monday of the month at 7:00 p.m., pending an agenda. If the last Monday is a Holiday, please contact the Planning Department for the meeting dates. The Planning Commission meets in City Council Chambers, 2nd Floor, City Hall, 416 S. Main Street, Greensburg, PA 15601

NOTE: The City of Greensburg Historic & Architectural Review Board (HARB) created on January 8, 2007, will meet monthly prior to the Planning Commission meeting, pending an agenda. If your application must go before the HARB you must submit your entire application prior to the second Monday of each month.

THE PROVISIONS OF THE CITY OF GREENSBURG ZONING ORDINANCE CHAPTER 265 OF THE CITY CODE, AS AMENDED, THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE, ACT 247, AS AMENDED, THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AND ALL OTHER APPLICABLE CITY ORDINANCES, JOINTLY AND SEVERALLY; WILL APPLY TO THE TOTAL AUTHORIZED DEVELOPMENT. THE MOST RIGID REQUIREMENTS OF THE SEVERAL ORDINANCES SHALL APPLY WHENEVER THERE IS A CONFLICT.

Name of Engineer, Architect and/or Surveyor:

Address: _____
(Street) (City) (State) (Zip)
Phone: () _____
Fax Number: () _____
E-Mail: _____

IX. SIGNATURES—must be notarized

Applicant
Subscribed & Sworn
before me this ____
day of _____
year _____

Property owner

Signature of Notary

Applicant
Subscribed & Sworn
before me this ____
day of _____
year _____

Property owner

Signature of Notary