



Township of Hampton **Land Development Application**

1. The application must be fully completed and the required items in Part 2 must be included to be accepted. Failure to do so will result in non-acceptance of application. The Township, prior to acceptance for referral by council, will review the application packet for completeness.
2. The application provides a brief summary of the review process, which the Township will follow. Please take this into consideration when submitting a plan, and the "time frame" necessary for approval.
3. Please review all applicable land development ordinances to verify compliance with Township regulations.

With the provision of a complete application at the start, the review process can be minimized and the time necessary, significantly reduced.

Should you have any question about the procedures, please do not hesitate to contact the Township office at (412) 486-0400.

TOWNSHIP OF HAMPTON

LAND DEVELOPMENT APPLICATION AND REVIEW PROCEDURES

The procedure for the filing, review and possible approval of a subdivision or site plan application is as follows:

Step 1: Obtaining the Application Form

Once an applicant has expressed an interest in seeking subdivision or site plan approval from the Township, he/she should first pick up a land development application at the permit window in the Township Municipal Building or the Township website (www.hampton-pa.org) and review the Township Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO) for any land use requirements. This review will prepare the applicant for the "Pre-Application Conference".

Step 2: Pre-Application Conference

When the application is obtained and a preliminary plan is generated, please contact the Township's Land Use Administrator to arrange for a "Pre-Application Conference". The purpose of this conference, as stated in the Township's SALDO, is to afford the applicant the opportunity "to obtain information and guidance before entering into binding commitments or incurring substantial expenses for plan preparation". This meeting will be scheduled with the applicable staff. It is recommended that the pre-application meeting be scheduled at least two weeks prior to the deadline date for the receipt of completed applications, to allow time for any revisions that may need to be made to the application. Be prepared to ask any questions regarding the site and the application process and to present a plot plan and a business plan for the site.

Step 3: Filing the Application Form

After a "Pre-Application Conference" has been held with the appropriate Township staff members, a land development application can then be formally filed at the Township office. An application for approval of a subdivision or site plan shall be presented AT LEAST TEN (10) WORKING DAYS prior to the regular monthly meeting of Council, which is held on the fourth Wednesday of each month.

PLEASE NOTE: There is no exception to this policy unless a holiday would happen to fall within this minimum ten (10) working day period, in which case, a one (1) day extension would be granted.

The application must be accompanied by the appropriate number of plans as required by Part 2 of the land development application.

The application shall also be accompanied by filing fee, made payable to the "Township of Hampton", in the amount as may be designated from time to time by appropriate resolution of the Council of the Township of Hampton. Please be advised that a land development application shall not be considered to be complete and/or properly filed, unless and until, all items required by the Township's land development application and all other applicable ordinances, have been received.

Step 4: The Referral Process

Once the land development application has been accepted by the Township, it is then placed on the agenda of the Township Council's regular meeting for the purpose of being formally referred to the Environmental Advisory Council and the Planning Commission. This referral process can ONLY occur during the regular meetings of Township Council in order to comply with the Pennsylvania Municipalities Planning Code, Act 247.

Step 5: The Review Process

Once the application has been referred by Township Council, the review process begins. Township engineers and Township staff review and officially comment on all plans. These review comments are forwarded to the applicants and the applicant is then required to make a formal response. The Township's Environmental Advisory Council (EAC), which meets on the first Monday of each month, and the Planning Commission, which meets on the second Monday of each month, also review and make their recommendations to the Township Council. The Township Council then meets on the second and fourth Wednesdays of the following month. The meeting on the second Wednesday is a workshop meeting where the Township Council sets their agenda for the regular meeting and reviews current land development applications. The Township Council will vote to approve or reject all land development applications at their regular meeting.

PLEASE NOTE:

The Township Council will not generally receive a plan for review, and will not take action on it, until the Planning Commission and/or EAC has issued their recommendation.

If an application has been made to the Zoning Hearing Board requesting a variance from a provision(s) in the Township's Zoning Ordinance, the Planning Commission may not make a recommendation until a decision has been rendered by the Board and the Township Council shall not make a decision on the application until a decision has been rendered by the Zoning Hearing Board.

Part 2
Application Material

NO APPLICATION WILL BE CONSIDERED COMPLETE UNLESS THE FOLLOWING MATERIALS, AND APPLICABLE ITEMS, HAVE BEEN PROVIDED.

Additional materials may be required depending upon the nature and location of the proposed development.

____ Filing Fee (as per current fee Resolution)

____ Development Plans, including Grading, Topography and Landscaping, as required by Township Zoning Ordinance and Subdivision and Land Development Ordinance (**7** full sized sets of plans and **21** sets of 11" x 17" sized plans)

____ Site Plan, including sanitary sewers, storm sewers, roads/streets, parking areas, easements, utilities, etc. (7 full-sized sets of plans and 21 sets of 11"x 17" sized plans)

____ An electronic copy of the plan (a cd or flash drive must be submitted. The electronic copy may not be submitted via email).

____ Location Map

____ Supporting Data and/or Exhibits (as applicable)

- ____ Stormwater Management Plans
- ____ Soil Report
- ____ Architectural Drawings
- ____ Structural Drawings
- ____ Environmental Impact Statement/Plan

____ Natural Features Plan (tree lines, ponds, wetlands, streams, floodplain and floodway limits, etc.)

____ All applicable items required under the following ordinances:

- Subdivision Ordinance (No. 583, as amended)
- Zoning Ordinance (No. 310, as amended)
- Grading Ordinance (No. 584, as amended)

____ A copy of the Sewage Facilities Application (Planning Module) which is submitted to the PA DEP or the A.C.H.D.

TOWNSHIP OF HAMPTON LAND DEVELOPMENT APPLICATION

3101 McCully Road
Allison Park, PA 15101
(412) 486-0400
(412) 486-5019 fax

ALL SECTIONS MUST BE COMPLETED. FAILURE TO DO SO WILL BE SUFFICIENT GROUNDS FOR REJECTION OF THIS APPLICATION.

PART 1

NOTE: Prior to the submittal of an application, it is recommended that the applicant discuss the requested proposal at a pre-application conference with the Township's Planning Department to review the requirements of all Township land development ordinances. Please contact the Township to schedule an appointment.

TYPE OF APPLICATION:

SIMPLE SUBDIVISION (2 Lots)

SUBDIVISION – PRELIMINARY

SUBDIVISION – FINAL

LOT CONSOLIDATION

SITE PLAN

REVISED SITE PLAN

PLANNED RESIDENTIAL DEVELOPMENT – PRELIMINARY

PLANNED RESIDENTIAL DEVELOPMENT – FINAL

CHANGE OF USE

FOR OFFICE USE ONLY:

APPLICATION TITLE: _____

APPLICATION NUMBER: _____

APPLICATION FEE: _____

RECEIVED BY: _____

DATE FILED: _____

TOWNSHIP OF HAMPTON

APPLICANT:

Name _____
Address _____

ZIP _____
Phone _____ Fax _____
Email _____
Contact person _____

PROPERTY OWNER:

Name _____
Address _____

ZIP _____
Phone _____ Fax _____
Email _____
Contact person _____

ARCHITECT:

Name _____
Address _____

ZIP _____
Phone _____ Fax _____
Email _____
Contact person _____

ENGINEER:

Name _____
Address _____

ZIP _____
Phone _____ Fax _____
Email _____
Contact person _____

Purpose of Development: _____

Property Location: _____

Lot and Block Identification: _____

Legal Description: _____

Cross Streets: _____

Current Zoning: _____

Property Size: _____ acres

_____ Sq. ft.

Property located outside of flood prone area? yes no

Property located within flood prone area:

One-hundred (100) Year flood elevation: _____

Lowest Floor elevation: _____

Describe methods and materials that will be used to minimize flood damage in accordance with Ordinance No.475, as amended:

An application may be filed only by the owner of a property or by a person with the power of attorney from the owner authorizing the application, or by the attorney at law representing the owner,

INDICATE YOUR AUTHORITY:

_____ I am the owner of the property,

_____ I have the power of attorney from the property owner authorizing the application. A copy of the authorization is attached.

_____ I am the attorney at law representing the owner. A copy of the authorization is attached.

I/WE, _____ being duly sworn, *do depose* and say that I/WE am/are the owner(s) or applicants(s) herein named, and that the foregoing statement and answers herein contained and the information herein submitted are, In all respects, true and correct to the best of my/our knowledge and belief.

Signature

Name

IF THE APPLICANT IS OTHER THAN THE PROPERTY OWNER, THE OWNER MUST SIGN, CONSENTING TO THE FILING OF THIS APPLICATION.

I/WE _____

Am/are the owner(s) of the subject property and consent to the filing of this application.

Date

Signature

Contact Information for Escrow Account:

Please fill in the information requested below. This is required in order to properly manage your account and insure that any information is sent to the proper person.

Project Name: _____

Project Location: _____

Applicant Name: _____

Contact Person: _____

Street Address: _____

City, State & Zip: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

***The refund check (if applicable) should be made out to:
(if different from above)***

Contact Person: _____

Check Payable to: _____

Street Address: _____

City, State & Zip: _____

Phone Number: _____

Fax Number: _____

Email Address: _____