



Butler Township
290 South Duffy Road
Butler, PA 16001
724/287-7465
Fax: 724/282-2142

Minor Land Development Application

Name of Applicant _____

Address _____

Telephone Number _____

Name of Landowner _____

(If Landowner is not applicant, written authorization to act of Landowner's behalf must be presented with the application.)

Address _____

Telephone Number _____

Address of Proposed Development _____

Map & Parcel # _____ Zoned District _____

Registered Design Professional Name _____

Address _____

Telephone Number _____

Give a brief description of work to be done: _____

Plot Plan Submitted Yes No Not Applicable
Commonwealth and Federal Permits Secured Yes No Not Applicable
Preliminary Site Plan Submitted (see attached) Yes No
Required General Information Shown Yes No

(I) (We) hereby certify that (I) (We) have read the application and that the facts set forth are true and correct and that (I) (We) shall pay all costs incurred by Butler Township in the review of the application plan.

Signature _____ Date _____

TOWNSHIP USE ONLY	
Date Administrative Review Conducted	_____
Determination	_____
Surety Posted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Staff Comments	_____ _____ _____
Approval Date	_____ Staff Signature _____

Chapter 252-10. Minor land developments.

- A. On recorded parcels where the proposed development involves 1,000 square feet or less of new construction, no new public utilities or extension of public or private roadways or streets and related site improvements, minor land development administrative approval shall precede the issuance of any required permit.
- B. For the purpose of expediting applications and reducing site development design and construction costs, an informal advisory meeting, where the owner/applicant submits two copies of a preliminary site plan in accordance with the following requirements, shall be conducted by the Zoning Officer.
- (1) Advisory meeting. An owner/applicant shall submit preliminary site plans prior to the scheduled meeting date with the Township Zoning Officer to discuss the proposal. At the Zoning Officer's discretion, the Township Engineer, Solicitor, or other professional consultants may participate in the advisory meeting. All costs associated with professional consultants shall be borne by the applicant. The purpose of this step is to afford the owner/applicant advice and assistance in order to save time and money, suggest professional assistance if needed, and to answer any questions the owner/applicant may have in regard to filing a minor land development application or other items required. The thirty-day time period for formal review by the Zoning Officer shall not begin until a completed application has been submitted.
 - (2) General information. The owner/applicant shall be prepared to discuss the details of the proposed site, including a description of existing covenants, land characteristics, community facilities and utilities, commercially developed areas, abutting residential areas, industrial areas, open space and proposed protective covenants, utilities and existing street or road improvements. The following data shall be submitted and shall replace submittal requirements enumerated in §§ 252-11 and 252-12:
 - The boundaries of the property described by bearings and distances;
 - The location of abutting street rights-of-way indicating street curbs and street width, as well as existing and/or proposed curb cuts entering the property and streets or curb cuts directly across the street or road from the property;
 - The location of existing structures to remain and proposed building or building additions, showing distances to property lines, height, and proposed use of each.
 - The location and size of existing utilities to remain, including sewers and overhead utilities or location of proposed on-lot sewage disposal system and well.
 - Arrangement of off-street and on-site parking for the property, indicating the number of spaces and location of access lanes, as well as truck-servicing areas, interior circulation and anticipated traffic generation rates based on the applicable land use code from Volume 8, or subsequent versions of the ITE Trip Generation Manual.

- Proposed areas of grading on the site, indicating steepness of slopes and means to collect and dispose of stormwater, in accordance with this section.
 - Proposed landscaping of the site, indicating also pedestrian walks, retaining walls, fences and other features.
 - A location map shall show the relationship of the proposed development to existing community facilities which serve or influence it and shall include development name, location, existing facilities, title, scale, North arrow and date.
 - The location of the proposed development shall be shown on the U.S. Geological Survey Map or a comparable substitute for purposes of relating the development to the existing topography, slopes, gradient and other physical features.
 - Land subject to hazards of life, health, and safety shall not be developed until such hazards have been removed. These hazards shall be interpreted to mean land subject to flooding, slides due to excessive slope or soil conditions, or excavation, land of excessive or improper fill material, or land improperly drained.
- (3) The administrative review of a minor land development shall be completed within 30 days of the initial review and determination of the Zoning Officer that such application meets the criteria for a "minor land development," as defined. Within seven days of the Zoning Officer's administrative review of the minor land development application, a determination shall be made, in writing, forwarded to the applicant's address, as to the procedure to be followed for approval and whether the application shall be given full consideration by the Planning Commission as a land development.
- (4) All required federal, state and Township permits and approvals shall be acquired by the owner/applicant prior to the issuance of any building or zoning permits.
- (5) The owner/applicant shall be apprised of the required method of payment for costs associated with professional consultant review fees, technical reports, inspections and related services as per the provisions of § 252-54, Filing, application review and inspection fees. The owner/applicant shall be responsible for all such costs.