



**Butler Township**  
290 South Duffy Road  
Butler, PA 16001  
724/283-3430  
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.

## **Applicant's Checklist Land Development**

1. All plans must include the following items when submitting;
  - a. Completed Application,
  - b. Completed and notarized Application Agreement,
  - c. Two sets of the plan (24" x 36"). **All plans must be folded,**
  - d. One copy of the general site plan reduced to 11" x 17",
  - e. Fee in accordance with the current Fees Resolution, and
2. All plans must be complete and in compliance with Butler Township's Codified Ordinance, **Chapter 252 SUBDIVISION AND LAND DEVELOPMENT and Chapter 300 ZONING.**
3. All plans, applications and documents are to be emailed to [jhines@butlertwp.org](mailto:jhines@butlertwp.org) on the same day plan is submitted.
4. If the applicant is not the owner, then the owner must provide an affidavit stating that they concur with the development plan

# Minor Land Development Application Agreement

THIS AGREEMENT, made and concluded this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
by and between.

The Township of Butler, a first class township with offices at 290 South Duffy Road, Butler,  
PA, hereinafter referred to as a "Township."

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hereinafter referred to as "Developer"

WITNESSETH,

WHEREAS, Developer has submitted a proposed Minor Land development plan  
(hereinafter referred to as "Plan"), for land described in the Rider attached hereto, to Butler  
Township for final approval; and

WHEREAS, the Plan as submitted contains certain municipal improvements required by Township or the Municipalities Planning Code for approval of the plan, and

WHEREAS, Township will incur certain costs and expenses in conjunction with the review of said plan; and,

NOW THEREFORE, in consideration of the promises contained herein and intending to be legally bound it is hereby agreed as follows:

1. Developer shall pay all costs reasonably incurred by Township for engineering and legal fees for the review of the plan as submitted, All fees shall be paid within ten (10) days of the date Township mails the statement for costs.

2. Developer waives, discharges and remises the Township from any claim, demands, suits, actions or causes of action arising from or related in any manner to Township's review and approval of the Plan as submitted by Developer. Provided, however, that the foregoing release relates only to Township's review and approval of the Plan and shall not be construed as a future release of the Township from claims by Developer, such as, for example, Township's arbitrary refusal to approve a municipal improvement and/or amenity which has been completed in accordance with all applicable laws, rules and regulations.

3. This Agreement shall be binding upon the parties hereto their heirs, successors, administrators or assigns and shall be deemed a covenant running with the land.

IN WITNESS WHEREOF we have hereunto set our hands and official seals this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

**Attest**

\_\_\_\_\_  
Butler Township Secretary

\_\_\_\_\_  
Butler Township

**Developer**

**Witnesses**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Commonwealth of Pennsylvania**

County of \_\_\_\_\_

On this, the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me the undersigned officer, personally appeared \_\_\_\_\_

\_\_\_\_\_ known to me (or satisfactorily proven) to be the person whose name(s) are subscribed to the within instrument, and acknowledged that \_\_\_\_\_ executed the same for the purposes therein contained.

IN WITNESS THEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

**Commonwealth of Pennsylvania**

County of \_\_\_\_\_

On this, the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me the undersigned officer, personally appeared \_\_\_\_\_

\_\_\_\_\_ known to me (or satisfactorily proven) to be the person whose name(s) are subscribed to the within instrument, and acknowledged that \_\_\_\_\_ executed the same for the purposes therein contained.

IN WITNESS THEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public