



Subdivision and Land Development Application

Plan Name: _____

Application Type: For a detailed description of each application type, see §1103.130 of the McCandless Code of Ordinances. Single-phase major subdivisions and land developments that do not create significant new Town infrastructure or require a Traffic Impact Study may be submitted as a Combined Preliminary/Final Plan application.

Minor Plan

- ☐ Lot Line Adjustment
- ☐ Minor Subdivision (4 or fewer lots)
- ☐ Mortgage Subdivision
- ☐ Minor Land Development

Major Plan

- ☐ Preliminary Plan
- ☐ Final Plan
- ☐ Combined Preliminary/Final Plan

Provide a brief description of the proposed project or intended land use:

Property Information

Location: _____

Owner's Name: _____ Block/Lot: _____

Mailing Address: _____

Email: _____ Phone: _____

Acreage: _____ Zoning District: _____ Present Use: _____

Applicant Information

Name: _____ Interest in property: _____

Mailing Address: _____

Email: _____ Phone: _____



Application Procedures

A complete application must be submitted at least 30 days in advance of the next Planning Commission meeting to be considered for the agenda. Applications are only considered complete if they include all information required in §1103.160 and §1103.180 (Major Plans) or §1103.210(C) (Minor Plans), as applicable, as well as all fees required by the Town's current Master Fee Resolution. The Planning Commission regularly meets on the 1st Tuesday of each month unless otherwise advertised.

A representative of the application is required to attend all public review meetings; failure to do so may result in the application being tabled or denied.

For initial plan submittals, the applicant must provide 3 large-scale paper copies, 10 half-scale copies, 1 copy of all related reports and plan documents, and an electronic (PDF) copy of all materials included in the paper submittal to development@townofmccandless.org. **If an electronic copy of your submittal is not sent to this email address timely, your application will be considered incomplete.**

Pre-Application Meeting

Please be advised that all Major Plans require a remote pre-application meeting with the Planning Director and Town Engineer prior to submittal. This is non-optional and a Major Plan submittal will not be considered complete if a pre-application meeting does not occur beforehand. Please contact the Planning Director to arrange this in advance of making a submission. See §1103.140 for informational requirements for pre-application meetings.

Application and Review Fees

As of February 2025, the fees and review escrow amounts required by each application type are as follows:

Minor Plan

\$250 application fee.

Review escrow in the amount of \$1,500 must be established at the time of application and must be replenished any time the balance falls below \$200 until project close-out.

Major Plan

\$200 per acre, or fraction thereof, with a minimum charge of \$1,000.

Review escrow in the amount of \$5,000 must be established at the time of application and must be replenished any time the balance falls below \$1,500 until project close-out. Additional amounts may be set via the Developer's Agreement following plan approval.

In the event of any conflicting information between this application form and Town Council's most recent Master Fee Resolution, the Town Council Resolution shall control.

Submission of Revisions

All plan revisions must be submitted electronically to development@townofmccandless.org at least two full weeks in advance of the next Planning Commission or Town Council meeting (depending on the stage of review). The development email auto-distributes to relevant Town staff and the Town Engineer; sending separate copies to the Town Engineer is not necessary. **Please do not send paper copies of revised plans unless directed to do so by the Town.** Paper revisions will be rejected. Once final approval is obtained following satisfaction of all Town development requirements and/or conditions of approval, one full-size paper copy of all plans and related documents must be provided to the Town.



Applicant Statement of Truth

Deponent, being duly sworn, states that they are the:

- ☐ Owner of record of the property for which this application is made, and that all statements and data furnished with this application are true and correct. I am also aware that independent engineering review fees are my responsibility and a review escrow fee will be collected at the time of application and may have to be replenished if all funds are exhausted.
- ☐ Authorized agent for the owner of record of the property for which this application is made and as such has express authority to bind owner to all terms and conditions set forth by the Town pursuant to this application, and that all statements and data furnished with this application are true and correct. I am also aware that independent engineering review fees are my responsibility, and a review escrow fee will be collected at the time of application and may have to be replenished if all funds are exhausted.

All information provided on and with this application is true and correct to the best of my knowledge or belief.

Signature of Applicant

Date

Print Name

FOR OFFICIAL TOWN USE ONLY

Date Received: _____ Official Filing Date: _____

Received by: _____

SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATION

Applications may be submitted M-F, 8:30 AM - 4:00 PM to:

ACED Planning Division, Koppers Building, 436 Seventh Avenue, Suite 500, Pittsburgh, PA 15219

For questions, help, or additional information please email ACEDPlanning@alleghenycounty.us

Part 1: General Information

Property Owner:

Contact Name: _____ Phone: _____
Email Address: _____
Mailing Address: _____

Name of Applicant:

Contact Name: _____ Phone: _____
Email Address: _____
Mailing Address: _____

Plan Preparer:

Contact Name: _____ Phone: _____
Email Address: _____
Mailing Address: _____

Review Type:

☐ **Advisory Review** ☐ **County Approval**

NOTE: Advisory reviews must be submitted by the municipality and County approvals must be submitted by the applicant

Application Status:

☐ **Preliminary Plan** ☐ **Final Plan**

Application Type:

- ☐ Plat Adjustment/Lot Consolidation (no new lots created)
- ☐ Minor Subdivision (1-3 new lots created)
- ☐ Major Subdivision (4 or more new lots created, or new street created)
- ☐ Minor Land Development
- ☐ Major Land Development

Fee enclosed: \$ _____ (make checks payable to: *Allegheny County Economic Development*)

There is no fee required for County advisory reviews

ALLEGHENY COUNTY ECONOMIC DEVELOPMENT
KOPPERS BUILDING • 436 SEVENTH AVE, SUITE 500 • PITTSBURGH, PA 15219
PHONE (412) 350-1000 • WWW.ALLEGHENYCOUNTY.US/ECONDEV

Part 2: Location Information

Project Name: _____

Municipality: _____

Project Address/Location: _____

Tax Map Parcel(s) #:

Attach additional sheet if necessary

Part 3: Zoning Information

Existing Zoning: _____

Variances Requested: ☐ Yes ☐ No (if Yes, attach description of all variances requested or copy of approved variance)

Conditional Use: ☐ Yes ☐ No (if Yes, attach description of all conditions requested or copy of approved conditions)

Special Exception: ☐ Yes ☐ No (if Yes, attach description of all special exceptions requested or copy of approved special exception)

Part 4: Project Information

Total Plan Area: _____ (acres) _____ (square feet)

Total Acreage to be Developed: _____

Total Impervious Area (Sq. Ft.): _____

Lots: Initial - _____

Proposed - _____

Phasing:

Is the development proposed to be constructed in phases? ☐ Yes ☐ No

If Yes, attach a phasing plan and a schedule of the projected dates for the final application of each phase.

Proposed Utilities:

Potable Water:

| | |
|--------------------------|--------------------------|
| Public | Onsite |
| <input type="checkbox"/> | <input type="checkbox"/> |

 If public, provider: _____

Sanitary Sewer:

| | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|

 If public, provider: _____

If potable water and/or sanitary sewer services will be publicly provided, attach a statement from the provider indicating it has capacity to serve the proposed development.

Street Information:

Ownership (check all that apply):

- | | |
|---------------------------------|----------------------------------|
| <input type="checkbox"/> State | <input type="checkbox"/> Local |
| <input type="checkbox"/> County | <input type="checkbox"/> Private |

Lineal feet of new streets: _____

Part 5: Notification to Others

As applicable, the following agencies have been notified about the proposed subdivision or site development:

- | | |
|--|--|
| <input type="checkbox"/> County Health Department Date: _____ | <input type="checkbox"/> PennDOT Date: _____ |
| <input type="checkbox"/> County Public Works Date: _____ | <input type="checkbox"/> PA DEP Date: _____ |
| <input type="checkbox"/> County Conservation District Date: _____ | <input type="checkbox"/> Other: _____ Date: _____ |

Part 6: Allegheny County SALDO Compliance**For subdivisions and land developments in municipalities subject to the Allegheny County Subdivision and Land Development Ordinance:**

- ❖ All applications must include the applicable information required by **Article IV Application Information** (§780-402 Preliminary Plan Submittal Requirements; §780-403 Final Plan Submittal Requirements)
- ❖ All proposed subdivisions land developments must comply with the applicable standards and requirements of **Article V Design Standards**.

| | | | |
|-------------------------|--|---|--|
| Waiver requested: | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, completed application attached: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Modification requested: | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, completed application attached: | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Part 7: Applicant Declaration

The applicant declares the following (check only one):

- ☐ I am the owner of the property in question.
- ☐ I am the authorized agent for the owner of record to the property for which the application is made.
- ☐ I am a beneficial land owner as defined by the Pennsylvania Municipalities Planning Code. If this box is checked, a copy of the agreement recorded with the Allegheny County Department of Real Estate authorizing the applicant to subdivide or develop the property must be provided.

I/We hereby submit the enclosed land development application to the Allegheny County Department of Economic Development for review and consideration in accordance with the PA Municipalities Planning Code (Act 247 of 1968, as amended) and Art. III §780-303 of the Allegheny County Subdivision and Land Development Ordinance:

Signature of Applicant

Date

APPLICATION SUBMISSION CHECKLIST

All plans shall be prepared according to the requirements of the municipal subdivision and land development ordinance or the Allegheny County Subdivision and Land Development Ordinance, as applicable.

Subdivision and land development plan applications shall be accompanied by the following documents, as applicable:

| SUBDIVISION APPLICATIONS | LAND DEVELOPMENT PLAN APPLICATIONS |
|---|--|
| Plat, prepared according to municipal ordinance or §780-402 and §780-403, as applicable | Site Plan, prepared according to municipal ordinance or §780-402 and §780-403, as applicable |
| Project Narrative | Project Narrative |
| Traffic Impact Study ^{1,5} | Traffic Impact Study ¹ |
| Traffic and Circulation Plan ^{1,5} | Traffic and Circulation Plan |
| Geotechnical Report ^{1,5} | Geotechnical Report ¹ |
| Subsidence Risk Assessment ^{1,5} | Subsidence Risk Assessment ¹ |
| Soil Contamination Assessment ^{1,5} | Soil Contamination Assessment ¹ |
| Utilities Plan ^{1,5} | Utilities Plan |
| Sewage Facilities Planning Module ^{1,5} | Sewage Facilities Planning Module ¹ |
| Existing Covenants, Easements, or Other Restrictions ^{1,5} | Existing Covenants, Easements, or Other Restrictions ¹ |
| Phasing Schedule ⁵ | Phasing Schedule |
| Grading Plan ^{1,2,5} | Landscape Plan |
| Stormwater Management Plan ^{1,3,5} | Grading Plan ^{1,2} |
| Evidence of Notification of Public Service Providers ⁵ | Stormwater Management Plan ^{1,3} |
| Construction Plans for Public and Private Improvements ^{1,4,5} | Evidence of Notification of Public Service Providers |
| Other Required Permits ^{1,4,5} | Construction Plans for Public and Private Improvements ^{1,4} |
| | Other Required Permits ^{1,4} |
| ¹ Required for County approval plans only | |
| ² Required only if municipality does not have an adopted grading ordinance | |
| ³ Required only if municipality does not have an adopted stormwater management ordinance | |
| ⁴ Required for Final Plans only | |
| ⁵ Required for Major Subdivisions only | |