



Municipality of Mt. Lebanon

SP 201__ - ____

710 Washington Road
 Pittsburgh, PA 15228
 (412) 343-3684 FAX (412) 343-3753

Site Plan Application Checklist

Preliminary Application Checklist

Name of Site Plan:

			Yes	No	N/A
1	1003.5.1.1	Ten (10) copies of the completed application form.			
2	1003.5.1.2	Application filing fee.			
3	1003.5.1.3	Evidence of ownership or proprietary interest.			
4	1003.5.1.4	Evidence of compliance with the requirements of §404.5 & §404.6 of Chapter 16			
5	1003.5.1.5	Evidence of compliance with Chapter 6 (Grading and Excavating and Development of Slopes) of the Mt. Lebanon Code.			
6	1003.5.1.6	Ten (10) copies of a preliminary plat, prepared in accordance with the specifications shown in the applicable diagrams in Appendix II accurately drawn to a scale of not less than one inch equals fifty feet (1"=50') certified by a PA Registered Land Surveyor as to existing features, design features and boundaries. The preliminary plat shall include or be accompanied by the following information.			
7	1003.5.1.6.1	Date of preparation. All revisions shall be noted and dated.			
8	1003.5.1.6.2	A location map showing the location of the tract with reference to the surrounding properties, existing streets and streams within one thousand (1,000) feet of the land development.			
9	1003.5.1.6.3	Name of the development, including the words "preliminary land development plan;" north arrow; graphic scale; map and parcel number; the name and address of the record owner; the name and address of the applicant; the name and address, license number and seal and signature of the person preparing the survey. If the owner of the premises is a corporation, the name and business address of the president and secretary shall be submitted on the application.			
10	1003.5.1.6.4	All distances shall be in feet and one hundredths (0.01) of a foot and all bearings shall be given to the nearest ten (10) seconds.			
11	1003.5.1.6.5	A copy of the zoning district map in which the parcel is located, together with the zoning classification of properties within two hundred (200) feet of the boundaries of the property for which the application is made shall be illustrated on a map.			
12	1003.5.1.6.6	A boundary and topographical survey by a surveyor of the total proposed land development. If the developer intends to develop a tract of land in phases, the preliminary plat shall include the total tract.			
13	1003.5.1.6.7	A copy of any existing or proposed covenants, deed restrictions, which are applicable to the property.			
14	1003.5.1.6.8	A statement requesting any waivers or modifications to the requirements of Chapter 20 in accordance with §1005, if applicable.			
15	1003.5.1.6.9	A statement identifying any zoning variances that have been granted to the property by the Zoning Hearing Board.			

Yes No N/A

16	1003.5.1.6.10	The distance, measured along the right-of-way lines of existing streets abutting the property, to the nearest intersections with other public streets within two hundred (200) feet of the site boundaries.			
17	1003.5.1.6.11	The location and dimensions of proposed buildings and structures, all accessory structures and fences, if any, including front, side and rear yard setbacks, height of buildings, first floor elevations of all structures and floor plans of buildings.			
18	1003.5.1.6.12	Location of existing buildings and all other structures, including walls, fences, culverts and bridges, with spot elevations of such buildings and structures. Structures to be removed shall be indicated by dashed lines; structures to remain shall be indicated by solid lines.			
19	1003.5.1.6.13	If applicable, special flood hazard area boundaries. If any proposed construction or development is located within or adjacent to, any identified flood-prone area, the following information shall be submitted.			
20	1003.5.1.6.13.1	A plan which accurately delineates the area which is subject to flooding, the location of the proposed construction, the location of any other flood-prone development or structures, and the location of any existing or proposed stream improvements or protective works, information concerning the one hundred (100) year flood elevations, descriptions of uplift forces, associated with the one hundred (100) year flood, size of structures, location and elevations of streets, water supply and sanitary sewage facilities, soil types and flood-proofing measures.			
21	1003.5.1.6.13.2	A document certified by a registered professional engineer or architect that the proposed construction has been adequately designed against flood damage and that the plans for the development of the site adhere to the regulations set forth in Chapter II, Part 2, of the Mt. Lebanon Code entitled Flood Plain Regulations. Such statement shall include a description of the type and extent of flood-proofing measures that have been incorporated into the design of the structure.			
22	1003.5.1.6.14	Existing and proposed contours, referred to as United States Coast and Geodetic Survey datum, now known as National Vertical Geodetic Datum (NVDG) 1929, with a contour interval of two (2) feet for slopes of less than twenty percent (20%) and an interval of five (5) feet for slopes of twenty percent (20%) or more. Regardless of slope, contours within areas of disturbance shall be plotted at two (2) foot intervals. Dashed lines shall be used to indicate existing contours and solid lines shall be used to indicate proposed contours.			
23	1003.5.1.6.15	Location of existing rock outcrops, high points, watercourses, depressions, ponds, marshes, wooded areas and other significant existing features, including previous flood elevations of watercourses, ponds and marsh areas as determined by survey.			
24	1003.5.1.6.16	Identification of any wetlands on the site and the design techniques proposed to accommodate them.			
25	1003.5.1.6.17	Any and all existing streets related to the proposed development; including the names, cartway widths, approximate gradients and sidewalk widths.			
26	1003.5.1.6.18	If any new streets are proposed, profiles, indicating grading; cross sections showing the width and design of roadways and sidewalks.			
27	1003.5.1.6.19	Acreage, to the nearest hundredth of an acre of the site to be developed for non-residential purposes and/or the area, in square feet, of each lot to be developed for residential purposes			
28	1003.5.1.6.20	Plans of proposed stormwater systems showing feasible connections to existing or any proposed utility systems. Pipe sizes, grades and direction of flow, locations and inlets, manholes or other appurtenances and appropriate invert and other elevations shall be indicated. All stormwater facility plans shall be accompanied by a separate sketch showing all existing drainage within five hundred (500) feet of any boundary, and all areas and any other surface area contributing to the calculations, and showing methods used in the drainage calculations			

Yes No N/A

29	1003.5.1.6.21	Stormwater management plans, if required by §809 of Chapter 16			
30	1003.5.1.6.22	The location and size of all existing and proposed sanitary sewers			
31	1003.5.1.6.23	The location and size of all existing and proposed waterlines, valves and hydrants			
32	1003.5.1.6.24	The location, width and purpose of all existing and proposed easements and rights-of-way			
33	1003.5.1.6.25	The location, type and approximate size of existing utilities to serve the development			
34	1003.5.1.6.26	Tree masses and all individual specimen trees having a caliper of four (4) inches or greater			
35	1003.5.1.6.27	A soil erosion and sedimentation control plan prepared by a person trained and experienced in control methods and techniques which conforms to the requirements of the Pennsylvania Clean Streams Law and Chapter 102 of the Rules and Regulations of the Pennsylvania Department of Environmental Protection governing Erosion Control, or any successor regulations thereto			
36	1003.5.1.6.28	The number and density of dwelling units (if residential)			
37	1003.5.1.6.29	All means of vehicular access for ingress and egress to and from the site onto public streets, showing the size and location of internal streets or driveways and curb cuts including the organization of traffic channels, acceleration and deceleration lanes, additional width and any other improvements on the site or along the site's street frontage necessary to prevent a difficult traffic situation. All pedestrian walkways and provisions for handicapped facilities in compliance with the requirements of the Americans with Disabilities Act (ADA) for an accessible site shall also be shown. In addition, the land development plan shall show the existing road system, located outside the development within two hundred (200) feet of the development or the next nearest intersection			
38	1003.5.1.6.30	Computation of the number of parking spaces to be provided, the location and design of off-street parking areas and loading areas showing size and location of bays, aisles and barriers and the proposed direction of movement			
39	1003.5.1.6.31	Tabulation of site data, indicating zoning requirements applicable to the site and whether the proposed site development features comply			
40	1003.5.1.6.32	Proposed screening and landscaping, including a preliminary planting plan			
41	1003.5.1.6.33	The methods, placement and screening of solid waste disposal and storage facilities			
42	1003.5.1.6.34	If applicable, a detailed proposal, including covenants, agreements, or other specific documents showing the ownership and method of assuring perpetual maintenance to be applied to those areas which are to be used for private streets, sewers, recreational or other common purposes			
43	1003.5.1.6.35	If the plan is to be completed in phases, the proposed sequence of development with projected time schedule for completion of each of the several phases			
44	1003.5.1.6.36	If applicable, a notation on the plat that access to a State highway shall only be authorized by a highway occupancy permit issued by the Pennsylvania Department of Transportation under Section 420 of the State Highway Law (P.L. 1242, No. 428 of June 1, 1945).			
45	1003.5.1.6.37	If applicable, a notation on the plat that access to a county owned road shall be authorized by a highway occupancy permit issued by the Allegheny County Department of Public Works			

Yes No N/A

46	1003.5.1.6.38	Spaces for the signature of the Chairman and Secretary of the Planning Board; the President and Secretary of the Commission; the Municipal Engineer; and dates of approval			
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Does the preliminary plan include, or is it accompanied by, the following:

Scale of 1" to 100'	√	Graphic Scale	√
Date of Preparation		Map and Parcel Number	
Name of Development		Name and Address of Record Owner	
North Arrow		Name and Address of Applicant	
Location map		Name, Address, License Number, and Seal and Signature of Person Preparing the Survey	

Submitted by:

Signature

Date