



## Municipality of Mt. Lebanon

SP 201\_\_ - \_\_\_\_

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

### Site Plan Application Checklist

#### Final Application Checklist

Name of Site Plan:

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			Yes	No	N/A
1	1003.5.2.1	Ten (10) copies of the completed application form.			
2	1003.5.2.2	Application filing fee.			
3	1003.5.2.3	Evidence of ownership or proprietary interest.			
4	1003.5.2.4	One (1) copy of the approved preliminary plat, unless the application is for combined preliminary and final approval authorized in Chapter 16.			
5	1003.5.2.5	Ten (10) copies of a final plat drawn in accordance with the specifications shown in the applicable diagrams in Appendix II at a scale of not less than one inch equals one hundred feet (1"=100'). The final plat shall show or be accompanied by the following information.			
6	1003.5.2.5.1	Date, name and location of the land development, the name of the owner, graphic scale and the words "final land development plan."			
7	1003.5.2.5.2	Tract boundary lines, right-of-way lines of streets, street names, easements and other rights-of-way, land reserved or dedicated to public use, all lot lines and other boundary lines; with accurate dimensions, bearing or deflection angles, and radii, arcs and central angles of curves; and the area of each lot.			
8	1003.5.2.5.3	The names, exact location and widths of all existing and recorded streets intersecting or paralleling the plot boundaries within a distance of two hundred (200) feet or the next nearest intersection.			
9	1003.5.2.5.4	The purpose location and dimensions of any easement or land reserved or dedicated to public use shall be designated.			
10	1003.5.2.5.5	Lot and block numbers assigned to the property by the County Assessment Office, including lot and block numbers of immediately abutting property.			
11	1003.5.2.5.6	Certification by the applicant's surveyor as to accuracy of details of plat. The error of closure shall not be more than one (1) in ten thousand (10,000).			
12	1003.5.2.5.7	Dates of preparation and dates of all revisions to the plan.			
13	1003.5.2.5.8	Name and business address of the registered architect, landscape architect or professional engineer who prepared the plan.			
14	1003.5.2.5.9	Evidence of required permits from applicable Federal, State and County agencies.			
15	1003.5.2.5.10	Certification of service from all applicable utility companies.			
16	1003.5.2.5.11	A design view of the front, side and rear elevations of the proposed structures. Design view elevations are also to be shown where proposed additions or alterations affect such elevations.			
17	1003.5.2.5.12	Location, height and use of all existing and proposed structures on the property, indicating structures to be removed, if any, and the distances between proposed structures or additions to existing structures and adjacent property lines.			

Yes No N/A

18	1003.5.2.5.13	A site lighting plan showing details of all exterior lighting fixtures and supports, the location of exterior lighting fixtures proposed to light the buildings, parking areas, sidewalks and any other areas proposed for public use; documentation that proposed lighting will be shielded and reflect away from adjacent streets and residential properties; a photometric plan.			
19	1003.5.2.5.14	Layout and design of proposed parking and loading areas, including the gradient of proposed driveways and parking facilities and the proposed pattern of traffic circulation on the site, including pavement markings, islands, curbs, bumper guards and similar facilities.			
20	1003.5.2.5.15	Sidewalks or walkways, if any, proposed for pedestrian circulation on the site.			
21	1003.5.2.5.16	The type of paving material to be used for all sidewalks, walkways, driveways and parking facilities.			
22	1003.5.2.5.17	A final landscaping plan showing the type, size and location of any plant material proposed, a planting schedule, all areas proposed to be seeded, and the parties responsible for future maintenance.			
23	1003.5.2.5.18	Construction materials of all fences, walls or screens.			
24	1003.5.2.5.19	A final grading plan, as required by Chapter 6 (Grading and Excavating and Development of Slopes), including erosion and sedimentation control measures, as required by §804.1 of Chapter 16			
25	1003.5.2.5.20	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).			
26	1003.5.2.5.21	If applicable, a notation on the plat that access to a County owned road shall only be authorized by a highway occupancy permit issued by the Allegheny County Department of Public Works.			
27	1003.5.2.5.22	If applicable, an N.P.D.E.S. Permit.			
28	1003.5.2.5.23	If applicable, final stormwater management calculations and construction drawings for stormwater management facilities as required by §809 of Chapter 16.			
29	1003.5.2.5.24	Storm drainage plan, including location, size, slope, direction of flow, capacity and material of all storm sewers and connections to existing systems; location of all catch basins, manholes, culverts and other appurtenances; location and width of all storm drainage easements; and location of surface swales, if any.			
30	1003.5.2.5.25	Written evidence that an amenities bond for private improvements, as required by §510 of Chapter 16, will be submitted at the time of execution of the development agreement			
31	1003.5.2.5.26	An executed development agreement in a form approved by the municipality.			
32	1003.5.2.5.26.1	Petition for improvements. When street and other improvements have not been made previously in accordance with municipal specifications, including any streets which were not built originally to municipal specifications, there shall be submitted to the manager, at the time the final plat is submitted to him for approval, the following executed documents			
33	1003.5.2.5.26.1.1	A petition from the developer to the Commission requesting the municipality to grade, pave, curb and storm sewer the streets in the proposed subdivision or land development and to install the necessary sanitary sewers required in the proposed subdivision or land development.			
34	1003.5.2.5.26.1.2	A release of damages by the developer, releasing the municipality from claims for damages arising from street improvements and the installation of sanitary sewers and storm sewers.			

Yes No N/A

35	1003.5.5.26.1.3	An agreement between the developer and the municipality providing either (a) a cash deposit with the municipality or (b) an irrevocable letter of credit payable to the municipality, from a commercial bank organized under the Pennsylvania Banking Code of 1965 or the National Banking Act, having its principal place of business in the Commonwealth of Pennsylvania, and having unimpaired capital and surplus of at least one hundred (100) times the face amount of the letter of credit. The cash deposit or letter of credit shall be in an amount as determined by the Municipal Engineer, equal to one hundred ten percent (110%) of the engineering installation of the improvements in accordance with the standards and specification of the municipality.			
36	1003.5.2.5.26.2	Forms for the petition, release of damages, and agreement (including the letter of credit, if used) shall be obtained from the manager.			
37	1003.5.2.5.27	Spaces for signatures of the President and Secretary of the Commission; the Chairman and Secretary of the Planning Board; the Municipal Engineer; and dates of approval.			

Does the final 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:

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Signature

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Date