

Site Plan Review - Commercial and Industrial Development

Schedule a Pre-Application Conference to confirm the process and timeline.

Step 1: Resolve Site Constraints

Step 2: Site Plan Review Process

For projects not requiring Variances, Historic Review, Conditional Use Permits, or other actions requiring a public hearing

Step 3: Permits and Fees

Are there site constraints or planning issues that must be addressed before Site Plan Review?

- Does zoning allow for the use?
- Check for the presence of wetlands, flood hazards, steep slopes, or soil contamination to verify that no state or federal permits are required. **These permits may be required prior to Site Plan approval.**

Other Site Considerations

- Will an access or street improvement be required?
- Is the site in a Historic District?
- Are there adequate utilities?
- If the property was divided, is the Final Plan approved and recorded?

This is a timeline target that starts with a complete application.

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| Day One ▼ | Application Submitted Include completed application, appropriate filing fee with the plan and required documentation | When the application is deemed complete, a copy of the plan and documentation are submitted to other agencies as required. |
| 2 - 15 Days ▼ | Analysis and Staff Report 15 days for analysis and preparation of the staff report | Plan reviewed by staff, engineer, and other agencies as applicable for planning consistency and for regulatory compliance. |
| 16 - 45 Days ▼ | Recommendations Staff develops recommendation to approve the application as is or with conditions. | Plan revisions, based on staff reviews and agency reviews. |
| 46 - 90 Days ▼ | Decision Decision made and communicated within 15 days. | Appeals to the applicable court of common pleas judicial district where the land is located and must be filed within 30 days after the decision is issued. |

Projects requiring a public hearing will extend this timeline.

Municipal Permits

- Required for driveways, sidewalks, storm drain lines, sewer lines, and water meters
- Also included are connection fees and other related items

Building Permits

- Initial Review: 1 to 2 days
- Expedited Review: Front of line *Additional fees apply*
- Phased Review - 24 to 48 hours per phase (Foundation, Shell, Fire, Certificate of Occupancy) *Additional fees apply*

Municipal Permit fees and Connection fees are one-time charges based on the proposed new use or redevelopment of a property. They apply to both new construction and to redevelopment projects, which increase impact to municipal infrastructure.

Depending on the project, State Permits and Building Permits may increase a project's budget substantially. It is important to determine the impact of these as early as possible in the process.