



CITY OF DUQUESNE
12 South Second Street
Duquesne, PA 15110
Phone: (412) 469-0544 Fax: (412) 469-3795

SITE PLAN APPLICATION

PROPERTY INFORMATION

Property Address: _____ Zoning District: _____ Ward: _____
 Owner's Name: _____ Parcel #: _____ - _____ - _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____ Fax: _____

APPLICANT INFORMATION

Name: _____ Email: _____
 Address: _____ Phone: _____
 City: _____ State: _____ Zip: _____ Fax: _____

What is the applicant's interest in this application? Owner Agent Lessee Other _____

Date of Application

Signature of Applicant

SITE PLAN INFORMATION

The description of the property in this application is as follows:

Present use of Property: _____ Lot Size: _____ Acres / sq ft
 Proposed use of property: _____

STATEMENT OF TRUTH (For all applications)

COMMONWEALTH OF PENNSYLVANIA COUNTY OF ALLEGHENY

Deponent, being duly sworn, says they are the:

Owner of record of the property for which this application is made, and that all the statements and data furnished with this application are true and correct. I am also aware that independent engineering review fees are my responsibility and an 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 such owner to all terms and conditions set forth by City of Duquesne 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 an escrow account fee will be collected at time of application and may have to be replenished if all funds are exhausted.

Sworn to and subscribed before me this _____ day of _____, 20_____.

 Notary Public

 Applicant Signature

 Applicant Printed Name

DIRECTIONS FOR FILING

Twelve (12) collated sets and PDF file of this application and all other pertinent information (survey, site plan, drawings, photographs, etc) are required to be submitted to the Community Development department **twenty-one (21)** days prior to the Planning Commission meeting. All specifications/drawings must be prepared and sealed by a licensed engineer, architect or land surveyor. Please refer to the checklist on the reverse side of this application to insure proper submittals for rezoning. Any information left blank on this application will result in your application being denied and returned to the applicant. Please note that the correct fee must be paid with this application.

ADDITIONAL INFORMATION

Following site plan submission and before the Planning Commission meeting, an independent engineering review will be conducted by a consultant hired by the Township at the applicant's expense. A copy of the Township's review comments will be sent to the applicant a few days prior to the Planning Commission meeting. The applicant must address these comments in writing and at the Planning Commission meeting. This application becomes null and void if no action by applicant has transpired after twelve (12) months of final approval by City Council.

FILING FEES

R-1 and R-2: \$100.00 per acre, \$50.00 each additional acre > 10: \$100 minimum, + \$500.00 escrow

REZONING CHECKLIST

- _____ 1. **Twelve (12) sets of plans, Three (3) full size sets and Nine (9) reduced size (no smaller than 1"x17"), and PDF sealed by a registered design professional in the Commonwealth of Pennsylvania must be submitted showing the following items.**

Preliminary Plan Review (items 1-8 shall be completed on checklist

Final Plan Review (items 1-9 shall be completed on checklist

- _____ 2. Key map for purpose of locating property
- _____ 3. Existing zoning of site and all adjoining properties
- _____ 4. Project Narrative
- _____ 5. Applicant required to pay all professional service fees upon receipt of invoice from the City of Duquesne
- _____ 6. Preliminary Plan Review:
 - _____ Application filed and fee paid at least 18 days before meeting
 - _____ Twelve (12) sets of plans, Three (3) full size sets and Nine (9) reduced size (no smaller than 1"x17"), and PDF sealed by a registered design professional in the Commonwealth of Pennsylvania must be submitted.
 - _____ Land surveyor's seal, Pennsylvania registration number, name, and signature
 - _____ All existing buildings or other structures
 - _____ All existing streets, thoroughfares and traffic patterns
 - _____ Copies of existing and proposed deed restrictions
 - _____ Impact statements and community advantage statement
 - _____ Preliminary commitment from responsible lenders
 - _____ Anticipated schedule of development
 - _____ Agreements, provisions and covenants
 - _____ Twelve (12) copies of site survey, containing surveyor's seal, number, name and address
- _____ 7. Final Approval
 - _____ All items under Item 6 (Preliminary Plan Review)
 - _____ All amendments as required by the Planning Commission
 - _____ Provide original tracing with signature line for Chairman & Secretary of the Planning Commission
 - _____ Location of all proposed structures
 - _____ Location of parking areas and traffic zones
 - _____ Method of storm water control with calculations
 - _____ Traffic study
 - _____ All final lot numbers with all elements, rights of way, and building setback lines
 - _____ Landscape rendering with plant list
 - _____ Photometric plan of outdoor lighting
 - _____ Screening and buffer areas
 - _____ Locations and details of all signage
 - _____ Commonwealth of Pennsylvania or Allegheny Highway Occupancy Permit applied for with date
 - _____ All variances granted by the Zoning Hearing Board (if required)
 - _____ Schedule of development and completion
 - _____ Agreements, provisions, deed restrictions, or covenants
 - _____ Market study showing need for residential development (R-3, R-4, R-5, all commercial & industrial areas)
 - _____ Elevation sections and perspective drawings of improvements and structures. T
 - _____ The drawings must be in color and indicate the exterior building materials being proposed
 - _____ Means of ingress and egress to a public street from site
 - _____ Provide names and addresses of principal owners, officers and partners
 - _____ Provide names of corporation, company, partnership, or individual for site development agreement
 - _____ Performance bond 100% of site development, excluding structure
 - _____ **Agree to replenish escrow when account falls below \$100.00**

DO NOT WRITE BELOW THIS LINE - CITY USE ONLY

Fee: \$ _____

Escrow: \$ _____

Application accepted: _____ Date: _____

City of Duquesne ZONING OFFICER

Planning Commission #:		Invoice #:	
Public Hearing Date:		Check #(s):	
Date Hearing Advertized:			
Date agenda mailed to abutting property owners:		Date property posted:	