

## **SITE PLAN REVIEW CHECKLIST**

**306 SITE PLAN REVIEW:** No Zoning Permit or Zoning Occupancy Permit shall be issued for any use upon any lot except a one-family home until a Site Development Plan has been submitted, reviewed and approved in accordance with the following provisions, provided however that existing structures where the occupancy is being changed without any change in use category or new construction or addition to structures and without change in the site are exempt from this requirement.

**306.1** The application for approval of a proposed Site Development Plan shall be submitted in the office of the Zoning Officer and shall be accompanied by a fee established by resolution of Council to cover the cost of review. The Zoning Officer shall set a reasonable time schedule to be followed prior to the presentation of the application to Council.

**306.2** The application shall consist of not less than *twenty (20)* copies of the letter of application together with not less than *twenty (20)* prints of each drawing, on a standard sheet size of 24"H X 36"W, submitted as part of the proposed Site Development Plan. The Proposed Site Development Plan shall be drawn by a licensed architect, engineer, planner, surveyor or landscape architect in accordance with standard architectural and engineering practices to clearly indicate the following:

**306.2(a)** Property lines and total acreage of parcel proposed for development;

**306.2(b)** All existing streets, rights-of-way, and easements related to the development;

**306.2(c)** The location of existing driveways on adjacent properties;

**306.2(d)** The location of relevant natural features, including, but not limited to, streams or other natural water courses and adjacent lands which are subject to flooding, and significant stands of existing trees;

**306.2(e)** The location of existing structures, including structures located on abutting property if within fifty feet of the common property line;

**306.2(f)** Required front, side and rear yard lines, and any required building line;

**306.2(g)** Contour lines at two foot intervals where average slope is ten percent or less, and five foot intervals where average slope exceeds ten percent, and twenty (20) foot intervals where average slope exceeds twenty-five (25%) percent;

**306.2(h)** Location, dimensions, total square footage and ground floor elevations of proposed structures, walkways, driveways, entrances, parking facilities, loading spaces, landscaping, signs, lighting facilities, fences or walls, fire hydrants and fire lanes and other site improvements or amenities;

**306.2(i)** Contours and sufficient elevations to show proposed gradings and data to show gradient of access drives, parking facilities and surface water run-off.

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- 306.2(J) Location and approximate size of utilities to serve the development;
- 306.2(k) Schematic elevations at an appropriate architectural scale;
- 306.2(l) Surface water runoff controls;
- 306.2(m) Title block giving name of development, property owner, developer, northpoint, date and scale (minimum, 1"=50'); and
- 306.2(n) Such other information as may be required by the Zoning Officer.
- 306.3 For proposals in flood plains, the application shall additionally include:
- 306.3(a) Topographic contour lines at an interval of two feet;
- 306.3(b) The location of any existing bodies of water or watercourses, identified flood plains, information pertaining to the floodway, and the flow of water including direction and velocities;
- 306.3(c) The proposed lowest floor elevation of any proposed building based upon National Geodetic Vertical Datum of 1929;
- 306.3(d) The elevation of the one-hundred (100) year flood; and information concerning flood depths, pressures, impact and uplift forces and other factors associated with a one hundred year flood;
- 306.3(e) Detailed information concerning any proposed flood-proofing measures;
- 306.3(f) A document, certified by a registered professional surveyor, engineer or architect, which states that the proposed construction of development has been adequately designed to withstand the one-hundred (100) year flood elevations, pressures, velocities, impact and uplift forces associated with the one-hundred (100) year flood. Such statement shall include a description of the type and extent of floodproofing measures which have been incorporated into the design of the structure or development; and
- 306.3(g) Where any excavation or grading is proposed, a plan meeting the requirements of the Pennsylvania Department of Environmental Resources, to implement and maintain erosion and sedimentation control.
- 306.4 Action shall be taken by the Council, either approving or disapproving, within ninety (90) days from the date of the regular Planning Commission meeting at which the site plan first appears as an agenda item. Failure of the Council to so act shall be considered approval of the plan as submitted. Council may attach such conditions as they deem appropriate to approval. Approval may be conditioned upon the grant of a variance or of a special exception by the Zoning Hearing Board where such variance or special exception is required, but such conditional approval by Council shall not be binding on the Zoning Hearing Board, and the conditional approval shall be canceled if the requested variance or special exception is denied by the Board.
- 306.4(a) Site plan approval shall not be official until and unless the site plan as approved by Council and including all conditions of approval by Council is filed with the Zoning Officer within ninety days of action by Council.

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306.4(b) Site plan approval shall be valid for a period of one year following Council action. If the proposed improvements are not under construction within one year or completed within two years, Council approval shall be void.

306.5 Council shall not approve a Site Development Plan unless the following standards are met:

306.5(a) Screening: A planted visual barrier, or landscape screen shall be provided and maintained on any property in a commercial or industrial district which is contiguous to any residential district, except where natural or physical barriers exist which are deemed to provide an adequate buffer by the Planning Agency. This screen shall be composed of plants and trees arranged to form both a low level and a high level screen. The high level screen shall consist of trees planted with specimens no younger than three years in age, and planted at intervals of not more than ten feet. The low level screen shall consist of shrubs or hedges planted at an initial height of not less than two feet, placed in alternating rows to produce a dense visual barrier. Any plant not surviving three years after planting, shall be replaced.

306.5(b) Storage: Any article or material stored temporarily outside an enclosed building as an incidental part of the primary commercial or industrial operation, shall be so screened by opaque ornamental fencing, walls or evergreen planting, that it cannot be seen from adjoining public streets or adjacent lots, when viewed by a person standing on ground level.

306.5(c) Landscaping: Any part or portion of the site which is not used for buildings, other structures, loading or parking spaces and aisles, sidewalks and designated storage areas, shall be planted with an all-season ground cover and shall be landscaped with trees and shrubs in accordance with an overall landscape plan and shall be in keeping with natural surroundings. Any off-street parking area with five or more spaces, shall provide a landscaped perimeter for the parking area of not less than five percent of the parking area which shall be in addition to open area requirements or the district. At least one tree per five parking spaces, or portion thereof, shall be provided.

306.5(d) Lighting. All parking areas, driveways and loading areas, entry ways, and pedestrian paths shall be provided with a lighting system which shall furnish an average minimum of 0.5 foot candles within such areas during hours of operation. All lighting shall be completely shielded from traffic on any public right of way and from any residential district.

306.5(e) Interior Circulation. The interior circulation of traffic in commercial areas shall be designated so that no driveway or access lane providing parking spaces, shall be used as a through-street. If parking spaces are indicated by lines with angles other than 90 degrees, then traffic lanes shall be restricted to one-way permitting head-in parking. No driveway or street used for interior circulation shall have traffic lanes less than ten feet in width.

306.5(f) Access. Areas provided for loading and unloading of delivery trucks and other vehicles, and for the servicing of shops by refuse collection, fuel and other service vehicles, shall be adequate in size and shall be so arranged that they may be used without blockage, or interference with the use of public streets or sidewalks, other accessways or automobile parking facilities.

306.5(g) Traffic Control. No design shall be approved which is likely to create substantial pedestrian or vehicular traffic hazards endangering the public safety. Safety requirements which may be imposed in such a review shall include traffic control devices, acceleration or

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deceleration lanes, turning lanes, traffic and lane markings, walkways, and signs. The developer shall be responsible for the construction of any such traffic control devices.

306.5(h) Stormwater Management: Adequate stormwater retention facilities shall be provided as outlined in Ordinance 1788, as adopted March 10, 1992.

306.5(i) Signs: Every existing non-conforming sign shall be removed.

306.5(j) Waste Handling: All rubbish shall be stored in air-tight, vermin-proof, easily cleanable, damage resistant containers on the same lot as the principal use with sufficient capacity for storing the maximum volume of garbage, rubbish, and other waste material which may be generated on the site. For one-family attached or detached homes such containers shall be on the same lot as the principal structure. For all other uses such containers shall be stored on the same lot as the principal structure in a suitable buffered and landscaped area with concrete pads constructed with aprons below the frost line for vector control and having ready access for refuse trucks. Bulk refuse containers for food facilities shall be placed on concrete pads equipped with drains that permit frequent cleaning and disposal of waste water to a sanitary sewer. Storage may also be in a separate room within the principal structure, sprinklered and having a concrete floor designed for and capable of storing the maximum volume of garbage, rubbish, and other waste material which may be generated on the site.

306.5(k) Street Traffic Control Devices: All street name signs, traffic control signs and other traffic control devices shall be provided as follows:

1. All street name signs, traffic control signs and other traffic control devices as deemed necessary by the Municipality shall be provided and erected by the applicant.. [Ordinance 1765/8-13-91]
2. All street name signs shall conform to and be erected as per the Municipality of Monroeville's specifications for street name signs. [Ordinance 1765/8-13-91]
3. All traffic control signs shall be Pennsylvania Department of Transportation approved, conformed to applicable regulations and be placed using heavy duty breakaway channel posts (or equal as approved by the Municipality). [Ordinance 1765/8-13-91]
4. All other traffic control devices shall be Municipal approved and conform to Pennsylvania Department of Transportation as well as all other applicable regulations, including any federal or county regulations promulgated for specific projects. [Ordinance 1765/8-13-91]
5. All traffic signals shall have pre-emptive equipment provided and erected by the applicant. [Ordinance 1765/8-13-91]