

BUFFALO TOWNSHIP

109 Bear Creek Road – Sarver, PA 16055

724-295-2648 Office / 724-295-4004 Fax

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SITE PLAN APPLICATION – PROCEDURES

- 1. ALL DEVELOPMENT, BUILDING REVISIONS OF STRUCTURES & DEVELOPMENTS, ETC., MUST BE COMPATIBLE WITH ALL ORDINANCES OF BUFFALO TOWNSHIP AND SITE PLANS MUST SHOWN THE FOLLOWING:**

Size, Location, topography of the site, the use of adjacent land, the proposed size, bulk, use and location of buildings, the location and proposed function of all yards, open spaces, parking areas, driveways, storage areas and accessory structures, the location of all utilities, the provisions for parking, moving or loading of vehicles and the timing of the proposed construction.

NOTE: The Applicant will be responsible for any or all fees charged by the Township Engineers.

NOTE: The Applicant shall contact the Township Zoning Officer to determine if the proposed land use is a “Conditional” or “Permitted Use” in the Application Zone.

- 2. Contact the Butler County Planning Commission at (724) 284 – 5300 to arrange for a review of your Site Plan.** They meet on the 3rd Wednesday of each month and require that the Plan be submitted to them at least ten (10) days before their meeting.
- 3. Two copies of a Complete Soil Erosion, Sedimentation, must be submitted for review to the Butler County Conservation District.** There will be a charge for this as per Butler County Conservation District Fee Schedule. (Butler County Conservation District telephone number (724) 284 – 5270).

If given approval, the Butler County Conservation District will return one copy along with a Letter of Approval. This Letter of Approval and one copy of the Soil Erosion and Sedimentation Plan must be given to the Township. The Developer will be responsible to maintain this Plan.

PLEASE NOTE: The necessity of review by the Butler County Conservation District will be a Judgment by the Supervisors and/or member of the Planning Commission and Township Engineer.

- 4. Compliance with Buffalo Township Stormwater Management Ordinance #134 is Mandatory for all considerations for Site Plan Approval. You will be Billed for the Township Engineer to Review this Plan.**
5. Persons desiring Site Plan consideration must deposit a \$500.00 Filing Fee with the Township Zoning Office, along with five (5) copies of the Site Plan and ALL necessary documentation, as outlined and referred to herein, and any public water/sewer agreements, if applicable.
6. With regard to Sewage: The Department of Environmental Protection requires strict adherence to its regulations regarding major subdivisions, churches, businesses, etc., the proper Planning Modules (also called “Components”). Application forms are available from the Butler County Sewage Association at (724) 841 – 0141.
7. **PLEASE NOTE:** If you are located on a State Road, you must check with Penn Dot at (724) 284 – 8800 to determine whether or not you must apply for a Highway Occupancy Permit, as among other reasons, traffic flow to and from your proposed development must not present a hazard to the traveling public. If located on a Township Road, you must check with the Township Road Department to see if you need to apply for a Driveway Permit. The Fee for a Driveway Permit is \$125.00.
8. No Final Approval of the Site Plan will be given until Proof of Compliance or Approval from the Township Building Inspector, Code.sys – Code Consulting Inc. is presented, when applicable. (Roadside produce stands etc. normally would not be monitored). Also, when an existing building is to be changed to another Use Type, Code.sys must be contacted in regard to the change and Plans must be submitted to them for approval. Contact Code.sys – Code Consulting Inc. at (412) 821-0337
9. When all necessary data has been submitted and all necessary filing FEES have been paid, contact the Township Manager or Zoning Officer (724) 295 – 2648 and request to be included on the Agenda of the next regular monthly meeting of the Planning Commission. All necessary data must be turned into the Township Office at least ten (10) business days prior to the meeting date. The Planning Commission meets the first Wednesday of each month at 7:30 PM in the Township Municipal Building at 109 Bear Creek Road – Sarver, PA.
- 10. The Applicant or a Representative for the Applicant must appear before the Planning Commission on the designated date.**

- 11.** If given a favorable recommendation from the Planning Commission, contact the Township Manager or Zoning Officer at (724) 295 – 2648 to be included on the agenda for the Board of Township Supervisors at their next regular Monthly meeting which is the second (2nd) Wednesday of the month, except for January. The first regular monthly meeting in January is held immediately after the Reorganization Meeting. All meetings begin at 7:30 PM and are held in the Township Municipal Building at 109 Bear Creek Road – Sarver, PA. **The Applicant or a Representative for the Applicant must be present at the meeting.**

TO SUMMARIZE: Applicant must submit a \$500.00 Filing Fee to the Township Manager or Zoning Office, together with five (5) copies of the Site Plan (please supply electronic files in WORD or PDF format to MFleischman@buffalotownship.com or RHill@buffalotownship.com), and all necessary documents as described in Steps 1 through 7 on the previous pages, prior to appearing before the Planning Commission. These items must be in the Township Office at least ten (10) business days before the Planning Commission Meeting.

These documents will be reviewed by the Township Manager and Zoning Officer and you will be advised beforehand if everything is in place for your appearance before the Buffalo Township Planning Commission.

Laws Governing Land Development

- Violations of Land Use Ordinances are now subject to Civil Enforcement proceedings. Liability is a judgement, not a fine of \$500.00 plus Court Costs and Attorney's Fees.
- A Zoning Officer who enforces a Zoning Violation must follow the procedures outlined in Section 616.1 of the Planning Code, titled "Enforcement Notice". The emphasis is on compliance rather than punishment.
- District Justices have initial jurisdiction for proceeding on Land Use Ordinances.
- Section 909.1 of the Planning Code outlines matters over which the Zoning Hearing Board and Governing Body have exclusive jurisdiction to hear and adjudicate.
- A new section added to the Subdivision and Land Development Article provides strong preventative remedies for violations.
- All appeals from a Subdivision Plan decision, including appeals from a person aggrieved, go directly to Court.

SITE PLAN APPROVAL

Approval of a Site Plan by the Planning Commission and Township Supervisors shall be required before issuance of a Zoning Certificate for all public or semi-public buildings or structures, multiple dwellings, commercial development, industrial development, and conditional uses in accordance with the following provisions.

The Site Plan shall show:

- a. The location of all principal and accessory structures.
- b. Traffic circulation within the Site.
- c. Means of vehicular access onto the Site.
- d. The height and bulk of the structures.
- e. Off-Street parking and loading facilities.
- f. The provision of Open Space.
- g. Landscaping, paving, fencing, walls, and signs.
- h. Other data pertinent to the specific site and use.

The Site Plan shall be accompanied by an application in an amount equal to \$500.00 or that is set by resolution of the Township Supervisors.

No Site Plan shall be approved by the Planning Commission and Township Supervisors unless the findings of the review clearly indicate that the proposed development will result in safe and convenient traffic movements, that there is safe, harmonious and beneficial relationship of proposed structures and uses on the site, that the proposed development will not adversely impact adjacent properties, and that the overall development is not detrimental to the community or to the public at large.

In approving the Site Plan, the Planning Commission and Township Supervisors may attach such conditions as may reasonably promote the purposes and objections of the ordinance.