

**PLANNED RESIDENTIAL DEVELOPMENT  
 REVIEW AND APPROVAL PROCESS CHECKLIST  
 ZONING ORDINANCE NO. 5-2012**

TOWNSHIP OF CENTER  
 Municipal Center  
 224 Center Grange Road  
 Center Township, Beaver County, Pennsylvania

This is a two (2) step process, consisting of the following steps:

1. Preliminary Application and Approval; and
2. Final Application and Approval.

	Procedure	Yes	No	N/A	Submission Date	Timeline	Comment
1.	Submission of Request for a Pre-Application Conference (Form SLD-1) to Center Township by Applicant. (Optional)					5 Calendar Days Prior to Planning Commission Meeting (Minimum)	
2.	Pre-Application Conference to be scheduled with the Planning Commission as necessary. Pre-Application Conference Date:					-----	
<b>PRELIMINARY APPLICATION FOR PLANNED RESIDENTIAL DEVELOPMENT</b>							
3.	Submission of Preliminary Application for Planned Residential Development (Form SLD-9) and supporting documentation to Center Township by Applicant in accordance with “Planning Submission and Review Timeline.”					Day Following the Preceding Month Regularly Scheduled Planning Commission Meeting (Minimum)	

4.	<p>Application Administrative Completeness Determination by Center Township Staff. Nine (9) full-size copies and a .pdf file of the following are required to be submitted per Section 1606.2 of the Center Township Zoning Ordinance:</p> <ul style="list-style-type: none"> <li>• Completed Application for a Planned Residential Development (Form SLD-9).</li> <li>• Legal Description and Statement of Present and Proposed Ownership.</li> <li>• Written statement of Planning Objectives to be achieved by PRD through the Developer’s particular approach.</li> <li>• Written Statement of the reasons why the PRD is in the public interest.</li> <li>• Requested Modifications to the Zoning Ordinance and Subdivision and Land Development Ordinance applicable to the property.</li> <li>• Beaver County Planning Commission Review Fee.</li> <li>• Location Map.</li> <li>• Beaver County Tax Assessment Map.</li> <li>• Traffic Study, as applicable.</li> <li>• Property Map depicting all abutting properties within 500 feet of subject property and names/addresses of property owners.</li> <li>• Zoning Map.</li> <li>• Topography Map.</li> <li>• Soil Classification Map.</li> <li>• Development Plan.</li> <li>• Phasing Schedule for phased development, as applicable.</li> <li>• Filing and Review Fee.</li> </ul> <p>The Planning Commission shall consider as <b>officially received</b> only those Applications that are administratively complete, signed, have attached the correct number of copies of all required Exhibits and data, and for which the filing fee and application fee are paid in full (at time of Official Acceptance).</p>					Within Five (5) Days of Submission	
5.	Center Township Staff to review/confirm Property Ownership Information. (Beaver County Website)					Within Five (5) Days of Submission	
6.	Proof of Proprietary Interest acceptable to the Solicitor. Date:						
7.	<p>If Application is Administratively Incomplete, Center Township Staff:</p> <ul style="list-style-type: none"> <li>• Returns Application to Applicant and indicates in writing the reason(s) for Administrative Incompleteness.</li> </ul>					Within Five (5) Days of Submission	

8.	<p>If Application is Administratively Complete, Center Township Staff:</p> <ul style="list-style-type: none"> <li>• Notifies Applicant in writing that Application is Administratively Complete.</li> <li>• Submit Application, Supporting Documentation, and Fee to Beaver County Planning Commission.</li> <li>• Submit Application and Supporting Documentation to Planning Consultant.</li> <li>• Submit Application and Supporting Documentation to Engineer.</li> <li>• Submit Application and Supporting Documentation to Center Township Zoning Officer.</li> <li>• Submit Application and Supporting Documentation to Center Township Planning Commission.</li> <li>• Submit Application and Supporting Documentation to Center Township Board of Supervisors.</li> </ul>					Within Five (5) Days of Submission	
9.	<p>Center Township Planning Commission Meeting – Review Application.          Meeting Date:          Applicant should be present at Planning Commission Meeting to address questions and concerns.</p>					Day 0	
10.	Receipt of Beaver County Planning Commission Preliminary Comments.					Day 45	
11.	Receipt of Planning Consultant Preliminary Comments.					Day 30	
12.	Receipt of Engineering Preliminary Comments.					Day 30	
13.	Receipt of Zoning Officer Preliminary Comments.					Day 30	
14.	<p>Center Township Planning Commission Recommendation of Preliminary PRD Approval to Board of Supervisors.          Date:          Without Conditions:          With Conditions (provide supporting documentation):          Center Township Staff to send letter from Center Township Planning Commission to Center Township Board of Supervisors informing of decision.</p>					Day 45	
15.	<p>Center Township Planning Commission Denial of Preliminary PRD Application.          Date:          Center Township Staff to send letter from Center Township Planning Commission to Center Township Board of Supervisors informing of decision. Applicant may withdraw the Preliminary Application and resubmit with necessary revisions (timeline will re-start at zero).</p>					Day 45	

16.	Applicant may request Time Extension to Refine Plan or provide outstanding information. Time Extension Requested by Applicant. Date: Time Extension Granted by Center Township. Date: Additional Days Granted:					-----	
17.	Zoning Officer to notify, via regular mail, each property owner within 300' of the perimeter of the property. Date Notices Sent:					14 Days Prior to Public Hearing (Minimum)	
18.	Center Township Board of Supervisors PRD Public Hearing. PRD Public Hearing Date: Township Engineer review, Planning Consultant Review, and Beaver County Planning Commission Review required prior to Board of Supervisors PRD Public Hearing. Applicant should be present at Board of Supervisors PRD Public Hearing to make Presentation and address questions and concerns.					Day 60 + Time Extension if Requested	
19.	Center Township Board of Supervisors Approval of Preliminary PRD Application without Conditions. Date: Center Township Staff to notify Applicant within five (5) days of decision.					60 Days from Public Hearing or 180 Days from Receipt of Complete Submission, whichever occurs first	
20.	Center Township Board of Supervisors Approval of Preliminary PRD Application with Conditions. Date: Center Township Staff to notify Applicant and provide detail of conditions within five (5) days of decision. Applicant may, within thirty (30) days of written communication, refuse to accept the conditions. If so, the Board of Supervisors shall be deemed to have denied the Preliminary PRD Application.					60 Days from Public Hearing or 180 Days from Receipt of Complete Submission, whichever occurs first	
21.	Center Township Board of Supervisors Denial of Preliminary PRD Application. Date: Center Township Staff to notify Applicant and provide defects and reasons for denial within five (5) days of decision.					60 Days from Public Hearing or 180 Days from Receipt of Complete Submission, whichever occurs first	

**FINAL APPLICATION FOR PLANNED RESIDENTIAL DEVELOPMENT**

22.	Submission of Final Application for Planned Residential Development (Form SLD-9) and supporting documentation to Center Township by Applicant in accordance with “Planning Submission and Review Timeline.”					Day Following the Preceding Month Regularly Scheduled Planning Commission Meeting (Minimum)	
23.	<p>Application Administrative Completeness Determination by Center Township Staff. Nine (9) full-size copies and a .pdf file of the following are required to be submitted per Section 1610.2 of the Center Township Zoning Ordinance:</p> <ul style="list-style-type: none"> <li>• Completed Final Application for a Planned Residential Development (Form SLD-9).</li> <li>• All data required for a Final Plan.</li> <li>• Accurately dimensioned locations for all proposed buildings, structures, parking areas and common open space.</li> <li>• Number of families to be housed and intended use of each non-residential building.</li> <li>• Building Elevations.</li> <li>• Lighting Plan.</li> <li>• Landscaping Plan.</li> <li>• Supplementary data including covenants, easements, or other restrictions and the organization that will own, operate, and maintain the common open space facilities.</li> <li>• Engineering Report.</li> <li>• Grading Plan.</li> <li>• Erosion and Sedimentation Control Plan.</li> <li>• Evidence of Submission to Beaver County Conservation District.</li> <li>• Stormwater Management Plan.</li> <li>• Performance Guarantee and Development Improvement Agreement.</li> <li>• Filing and Review Fee.</li> </ul> <p>The Planning Commission shall consider as <b>officially received</b> only those Applications that are administratively complete, signed, have attached the correct number of copies of all required Exhibits and data, and for which the filing fee and application fee are paid in full (at time of Official Acceptance).</p>					Within Five (5) Days of Submission	
24.	<p>If Application is Administratively Incomplete, Center Township Staff:</p> <ul style="list-style-type: none"> <li>• Returns Application to Applicant and indicates in writing the reason(s) for Administrative Incompleteness.</li> </ul>					Within Five (5) Days of Submission	

25.	<p>If Application is Administratively Complete, Center Township Staff:</p> <ul style="list-style-type: none"> <li>• Notifies Applicant in writing that Application is Administratively Complete.</li> <li>• Submit Application, Supporting Documentation, and Fee to Beaver County Planning Commission.</li> <li>• Submit Application and Supporting Documentation to Planning Consultant.</li> <li>• Submit Application and Supporting Documentation to Engineer.</li> <li>• Submit Application and Supporting Documentation to Center Township Zoning Officer.</li> <li>• Submit Application and Supporting Documentation to Center Township Planning Commission.</li> <li>• Submit Application and Supporting Documentation to Center Township Board of Supervisors.</li> </ul>					Within Five (5) Days of Submission	
26.	<p>Center Township Planning Commission Review.          Meeting Date:          Applicant should be present at Planning Commission Meeting to address questions and concerns.</p>					Day 0	
27.	Receipt of Beaver County Planning Commission Final Comments.					Day 45	
28.	Receipt of Planning Consultant Final Comments.					Day 30	
29.	Receipt of Engineering Final Comments.					Day 30	
30.	Receipt of Zoning Officer Final Comments.					Day 30	
31.	<p>Center Township Planning Commission Recommendation of Final PRD Approval to Board of Supervisors.          Date:          Without Conditions:          With Conditions (provide supporting documentation):          Center Township Staff to send letter from Center Township Planning Commission to Center Township Board of Supervisors informing of decision.</p>					Day 30	
32.	<p>Center Township Planning Commission Denial of Final PRD Application.          Date:          Center Township Staff to send letter from Center Township Planning Commission to Center Township Board of Supervisors informing of decision. Applicant may withdraw the Final Application and resubmit with necessary revisions (timeline will re-start at zero).</p>					Day 30	

33.	<p>Applicant may request Time Extension to Refine Plan or provide outstanding information.          Time Extension Requested by Applicant.          Date:          Time Extension Granted by Center Township.          Date:          Additional Days Granted:</p>					-----	
34.	<p>Center Township Board of Supervisors Approval of Final PRD Application.          Meeting Date:          Township Engineer review, Planning Consultant Review, and Beaver County Planning Commission Review required prior to Board of Supervisors Public Hearing.          Applicant should be present at Board of Supervisors Meeting to make presentation and address questions and concerns.</p>					Day 45 + Time Extension if Requested	
35.	<p>Center Township Board of Supervisors Approval of Final PRD Application without Conditions.          Date:          Center Township Staff to notify Applicant within five (5) days of decision.</p>					Day 45 + Time Extension if Requested	
36.	<p>Center Township Board of Supervisors Approval of Final PRD Application with Conditions.          Date:          Center Township Staff to notify Applicant and provide detail of conditions within five (5) days of decision.</p>					Day 45 + Time Extension if Requested	
37.	<p>Center Township Board of Supervisors Denial of Final PRD Application.          Date:          Center Township Staff to notify Applicant and provide defects and reasons for denial within five (5) days of decision.</p>					Day 45 + Time Extension if Requested	