

Center Township Planning Commission Planning Submission and Review Timeline

MILESTONE	DATE	RESPONSIBLE PARTY
Center Township Planning Commission Meeting First Thursday of Each Month at 6:30 P.M.		
Pre-Application Conference As Necessary Recommended for Large Projects	Third Thursday of Each Month (Scheduled as Necessary)	Development Coordinator Office Staff
Center Township Submission Date Submissions due for Center Township Planning Commission Consideration at their Next Meeting	Day Following the Preceding Month Regularly Scheduled Planning Commission Meeting	Office Staff
Completeness Review Completeness Review to be Performed and Letter Issued to Applicant. <small>(Check(s) to be Provided by Applicant on Official Date of Filing)</small>	Five (5) Business Days Following Center Township Submission Date	Office Staff
Official Date of Filing Date that the Submission is Deemed to be Complete and Accepted by the Planning Commission at a Regularly Scheduled Meeting <small>(60-Day Timeline Begins)</small>	Center Township Planning Commission Meeting - First Thursday of Each Month	Office Staff Planning Commission
BCPC Submission Date ⁽¹⁾ Submissions due for Beaver County Planning Commission Consideration at their Next Meeting	First Business Day of Each Month for Consideration at that Month's BCPC Meeting	Office Staff

MILESTONE	DATE	RESPONSIBLE PARTY
Subdivision and Land Development Preliminary Technical Outline	Ten (10) Business Days from the Official Date of Filing or Two (2) Days Prior to Development Meeting	Engineer Planning Consultant
Development Meeting If Necessary to Review Preliminary Technical Outline	Third Thursday of Each Month	Development Coordinator Engineer Planning Consultant
Resubmission ⁽²⁾ Resubmission as necessary based upon Development Meeting Discussion and Preliminary Technical Outline	As Required	Office Staff
Planning Commission Packets Assembled and Delivered to Board Members for Review Prior to Meeting	Fourth Thursday of Each Month	Office Staff

Notes:

⁽¹⁾The BCPC requires two (2) paper copies; a letter from Center Township requesting that the BCPC review the Plan; and the proper review fee. The Applicant is responsible to determine the proper review fee and provide payment of the review fee when the Submission is deemed complete by Center Township.

⁽²⁾Technical Review of Resubmissions by the Engineer and Planning Consultant will be performed within fourteen (14) days of receipt thereof and may delay Planning Commission action until the following month meeting.

Please be advised that the Plan will not be considered by the Center Township Supervisors without the Applicant addressing all comments from the BCPC, Center Township Engineer, and the Center Township Planning Consultant as appropriate.

For recording purposes, the Beaver County Recorder of Deeds Office will accept paper originals or mylars containing original signatures, notaries, embossers and surveyors, municipality signatures and stamps, etc.