

# TOWNSHIP OF MOON

## ZONING & SUBDIVISION/LAND DEVELOPMENT APPLICATION

Project Name:		File No.	
Project Location:		Tax Parcel #	
Project Description:			

### Application Type – Check Appropriate Box(s)

<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Major Land Development	<input type="checkbox"/> Rezoning – Map
<input type="checkbox"/> Simple Subdivision	<input type="checkbox"/> PRD or PNRD	<input type="checkbox"/> Rezoning – Text
<input type="checkbox"/> Minor Land Development		<input type="checkbox"/> Conditional Use

### Approval Type – Check Appropriate Box

<input type="checkbox"/> Preliminary Approval	
<input type="checkbox"/> Final Approval	
<input type="checkbox"/> Combined Preliminary and Final	
<input type="checkbox"/> Zoning or Conditional Use	

### Project Information

Zoning District(s):		Property Acreage:		No. of Lots/Units:	
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<b>Applicant/Developer:</b>		Phone No.	
Address:		Fax No.	
Billing Address:			
E-Mail:			
<b>Engineering Firm:</b>		Phone No.	
Address:		Fax No.	
Contact Person:		E-Mail:	
<b>Traffic Consultant:</b>		Phone No.	
Address:		Fax No.	
Contact Person:		E-Mail:	
<b>Architect Firm/Name:</b>		Phone No.	
Address:		Fax No.	
Contact Person:		E-Mail:	

The Following items are reviewed as part of the Moon Township Application Process. Applications submitted **WITHOUT** these elements will **NOT** be reviewed by the Township. Refer to Chapter 22 Subdivision and Land Developments requirements. If N/A, include a description of why the item is not required for this application.

<b>REQUIRED SUBMISSION ITEMS</b>	<b>Yes/NA</b>	<b>N/A Description</b>
1.) Completed Application Form		
2.) Copies of Subdivision Plat, Maps, Land Development, and Landscape Plans		
<ul style="list-style-type: none"> <li>• Three (3) Sets Full Size Plans (24" x 36")</li> </ul>		
3.) Reports:		
<ul style="list-style-type: none"> <li>• Site Analysis</li> </ul>		
<ul style="list-style-type: none"> <li>• Slope Stability</li> </ul>		
<ul style="list-style-type: none"> <li>• Site Conditions</li> </ul>		
<ul style="list-style-type: none"> <li>• Phase One Environment Site Assessment</li> </ul>		
<ul style="list-style-type: none"> <li>• Environmental Performance analysis</li> </ul>		
<ul style="list-style-type: none"> <li>• Stormwater Management Statement, Plan, and Calculations (<b>3 copies only</b>)</li> </ul>		
<ul style="list-style-type: none"> <li>• Traffic Impact Study (100 trips or more average peak hour trips) (<b>3 copies only</b>)</li> </ul>		
<ul style="list-style-type: none"> <li>• Infrastructure Demand Statement</li> </ul>		
<ul style="list-style-type: none"> <li>• Copy of Approved Erosion &amp; Sediment Control Plan Filed with Allegheny County Conservation District</li> </ul>		
<ul style="list-style-type: none"> <li>• Covenants and Restrictions</li> </ul>		
4.) Application Fee (As per Fee Schedule) Amount		
5.) Escrow Amount (As per Fee Schedule)		
6.) Agent Authorization Form (1 Copy)		
7.) Allegheny County Conservation District Transmittal Letter (1 Copy)		
8.) DEP Planning Module or Exemption		
9.) Electronic Files of <b>ALL</b> Application Items		

*I have familiarized myself with and hereby agree to comply with the subdivision and zoning ordinances of the Township as well as to all Township rules, regulations, and resolutions. I agree to pay the applicable fee.*

<b>Signature of Applicant:</b>  _____	<b>Date:</b>  _____
<b>If applicant is not the property owner, Agent Authorization Form must be attached</b>	

# AGENT AUTHORIZATION FORM

**Name of Property Owner(s)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Description of Property or Project** \_\_\_\_\_

**Property Tax Map Number** \_\_\_\_\_

The above named property owner hereby appoints \_\_\_\_\_

\_\_\_\_\_ as its agent, and authorizes said agent to apply for and process the above mentioned subdivision / land development plan / variance on his/her behalf. Agent is further authorized to sign all necessary documentation for such purposes, including acceptance of conditions imposed by the Board of Supervisors upon approval of the plan/ variance. This authorization shall remain in force and effect until written notice of revocation is delivered to the Moon Township Manager.

SIGNED AND SEALED, intending to be legally bound on this date of \_\_\_\_\_.

\_\_\_\_\_  
Owner(s) Signature (SEAL)

# **Moon Township Application Checklist & Tracking Document**

## ***A./ General Information***

Plan Name/ Plan No.	Applicant's Name & Phone Number

### **Submitted Information**

Application	Appl. Fee (Amt. & Ck. #)	Escrow Fee (Amt. & Ck. #)	Prints (14 each)
Reports Received	Stormwater /S & E	PADEP Modules	Other

### **Date Forwarded**

Planning Commission	County Planning (24x36)	MTMA (24x36)	Township Manager
Solicitor	Twp Engineer (24x36)	A.C.C.D.	EAC (24x36)
Fire Marshal (24x36)	MTA	Twp. Traffic Consultant	Twp. Geo. Consultant

## ***B./ Review & Approval Process***

Planning Commission	Date Held	Decision Rendered	Letter Date	Signed & Rec'vd
Advisory/Sketch Plan				
Public Hearing				
Regular Meeting				
Board of Supervisors				
Public Hearing				
Workshop				
Voting Meeting				

## ***C./ Post Approval (List Amount, Date, Check No., etc.)***

Fee-in-Lieu Of Escrow		Street Sign Escrow	
Performance Bond		Date Approved	Date Received
Developer's Agreement		Notification Date	Completed Date
Final Plan Received, Signed & Returned			
Recorded & Final Plans		Recorded Date	Mylar Copy
As Built Plans, Disks, etc.		Date Received by Township	
Plan File Completed		Initials & Date of Review	

**D. Traffic Study**

- 1) Applicant shall be responsible for paying the costs of any traffic study required by applicable Township ordinances. An initial deposit of \$1,000 shall be required for any necessary traffic study, with the deposit administered in accordance with the requirements of §8 hereof.

**E. Consultant Fees**

- 1) Applicant shall comply with the requirements of §7 hereof.

**F. Deposit**

- 1) Applicant shall comply with the requirements of §8 hereof.

**30. SUBDIVISION AND LAND DEVELOPMENT ORDINANCE**

*[Chapter 22].* The following fees are established pursuant to the Subdivision and Land Development Ordinance (SALDO) (Chapter 22 of the Moon Township Code of Ordinances, Subdivision and Land Development, as amended).

**A. Simple Subdivision Plans**

- 1) Application Fee.....\$300
- 2) Deposit (subject to the requirements of §8 hereof).....\$1,200

**B. Minor Land Development Plans**

- 1) Application Fee..... \$500 plus  
.....\$25 per lot for any subdivision, and  
.....\$25 per acre of disturbed area for any land development
- 2) Deposit (subject to the requirements of §8 hereof)..... \$2,000 plus  
.....\$25 per lot for any subdivision, and  
.....\$25 per acre of disturbed area for any land development

**C. Major Land Development Plans**

- 1) Preliminary Plan
  - a) Application Fee..... \$500 plus  
.....\$25 per lot for any subdivision, and  
.....\$25 per acre of disturbed area for any land development
  - b) Deposit (subject to the requirements of §8 hereof)..... \$6,000 plus  
.....\$75 per lot for any subdivision, and  
.....\$75 per acre of disturbed area for any land development
- 2) Final Plan
  - a) Application Fee..... \$500 plus  
.....\$25 per lot for any subdivision, and  
.....\$25 per acre of disturbed area for any land development
  - b) Deposit (subject to the requirements of §8 hereof)..... \$6,000 plus  
.....\$75 per lot for any subdivision, and  
.....\$75 per acre of disturbed area for any land development
- 3) Combined Preliminary and Final Plan
  - a) Application Fee..... \$500 plus  
.....\$25 per lot for any subdivision, and  
.....\$25 per acre of disturbed area for any land development

- b) Deposit (subject to the requirements of §8 hereof)..... \$6,000 plus  
..... \$75 per lot for any subdivision, and  
.....\$75 per acre of disturbed area for any land development

**D. Improvement Construction Plans**

- 1) Application Fee..... \$500 plus  
..... \$75 per lot for any subdivision, and  
.....\$75 per acre of disturbed area for any land development
- 2) Deposit (subject to the requirements of §8 hereof)..... \$6,000 plus  
..... \$75 per lot for any subdivision, and  
.....\$75 per acre of disturbed area for any land development
- 3) **Inspection Deposit**  
For any development that requires an inspection by a Township consultant, the following  
deposit shall be paid upon final plan approval..... \$4,000 plus  
..... \$75 per acre

**E. Modification/Waiver Request**

- 1) Application Fee..... \$150
- 2) Deposit..... \$500
- 3) Fee in Lieu of Sidewalk Construction  
..... cost of construction with a minimum \$35 per linear foot

**F. Traffic Study**

- 1) Applicant shall be responsible for paying the costs of any traffic study required by  
applicable Township ordinances. An initial deposit of \$1,000 shall be required for any  
necessary traffic study, with the deposit administered in accordance with the  
requirements of §8 hereof.

**G. Consultant Fees**

- 1) Applicant shall comply with the requirements of §7 hereof.

**H. Deposit**

- 1) Applicant shall comply with the requirements of §8 hereof.

**31. SURCHARGES**

The applicant shall be responsible for paying any and all surcharges imposed by the Federal, State, County, Township and/or local laws, statutes, ordinances, resolutions, and regulations. Any such surcharge shall be in addition to any fees assessed in this Fee Schedule.

**32. TOWNSHIP MUNICIPAL FACILITIES**

The following fees are established for the use of Township municipal facilities pursuant to Chapter 1, Part 8 of the Moon Township Code of Ordinances, Fees for Township Services, as amended, and various other Township ordinances.

**A. Community Service Center**

- 1) Sky Room .....\$35

**B. Municipal Building**

- 1) Auditorium..... \$100
- 2) Small Conference Room .....\$35
- 3) Additional Weekend Fee for Use on Friday evenings, Saturdays and Sundays .....\$50

- 4) Notes
  - a) Security Deposit. A security deposit of \$50 is required for all uses. This deposit shall be refunded within 30 days of the rental, provided the room is left in the same condition as it was found. Deductions will be made from the deposit for any damage and/or irregularities.
  - b) The Township Municipal Building is available at no charge to boards, authorities, commissions, agencies and committees directly related to the governance of the Township. These groups have first priority of all government agencies. Any other association, non-profit corporation or other community group may only utilize the Township Municipal Building in accordance with the Township Municipal Building Usage Policy, including executing the Township Municipal Building Usage Policy and Agreement and remitting to the Township the appropriate fees in accordance with the fee schedule.
  - c) The Board Room is not available for rent.

**C. Public Safety Building**

The Township Public Safety Building is solely for the use of public safety personnel, including meetings and training. The rooms may only be scheduled by the Township Manager, Police Chief and Fire Chief.

**33. ZONING HEARING BOARD**

The following fees are established for appeals, applications and/or petitions to the Zoning Hearing Board pursuant to the Moon Township Code of Ordinances.

**A. Administrative Application Fee** .....\$150

**B. Deposit** .....\$400

From this Deposit amount shall be deducted any fees accruing for certified mailings, public notice advertising costs, any compensation for the secretary and members of the Zoning Hearing Board, and any other expenditures related to the application/hearing (with the exception of review fees from the Township professional consultants and legal expenses for the Zoning Hearing Board). The Stenographer attendance fee(s) will be shared equally by the applicant and Township, with the applicant’s portion deducted from this Deposit. Further, if a transcript of the proceedings is required for any reason, the cost of such transcript shall be borne by the requesting party. If at any time during the progression of an application or appeal it is determined by the Township that the balance available from the Deposit is or will be inadequate to fully cover the anticipated costs and expenditures, the applicant shall be notified of the inadequate balance and provide the Township with an additional Deposit equal to the first Deposit. The applicant’s refusal or failure to provide the additional Deposit within a timely manner shall constitute an automatic rejection of the application or appeal as administratively incomplete.

At the completion of the requested hearing, any remaining portion of the Deposit, after all fees and expenditures have been deducted, shall be returned to the applicant upon written request.

**34. ZONING ORDINANCE**

[Chapter 27]. The following fees are established pursuant to the Zoning Ordinance (Chapter 27 of the Moon Township Code of Ordinances, Zoning, as amended).

**A. Conditional Use Applications**

- 1) Application Fee ..... \$150
- 2) Deposit (subject to the requirements of §8 hereof)..... \$2,500 plus  
..... \$25 per acre

**B. Permits**

- 1) Sign Permit
  - a) Freestanding Ground or Pole Sign ..... \$3 per SF of Sign Face
  - b) Wall Sign..... \$2 per SF of Sign Face
  - c) Temporary Sign.....\$30
  - d) Replacement of Sign Face.....\$50
  - e) Minimum Fee ..... \$50
- 2) Temporary Structure Permit .....\$.22/SF [\$500 min.]
- 3) Zoning and Occupancy Permit.....\$50

**C. Planned Nonresidential Developments (PNRD)**

- 1) Master Plan Application
  - a) Same fee and deposit as a Conditional Use Application under this Section.
- 2) Final Plan Application
  - a) Same fee and deposit as a Final Plan Application for a Major Land Development Plan under the SALDO.
- 3) Deviation Request
  - a) Same fee and deposit as a Modification/Waiver Application under the SALDO.

**D. Planned Residential Developments (PRD)**

- 1) Preliminary Plan
  - a) Application Fee ..... \$500 plus  
..... \$25 per acre
  - b) Deposit (subject to the requirements of §8 hereof).....\$5,000
- 2) Final Plan
  - a) Application Fee ..... \$500 plus  
..... \$25 per acre
  - b) Deposit (subject to the requirements of §8 hereof).....\$5,000
- 3) Deviation Request Prior to Final Plan Approval
  - a) Same fee and deposit as a Modification/Waiver Application under the SALDO.
- 4) Modification Request from Provisions of a Final Approved PRD Plan
  - a) Same fee and deposit as a Conditional Use Application under this Section.



**E. Traffic Study**

- 1) Applicant shall be responsible for paying the costs of any traffic study required by applicable Township ordinances. An initial deposit of \$1,000 shall be required for any necessary traffic study, with the deposit administered in accordance with the requirements of §8 hereof.

**F. Zoning Certificate**

- 1) Application Fee.....\$50

**G. Consultant Fees**

- 1) Applicant shall comply with the requirements of §7 hereof.

**H. Deposit**

- 1) Applicant shall comply with the requirements of §8 hereof.