



Union County Planning Commission

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MEMORANDUM

TO: Professional Engineers, Professional Land Surveyors, and Registered Landscape Architects

FROM: Union County Planning Commission

DATE: July 18, 2011

RE: Conditional Approval and Plan Revision Policies

Please be advised that the Union County Planning Commission at its regularly scheduled meeting on Monday, July 11, 2011 adopted the two attached policies which are effective immediately.

The first is a policy addressing conditional plan approvals and setting forth parameters the Planning Commission will follow in granting the same for subdivision and land development plan applications. The second policy establishes a deadline by which revised subdivision and land development plans must be submitted to the Planning Commission in order for the plan to be considered for action.

Thank you and please do not hesitate to call the Planning Commission staff at 570-524-3840 if you have any questions regarding these policies.



Resolution No. 2011-1

WHEREAS, The Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as reenacted and amended authorizes the county to orderly plan for future growth and development through the creation of necessary plans and ordinances;

WHEREAS, the County of Union has adopted a Subdivision and Land Development Ordinance to cause subdivisions and land developments to conform with planning goals and the criteria and standards contained in the said Ordinance;

WHEREAS, the Union County Planning Commission is the official planning agency to the Union County Board of Commissioners and as such has been assigned the responsibility to review and approve and disapprove subdivision and land development plan applications in accordance with the Union County Subdivision and Land Development Ordinance;

WHEREAS, Article III, Sections 306 and 307 of the Union County Subdivision and Land Development Ordinance provide the Union County Planning Commission the option for approving plans pending the receipt of additional information from applicants, also commonly referred to as “conditional approval”;

WHEREAS, it is the intent of the Union County Planning Commission to treat applicants consistently;

WHEREAS, the Union County Planning Commission wants to ensure that applicants can successfully fulfill the items of conditional approval in a timely manner and within the timeframes prescribed by the Ordinance; and

WHEREAS, the Union County Planning Commission wants to ensure that staff have sufficient time to review plan revisions prior to Planning Commission meetings where the plans are to be reviewed and considered;

NOW THEREFORE IT BE RESOLVED that the Union County Planning Commission on this 11 day of July, 2011 adopts the attached policies, to be made effective immediately, pertaining to conditional approval of subdivision and land development plans and resubmission of plan application revisions:

Conditional Approval Policy

The Union County Planning Commission understands the complexities and difficulties that applicants can have when trying to coordinate reviews and approvals among the various levels of government and a multitude of regulatory agencies. These same challenges can pose timing issues for the Commission related to the Pennsylvania Municipalities Planning Code requirement that a decision must be rendered on plan applications within 90-days. Therefore the use of "conditional approval" can be utilized to facilitate action on plan applications within the 90-day window and also provide applicants flexibility to proceed should conditions of plan approval be met prior to the next regularly scheduled meeting of the Commission. Therefore the Commission feels there are times when conditional approval is reasonably warranted.

In granting Conditional Plan approval the Commission will follow the policy below in order to assure that applicants are treated consistently in the granting of conditional plan approval.

1. Conditional plan approval will generally be limited to the following items:
 - Execution of Certificate of Ownership
 - Letter of Zoning Compliance
 - Letter of Erosion and Sedimentation Plan approval/compliance
 - Approvals and permits from state and federal agencies (i.e. PA DEP Sewage Planning Module approval, NPDES permits, US Army Corps of Engineers Joint Permits, PennDOT Highway Occupancy Permits)
 - Executed Improvement Guaranty Agreement and associated financial surety
 - Stormwater Facilities Maintenance Agreement
 - Right-of-way and/or Road Maintenance Agreements
2. The Commission will not grant conditional approval to plans where significant revisions to the drawings are needed and the Commission would prefer to avoid conditional approval of all plans where revisions are required. However it will on a case-by-case basis consider conditional approval if the revisions are of an insignificant nature such as routine edits of labeling, wording, spelling, insertion of modification dates, and the like.
3. The number of conditions of approval shall not to exceed five (5) for any one plan.

UNION COUNTY PLANNING COMMISSION

ATTEST


Martha Barrick, Chairperson


Date


Bob [unclear]


Date

