

Sandy Township Minor Land Development Checklist

Requirements for minor land development projects: All industrial and commercial developments, either new or as expansions of existing developments, will be required to submit site plans. Plans for new or expanded facilities under 20,000 square feet in size will be regarded as minor land developments. Additions of 2,500 square feet or less to existing commercial or industrial structures which are determined to have little to no impact on existing roads, accessways, utilities, improvements, required parking etc., and comply with all other applicable Township codes and ordinances shall be evaluated by Township staff for exemption from the requirement to have the plan approval by the Sandy Township Planning Commission prior to obtaining a permit. (Per §22-902 Procedures: #3).

All exempt projects include the following: single-family dwellings, developments outlined by 503(1.1) of the Pennsylvania Municipalities Planning Code, additions to residential buildings under 10,000 square feet in size, and the temporary placement of a mobile home to be used by a relative of the owner-occupant of the lot.

Please include the following information for Applicants:			
Name:			
Phone Number:			
Mailing Address:			
Project Name:			
Project Location:			
Please include the following information for Plan Preparer:			
Name:			
Phone Number:			
Mailing Address:			
Date Submitted:			
Project Type:	Project Size:	Zoning Permit Required Fee:	Please Check Desired Project Description
Commercial or Industrial:	Under 2,000 sq ft	\$150	<input type="radio"/>
Commercial or Industrial:	More than 2,001 sq ft and under 10,000 sq ft	\$200	<input type="radio"/>
Commercial or Industrial:	More than 10,001 sq ft	\$200 plus \$20 per 1,000 sq ft over 10,001 sq ft	<input type="radio"/>
Structural changes to existing building without increasing outside dimensions:		\$150	<input type="radio"/>
Improvements or additions to existing commercial or industrial building:		\$100 plus \$20 per 1,000 sq ft.	<input type="radio"/>

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***All site plans must include the following information for proper submission. Submissions made without required information will be returned.**

Site Plan Requirements:	Applicant Use:	Office Use:
Onsite Site Conditions:		
- Lot number	<input type="radio"/>	<input type="radio"/>
- Lot use	<input type="radio"/>	<input type="radio"/>
- 1" to 100' Scale or larger	<input type="radio"/>	<input type="radio"/>
- Zoning district	<input type="radio"/>	<input type="radio"/>
- Topography (two-foot contours)	<input type="radio"/>	<input type="radio"/>
- Building Setbacks	<input type="radio"/>	<input type="radio"/>
- North Arrow	<input type="radio"/>	<input type="radio"/>
- Tree Clusters	<input type="radio"/>	<input type="radio"/>
- Building Locations	<input type="radio"/>	<input type="radio"/>
- Existing Utilities	<input type="radio"/>	<input type="radio"/>
- Existing roads	<input type="radio"/>	<input type="radio"/>
- Existing Stormwater Structures	<input type="radio"/>	<input type="radio"/>
- Right of Way's	<input type="radio"/>	<input type="radio"/>
- Easements	<input type="radio"/>	<input type="radio"/>
- Streams	<input type="radio"/>	<input type="radio"/>
- Floodplains	<input type="radio"/>	<input type="radio"/>
- Wetlands	<input type="radio"/>	<input type="radio"/>
Offsite Site Conditions: (100' from project property boundary)		
- Property Lines	<input type="radio"/>	<input type="radio"/>
- Offsite Building Locations	<input type="radio"/>	<input type="radio"/>
- Topography (two-foot contours)	<input type="radio"/>	<input type="radio"/>
- Property Ownership	<input type="radio"/>	<input type="radio"/>
- Land use	<input type="radio"/>	<input type="radio"/>
- Existing Utilities	<input type="radio"/>	<input type="radio"/>
- Existing Roads	<input type="radio"/>	<input type="radio"/>
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Proposed Developments:		
- All Future Plans (phased development)	<input type="checkbox"/>	<input type="checkbox"/>
- Key/Legend	<input type="checkbox"/>	<input type="checkbox"/>
- Grading	<input type="checkbox"/>	<input type="checkbox"/>
- Proposed Buildings elevations and footprints	<input type="checkbox"/>	<input type="checkbox"/>
- Parking	<input type="checkbox"/>	<input type="checkbox"/>
- Vehicular and Pedestrian Access Areas	<input type="checkbox"/>	<input type="checkbox"/>
- Utility Location and Size	<input type="checkbox"/>	<input type="checkbox"/>
- Stormwater Management Facilities (If required)	<input type="checkbox"/>	<input type="checkbox"/>
Required Signature Blocks:		
- Certificate of Ownership	<input type="checkbox"/>	<input type="checkbox"/>
- Sandy Township Planning Commission	<input type="checkbox"/>	<input type="checkbox"/>
- Sandy Township Engineer	<input type="checkbox"/>	<input type="checkbox"/>
- Surveyors Certificate	<input type="checkbox"/>	<input type="checkbox"/>