

**RICHLAND TOWNSHIP PLANNING COMMISSION**  
**322 Schoolhouse Road, Suite 110**  
**Johnstown, PA 15904**  
**Telephone: 814-266-2922 Fax: 814-266-2024**

**SITE PLAN SUBMITTAL**

Three sets of plans must be submitted to the Township office one week before the regular monthly meeting which is held the 2nd Tuesday of each month at 7:30 p.m. in the Richland Township Meeting Room, 322 Schoolhouse Road, Johnstown, PA 15904.

**Site plan submission fee is \$180.00 plus the actual cost of any independent review. Major revisions to previously submitted plans shall be assessed a new fee. The determination of the fee for any particular site development plan submission or resubmission shall be made by Richland Township.**

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Submission Date: \_\_\_\_\_ Paid By Check # \_\_\_\_\_ Paid By Cash \_\_\_\_\_

Name of Business: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**NOTICE: If a representative is not present and a question arises that the Planning Commission Board cannot resolve, then the project may be disapproved or tabled until the next regular meeting.**

Name of Firm Submitting Plans: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Location of Construction: \_\_\_\_\_

Street: \_\_\_\_\_ Lot No. \_\_\_\_\_ Deed Book Vol. \_\_\_\_\_ Page No. \_\_\_\_\_

Site zoning: \_\_\_\_\_ Size of lot: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Type of business or use of proposed building: \_\_\_\_\_

\_\_\_\_\_

Total number of employees all turns: \_\_\_\_\_ Peak turns: \_\_\_\_\_

Number of parking spaces provided (9' x 20') \_\_\_\_\_

Type of construction of building: \_\_\_\_\_

Height of building at its highest point: \_\_\_\_\_

Square feet of building: \_\_\_\_\_

Percentage of lot covered by building: \_\_\_\_\_

How many accesses to public road \_\_\_\_\_

Type of stormwater runoff control: \_\_\_\_\_

Minimum information required on all drawings and plans submitted for approval (for R-4, C, L, U, and M or A Districts). Check box at left if information is provided. Indicate drawing number or page in which this information can be found on the right of this check list. (Reference drawing and page number on submitted plans, drawings or calculations).

1. Scale of drawings (all drawings must be made to scale). \_\_\_\_\_

2. List full name and address of all owners. \_\_\_\_\_

3. Building elevations showing height, type of construction, etc. \_\_\_\_\_

4. Date of drawing. \_\_\_\_\_

5. Date and description of any and all revisions \_\_\_\_\_

6. Location of lot with respect to street names, permanent landmarks and adjacent property owners. \_\_\_\_\_

7. Actual dimensions, area and shape of lot being built upon. \_\_\_\_\_

8. Exact size and location of building, structures, walls, fences (existing and proposed). \_\_\_\_\_

9. Number of dwelling units, if any, to be provided. \_\_\_\_\_

10. Method of sewage and solid waste disposal. \_\_\_\_\_

a. Quantity and quality of sewage or waste involved

b. Proposed method of treatment, if required.

c. Location and results of percolation test, if available.

11. Dimensions of setbacks, yard areas, paving, drawings, parking areas, loading facilities, landscape areas, buffers, and other pertinent features. \_\_\_\_\_

12. Statement indicating the existing or proposed use. \_\_\_\_\_

13. Height and size (bulk) of structures and buildings. \_\_\_\_\_

- ( ) 14. Traffic circulation within the site (arrows). \_\_\_\_\_
- ( ) 15. Vehicular access to the site complete with dimensions. \_\_\_\_\_
- ( ) 16. Connections to all public utilities serving the site. \_\_\_\_\_
- ( ) 17. Provisions for storm drainage including flow lines, location and size of catch basins and storm sewers, and discharge points from the site. \_\_\_\_\_
- ( ) 18. Number of parking spaces \_\_\_\_\_
- ( ) 19. Buffer areas, front ten (10) feet planting strip. Side and rear as required by zoning district. \_\_\_\_\_
- ( ) 20. Permanent benchmark. \_\_\_\_\_
- ( ) 21. Sewer and water authority approval. \_\_\_\_\_
- ( ) 22. Drawings must comply with Zoning - Richland Township Code, Chapter 240-19. **Uses requiring site plan approval.**
- ( ) 23. Stormwater Controls and Best Management Practices Operations and Maintenance Agreement must be completed, signed and notarized. **See Attachment.**

**Failure to include any of the above information may result in plans being rejected and needless delays.**

The Planning Commission shall endeavor to ensure safety and convenience of traffic movement. In this connection, the Planning Commission shall refer to any traffic plan or study adopted by the Township of Richland.

The Planning Commission shall seek to assure harmonious and beneficial relationship of buildings and uses on the site, as well as to contiguous properties, and overall development in a manner not detrimental to the public at large.

**The above is minimum information and will be supplemented by any and all additional information required by Richland Township Code, Chapter 240-Zoning.**

**Note: All site plans submitted will require a signature and seal from a registered professional engineer, architect or surveyor along with a date.**