

**NORTH HUNTINGDON TOWNSHIP
SALDO APPLICATION REVIEW PROCESS FLOWCHART**

Application to Planning Director/Assistant Planning Director

- Complete application form
- Provide application fees
- Provide required prints and reports per checklist
- Complete submission requirements checklist
- Due a minimum of 10 days prior to the next PC meeting



Administrative Review AND Determination of a Complete Application

- Staff reviews submission for completeness and completes submission requirement checklist
- Staff provides written opinion to Planning Commission at meeting
- If complete, application is placed onto next PC meeting agenda



Initial PC meeting

- PC reviews application and submitted material
- PC considers staff's written recommendation
- PC is required to vote to accept application as complete <or> reject as incomplete



If incomplete

- Applicant and PC are given written notice of general incompleteness by staff
- Applicant must resubmit a full and complete submission packet by the cut-off submission date for process to start again



If Complete

- Applicant is given written notice of general completeness and notified of PC meeting date by staff
- Application is placed on next PC meeting agenda
- Formally accepts application, establishing official filing date (90 day review period begins)
- Refer to consultants for their reviews (engineer, solicitor, etc.)



Next Regularly Scheduled PC Meeting

- Receives staff and/or consultant review letters
- Presentation by applicant and discussion of submission
- PC tables, recommends approval, or recommends denial to Commissioners
- Staff sends PC recommendation memo to Commissioners



Initial Commissioner's Meeting

- BOC receive PC recommendation memo
- BOC receive staff and/or consultant review letters
- BOC votes to table, approve, or deny waiver or modification requests (if applicable)
- BOC votes to table, approve, or deny application with conditions or approval (if applicable)
- Ruling must occur within 90 days of official filing date (unless extension granted by applicant)



Written Notification

- Township provides written decision including all conditions (if applicable) and forwards to applicant within 15 days.



Approval and Recording

- Applicant signs written decision letter and accepts conditions of approval (if any)
- Developer's agreement executed (if applicable)
- Conditions of approval must be met (if applicable)
- Subdivision is signed by landowner and mortgage company (if applicable) then delivered to Township
- Subdivision signed by Township officials, once all conditions of approval are satisfied
- Subdivision returned to applicant to record
- Plan to be recorded within 90 days of BOC approval or date that final condition was satisfied
- One copy of recorded mylar returned to the Township

PLANNING COMMISSION CALENDAR 2019

January						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Planning Commission Application Submission Deadline
 Planning Commission's Meeting
 Board of Commissioner's Meeting