

AMBRIDGE BOROUGH PLANNING COMMISSION APPLICATION PROCEDURES

1. The regular meeting of the Planning Commission is held as needed on the fourth Thursday of every month, except when rescheduled because of holidays. A Planning Commission calendar is available in the Borough Manager's Office and at the Borough's website: www.ambridgeboro.org.
2. Applications must be submitted 21 calendar days prior to the regular meeting of the Planning Commission, as shown on the Planning Commission calendar. Fifteen (15) copies of the application must be submitted to the Code Enforcement Officer by the close of business on the deadline date.
3. On the next day following the submission deadline, the Code Enforcement Officer will distribute copies of the application to the Beaver County Planning Commission (2 copies), the Planning Commission Engineer, the Planning Consultant and each member of the Planning Commission. One (1) copy will be retained for the Planning Commission file.
4. The Planning Commission Engineer and Planning Consultant will review the application and send review comments to the Chairman of the Borough Planning Commission with copies to the applicant, the person who prepared the plan, the Borough Manager and the Borough Solicitor at least five (5) calendar days prior to the regular meeting of the Planning Commission. The Planning Commission Chairman will distribute copies of the reviews to each member of the Planning Commission.
5. The Planning Commission may table an application pending receipt of the County review or may forward its recommendation to Borough Council conditioned upon the applicant addressing the County's review comments. Borough Council is not authorized to act on the application until the report of the Beaver County Planning Commission is received or 30 days has passed from the date of transmittal to the County.
6. If the applicant makes revisions to the plans to address the comments of the Planning Commission Engineer, the Planning Consultant and the Beaver County Planning Commission, one (1) copy of the revised plans should be sent directly to each of the following: the Planning Commission Engineer, the Planning Consultant and the Chairman of the Planning Commission by the Friday before the regular meeting of the Planning Commission.
7. The plans will be reviewed and discussed by the Planning Commission Engineer, Planning Consultant and members of the Planning Commission at the regular monthly meeting.
8. If all parties involved have not had ample opportunity to review the revised plans and/or their comments raise issues that are not appropriate to be attached as conditions of approval, the application will be tabled until next month's meeting.
9. Once the Planning Commission makes a recommendation to Borough Council, the applicant shall submit five (5) copies of the recommended plan, including any revisions necessitated by conditions attached to the recommendation, to the Borough Manager at least 7 calendar days prior to Council's workshop meeting which is held on the second Monday of the month. One (1) copy of the revised plans shall be submitted directly to the Borough Engineer by the same deadline.
10. For all Fees and Deposits please refer to the most current Fee Resolution.

Citizen's Guide to the Subdivision Process

1. When is a subdivision approval required?

A Subdivision approval is required whenever any of the following is proposed:

- a. Moving a lot line in an existing subdivision
- b. Dividing a lot into 2 or more lots
- c. Putting two or more lots together to make one
- d. Selling a portion of a lot to a neighbor

2. Why can't I just record a deed to make the changes?

State law requires that any consolidation, division or conveyance of property must be recorded in a plan of subdivision in a "Plan Book Volume" at the County Recorder of Deeds Office. The State law states that the description of property by metes and bounds in a deed shall not exempt the person selling or transferring property from the requirement to record a subdivision and shall not protect them from the penalties prescribed for failing to record a plan.

3. What are the penalties for failing to record a subdivision?

The Borough may institute a civil enforcement proceeding and if the person who fails to record a subdivision is found liable, a judgment of not more than \$500 plus all court costs, including the Borough's legal fees, may be charged against that person.

4. What is required for approval of a subdivision?

The applicant must utilize a surveyor registered in Pennsylvania who will prepare a plan that contains the information required by the Borough Ordinances.

The property owner must fill out an application and pay the required application fee. Application forms and the fee schedule are available on the Borough Website and available at the Borough Offices.

The applicant is also required to pay the Beaver County Planning Commission Review Fee and the Beaver County Recorder of Deeds Fee. Information is available at <http://www.beavercountypa.gov/>

5. How long will it take to get my plan approved?

The State law requires that Borough Council must approve or deny a subdivision application within ninety (90) days.

6. What happens if the plan does not have all the information needed for approval at the first Planning Commission Meeting?

The Planning Commission will table your application until the next meeting. If after the second meeting there are still outstanding items, the Planning Commission will ask you to grant the Borough an extension – 90 days.

7. *Is there a deadline for submitting an application?*

Applications submitted to the Planning Commission must be received 21 calendar days prior to the regular meeting of the Planning Commission.

8. *When does the Planning Commission meet?*

The regular meeting of the Planning Commission is held on the fourth Thursday of every month, except when rescheduled because of holidays. A Planning Commission calendar is available in the Borough Manager's Office and at the Borough's website: www.ambridgeboro.org.

9. *Does the Planning Commission have the final say?*

No. The Planning Commission makes a recommendation. They advise Borough Council. Borough Council makes the final decision.

10. *When does Borough Council meet?*

Borough Council typically meets the 2nd and 4th Tuesday of each month. Please refer to the Borough website for the Council Schedule.

11. *What do I do after Borough Council approves the plan?*

Within 90 days after Borough Council's approval the subdivision plan must be recorded at the Beaver County Recorder of Deeds Office.

12. *Can I sell or convey the property before the plan is recorded?*

No.

Contact Information

Borough of Ambridge Municipal Office
600 11th Street
Ambridge, PA 15003
724-266-4070

Beaver County
810 Third Street
Beaver, PA 15009
724-728-5700