

WALLACE TOWNSHIP PLANNING COMMISSION
RULES AND PROCEDURES FOR SUBDIVISION
AND LAND DEVELOPMENT PLAN APPLICATIONS

Pre-Application Meetings

Before submitting a plan, applicants are encouraged to attend a Planning Commission meeting to discuss project objectives, review zoning requirements, and to schedule an on-site inspection of the property. Applicants should be prepared to present the required Existing Resources and Site Analysis Plan (as specified by Section 502C of the Wallace Township Subdivision and Land Development ordinance) for discussion at that meeting.

Sketch Plans

After the on-site inspection has occurred, the applicant should attend a Planning Commission meeting to discuss the results of the inspection. Applicants are encouraged, but not required, to present a Sketch Plan (as defined in Section 502E) which must be submitted at least 7 days before the meeting at which it will be discussed.

Applications

Applications for preliminary or final subdivision and land development approval and all required materials are to be submitted to the Township Secretary during regular office hours. Under Article III of the Wallace Township Subdivision and Land Development ordinance, all applications must be reviewed by the Planning Commission, the Township Engineer and the County Planning Commission. Most applications also require reviews and approvals by other county, state and federal agencies. The Board of Supervisors must receive a written recommendation from the Planning Commission before acting on an application.

Timing

Unless the applicant agrees in writing to extend the date, the Board of Supervisors must render a decision on an application within 90 days of the first Planning Commission meeting following the date of filing of a **complete application** with the Township Secretary. Therefore, the Planning Commission will make its recommendation to the Supervisors at the Commission's last regular meeting before the Board of Supervisors meeting where action must be taken.

Decisions

The Planning Commission will recommend approval of an application when all of the following conditions are met:

- The application appears on the agenda for a regular meeting.
- All issues raised by the Planning Commission and the Township Engineer and other consultants have been resolved to the satisfaction of the Planning Commission or remaining issues require decision by the Board of Supervisors.
- A majority of the Planning Commission members vote to recommend approval.

A denial will be recommended if the above conditions are not met during the regular meeting where a decision must be rendered. A denial will also be recommended when an applicant fails to appear at a regular meeting for two consecutive regular meetings and the Planning Commission determines that no significant progress has been made by the Applicant for sixty days.

Agenda

To appear on the agenda of a regular Planning Commission meeting, an applicant must submit a new application one week before the meeting date or must notify the Township Secretary two weeks before the meeting date. The regular meeting of the Planning Commission occurs on the second Wednesday of each month. Applications which do not appear on the agenda will not be considered until all other scheduled business has been completed before 9:30 PM.

Revisions

Plan revisions will be considered only if the application appears on the agenda for a regular meeting and the Township Secretary has received copies of the plan revision no later than two weeks before the meeting date. Plan revisions must also be accompanied by a written and executed agreement of a 90 day extension of the time within which the Board of Supervisors must render its decision.