

Step 1

ADVISORY

Get Started on the Right Track!

It is highly recommended to meet with the Zoning Administrator to review your proposed plan and determine your first step. In the advisory meeting you will gain insight on land development regulations such as parking requirements, landscaping, stormwater, and what to expect in terms of cost and the overall review process. This meeting is an informal informational meeting to ensure a smooth review process.

Suggestions for advisory meeting preparation

- Conceptual plan (sketch plan)
• Township Engineer is available to attend meeting to discuss stormwater regulations

Contact Connie Cruz, Zoning Administrator at (814) 899-3171 or email ccruz@harborcreek.org to schedule the advisory meeting. Office hours are Monday - Friday 8am - 4:30

Step 2

ZONING

Is Your Proposed Use Permitted?

If you are unsure if your proposed use is permitted, contact zoning office. The Staff are ready to assist you!

Does your project need a Variance?

Does your project need Conditional Approval?

Do you need to petition township for Re-Zoning of a property?

Does your project need a modification from the regulations?

HELPFUL NOTE:

- => In the Advisory meeting you will gain insight on what steps are required prior to submittal of land development (for example see questions above), detailed information township's requirements, and the overall expectation of the review process.
=> The meeting is intended to review a preliminary plan (conceptual plan) and have an open discussion about your project.

Step 3

SUBMITTAL

Submit Application With Confidence!

Submit Preliminary or Final Plan to Zoning Administrator.

Deadline Submittal Preliminary Plan must be submitted 20 business days prior to the Planning Commission Meeting

Final Plan must be submitted 10 business days prior to the Planning Commission Meeting

Required Documents for Submittal:

- Application
• Checklist
• Land Disturbance Drainage Certificate
• Proposed land development plans (refer to SALDO and checklist)
• Submittal of outside permits are not required for submittal, however will be required to be submitted for the conditional approval (PA PennDOT Highway Occupancy Permit, NPDES Permit, or Sewage Planning Module to name a few)
• Stormwater Management Plan
• Fee

Plan Size & Copies

- Land Development Plans (without Stormwater Plans)
- 5 copies
- Size 11" by 17"
- Stormwater and Land Development Plans
- 2 copies
- Size 18" by 24"

Step 4

PRELIMINARY PLAN

Does My Project Need to Submit a Preliminary Plan or Final Plan?

If your project is over 50,000 square feet of new impervious area, a Preliminary Plan is required first then a final plan.

If your project is under 50,000 square feet of new impervious area, a Final Plan may be submitted, if the preliminary plan is waived by Board of Supervisors. This will be discussed in the Advisory Meeting or a request can be submitted to waive the preliminary step.

Once the plan is submitted, the Zoning Administrator will review your application for completeness.

If application is not complete, you will be notified within 5 days. Applicant will then have 5 days to submit corrected plans and/or documents.

HELPFUL NOTE:

- => Zoning Administrator is available to assist you in each step as you prepare for your submittal of plans.
=> You can review the submittal deadlines and meeting dates at www.harborcreek.org or request a copy of the schedule by contact zoning administrator.

Step 5

PLANNING REVIEW

Your Presence is Required

Applicant and/or representative are required to attend the Planning Commission Meeting to present their proposed plan.

A notification letter of meeting date and time will be sent a week prior to point of contact/applicant.

The zoning administrator will contact applicant to go over any issues, if any, prior to the planning commission meeting so the applicant can be prepared for the meeting.

HELPFUL NOTE:

- => If you are requesting a modification to your proposed plan, present your justification(s) to the Planning Commission. Be prepared to answer questions from the public and planning commission members.
=> Planning Commission Meetings are held the 1st Thursday of the month (unless otherwise noted) at 6pm. Meetings are located at Harborcreek Municipal Building, 5601 Buffalo Road, Harborcreek, PA 16421

Planning Commission will make a recommendation to Harborcreek Township Board of Supervisors.

Step 6

SUPERVISORS REVIEW

Your Presence is Valuable

Applicant/Representative will be informed at the Planning Commission Meeting when the next Board of Supervisors meeting will be to review the plan.

Applicant and/or representative are required to attend Board of Supervisors Meeting to present their proposed plan. Zoning Administrator will update the Supervisors of Planning Commission's recommendation at the meeting.

HELPFUL NOTE:

- => Your Site Plan will be posted in the meeting room for the public to view.
=> An architectural rendering of your project, or any additional information you would like to share at meeting is encouraged
=> When the applicant does not have the approved permits from other agencies, the Board may approve your plan contingent upon submittal, as well as township's review letter that includes approval of stormwater plan and determines the improvement bond amount.
=> Supervisor's meetings are held the 1st Wednesday of the month at 9am and 3rd Wednesday at 6pm

The Supervisors will review and vote on your proposed plan typically at the time of meeting.

Applicant will receive one of the following; Approval Letter, Approval Letter with Contingencies/ Conditions, or a Denial Letter.

Step 7

FINAL PLAN

You Received Approval for Preliminary Plan!

Applicant is required to submit the final plan with the requirements as in preliminary plan. This will include any changes to the plan from the 1st review process and submittal of the site plan mylars (refer to SALDO for detailed information).

You will follow Step 5, Planning Review and Step 6, Supervisors Review for the final plan submittal.

If supervisors waived a preliminary plan, applicant will submit a Final Plan. (See Step 4)

HELPFUL NOTE:

- => Applicant will receive a preliminary approval letter with Planning Commission's "unofficial" minutes and Board of Supervisors contingencies (if any).
=> For Major Subdivisions, the Final Plan submittal will be the Phases within your subdivision plan.

Step 8

FINALIZE DETAILS

Harborcreek Wants Your Business to be Successful!!

If approved, you will receive a Final Plan Approval Letter that will include Land Developer's Agreement, Stormwater O & M Agreement, Declaration of Reciprocal Easement & Covenants Agreement, Professional Consultant Inspection Fee Reimbursement Agreement, and the Township Engineer's Review Letter that will include any outstanding issues. The letter will also include the amount for the improvement financial security.

HELPFUL NOTE:

- => If your approval included contingencies on submittal of agency permits, you must submit them to Zoning Administrator prior to recording of the site plan.
=> All agreements must be signed, notarized, and return to township.
=> You must submit the financial security for improvements listed in engineer's letter. Samples of the language for Letter of Credit and/or Bond is listed on the website or you can request them from zoning administrator.
=> Submittal of the amount for professional consultant's inspection as stated in agreement.

**Step 9**

**COUNTY PLANNING REVIEW**

**Everyone Works Together!**

The Land Development Site Plans (2 mylars and 5 papers) must be submitted to Erie County Planning Department. The site plan must include the required signature blocks (refer to SALDO, Section 402, Final Plan).

County Planner will review your proposed plan. In most cases, the turn-a-round time is less than a week.

Erie County Department of Planning  
Blasco Library  
150 E. Front Street  
Erie, PA 16507  
(814) 451-6336

(Planning office is located on west side of library)

**HELPFUL NOTE:**

⇒ Erie County Planning charges a fee for their review. Contact them for the amount.

**Step 10**

**TOWNSHIP SIGNATURES**

**Partnership in Our Community!**

Return the Land Development Plans to Harborcreek Township Zoning Office after County Planning review and signs the site plans.

Zoning Administrator will have Supervisors and Planning Commission sign plans for preparation of recording.

Agreements will also be signed by the Supervisor's Chairperson.

Once all signatures are complete, Zoning Administrator will notify you of their completion.

**HELPFUL NOTE:**

⇒ This process usually takes less than 2 days.  
⇒ The applicant is responsible for the recording of the land development plans and agreements.

**Step 11**

**RECORDING**

**Sign, Sealed and Recorded!**

Applicant or designated representative will have plans and agreements recorded at Erie County Recorder of Deeds Office

Erie County Courthouse  
140 West Sixth Street  
Room 121  
Erie, PA 16507  
(814) 451-6246

**HELPFUL NOTE:**

⇒ Erie County Recorder of Deeds office charges a fee for recording. Contact them for the amount.  
⇒ Applicant will receive Recording Instructions from Zoning Administrator at time of pick up of land development site plan and agreements.

**Step 12**

**CLOSE OUT COMPLETE**

**Opening Soon!**

Return one (1) recorded Mylar to Harborcreek Township Zoning Office within 10 days of recording.

**HELPFUL NOTE:**

⇒ The agreements will be returned via US Postmaster from the Recorder of Deeds Office (this will be included in the instructions you will receive from zoning administrator).  
⇒ Harborcreek Township must have the recorded Mylar to issue a zoning permit.

**Step 13**

**PERMITS**

**Open for Business!**

Secure Zoning and Building Permits and you are on your way to start construction!

Consult with Building Inspection Underwriters regarding construction plans at 814-860-8044.

Submit the permit applications to receive zoning permit:

- Non-Residential Zoning Permit Application.
- Site Plan

**HELPFUL NOTE:**

⇒ Submit your construction plans to BIU early in the process.  
⇒ Once land development plan is recorded, submit zoning permit application and fee to zoning office. This process usually takes less than 2 days.  
⇒ BIU will not issue building permit until zoning permit is secured.  
⇒ Schedule inspections with BIU. Once a final inspection is successfully completed, BIU will issue Certificate of Occupancy.  
⇒ Schedule inspections of stormwater during construction and a final inspection. Contact Mark Corey at 814-897-3180  
⇒ Zoning Administrator will conduct an inspection of parking, landscaping, and parking/wall lights.

**Fee Schedule**

**Land Development Review**

(price is based on the new impervious area of the project)

1 - 5,000 sq. ft. \$500

5,001 - 50,000 sq. ft. Preliminary \$1,000

Final \$750

> 50,000 sq. ft. Preliminary \$1,500

Final \$750

**Stormwater Plan Review**

Minor \$500

Major (requires preliminary plan) \$1,000



5601 Buffalo Road  
Harborcreek, PA 16421  
814-899-3171  
www.harborcreek.org

**LAND DEVELOPMENT MAJOR SUBDIVISION REVIEW GUIDE**

The Review Guide is a tool to assist developers, businesses, and residents in understanding the basic steps in the development review process and permitting approval from beginning to end

**Timeline from Submittal to Approval**

Preliminary and Final Plan - Typically 2 ½ - 3 months  
Final Plan - Typically 1 ½ - 2 months

Harborcreek Township Board of Supervisors

Dean Pepicello

Tim May

Steve Oler