



## THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD  
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### BRENTWOOD PLANNING COMMISSION MEETING APPLICATION PROCEDURES

- 1) A completed application must be submitted to the Building Code Official. If the applicant is not the deed holder of the affected property, then written authorization from the landowner must be included with this form.
- 2) The application must be accompanied by a detailed letter that outlines that scope of the proposed project.
- 3) The application must be accompanied by the commensurate fees. For a commercial project, the fee for a meeting regarding conditional use, change of use, construction site plan review, or a zoning amendment proposal is set at **\$300**. For a residential property, the fee for a meeting regarding one or more of the above listed topics is set at **\$175**. The fee for review of a simple subdivision is **\$100 per lot**.
- 4) The application must be accompanied by 12 paper copies and 1 electronic copy of a site plan. Requirements for the composition of this document **are listed below**.
- 5) Upon receipt of the application, the Building Code Official shall preliminary review the site plan within seven days. If any of the above listed documents are not submitted, then the application shall be rejected.
- 6) The Building Code Official will submit the site plan for technical review by the Borough Engineer and, if necessary, to the Borough Solicitor for legal commentary.
- 7) Case documentation will be submitted to the Planning Commission for review. The board will provide a written recommendation on approval or denial of the request.
- 8) Within sixty days after the Planning Commission has rendered its decision, Borough Council will hold a public meeting to review the decision and hear citizen commentary. Council will subsequently vote to approve or deny the applicant request.

9) The applicant shall be responsible for **reimbursing all legal and engineering fees** incurred by the Borough in the context of case preparation and review.

### **PRELIMINARY SITE PLAN REQUIREMENTS**

- 1) All proposed buildings or structures to be constructed, altered, or enlarged, including the number of dwelling units and square feet of floor space in each building.
- 2) The property upon which the improvements will be made, including metes and bounds and topography at two-foot contour intervals.
- 3) The owner of the property and abutting owners.
- 4) All adjacent streets or alleys.
- 5) Proposed parking and interior circulation arrangements.
- 6) All existing and proposed utilities, including existing and proposed elevations for storm and sanitary sewers.
- 7) A grading plan, including spot elevations.
- 8) Existing and proposed landscape elements.
- 9) Existing and proposed access points to the property.
- 10) A typical elevation of proposed structures and improvements.
- 11) All customary incidentals, including a North arrow, scale, and any appropriate notations required to fully explain the plan.