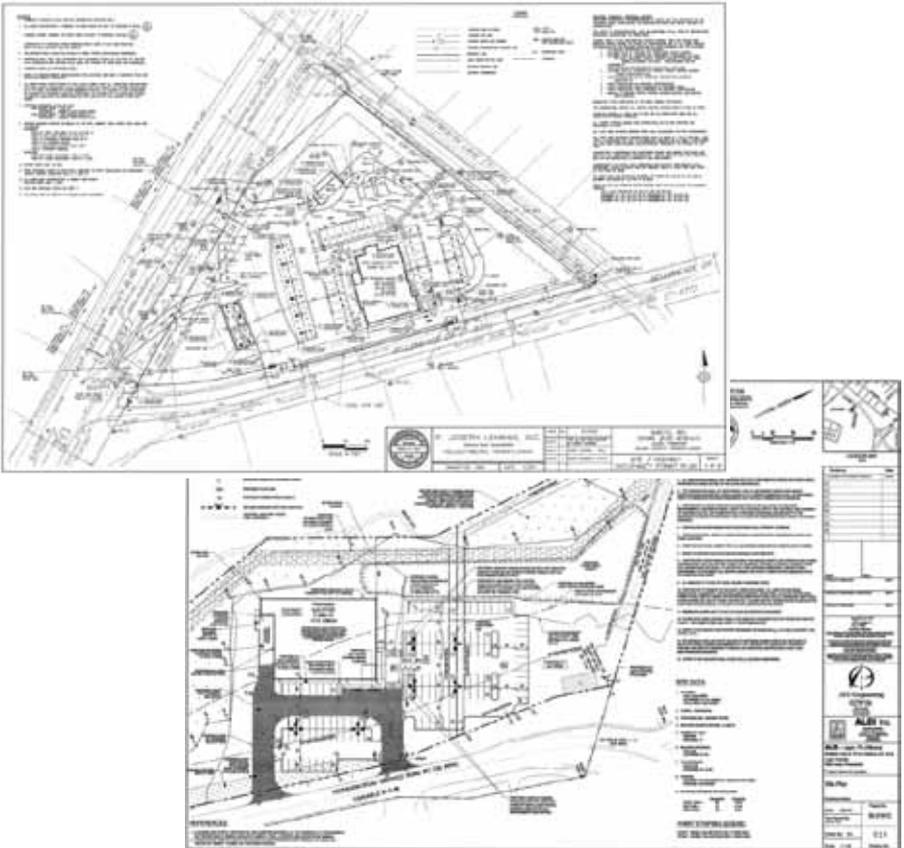


Submitting a Land Development Plan In Logan Township



A How To Guide



**Know what's below.
Call before you dig.**

Steps to Submitting a Land Development Plan

A land development plan is prepared when a developer wants to build a commercial, industrial, or multi-family building on an existing lot. A land development plan may also be required for a building addition when existing site features are being changed. **Note:** Every land development plan is different. Modifications may be made to this process for specific situations.

1. Prior to applying for a building permit for a new building (see How To Guide #9) the land development plan (plan for development of the lot) must be submitted.
2. Although review of a building permit application may occur at the same time as land development plan review, the building permit will not be issued until the land development plan is approved and recorded.
3. If the new building is proposed to have onlot sewer, contact the Blair County Sanitation Authority at 814-696-1229 to have the property perc tested to see if a septic system can be created which would handle the development. A sewer planning module approved by PADEP will be required.
4. Hire a surveyor / engineer. A listing of professional surveyors and engineers can be found in the phone book. The professional will be responsible for preparing a plan which shows the new development (buildings,

access, parking). The Township's Subdivision and Land Development Ordinance (Chapter 22 of the Code) provides information on the components required on the plan.

- a. If the lot is located along a State Highway, PennDOT will have to be contacted to determine access to the property. Their number is 814-696-7260. A highway occupancy permit may be required to be obtained prior to final plan approval.
- b. If more than 5,000 sf of impervious area is going to be created, a stormwater management plan will be required to be submitted and approved.
- c. If more than 5,000 sf of ground is proposed to be disturbed, a sediment and erosion control plan is required to be submitted and approved. This plan will be approved by the Blair County Conservation District. They can be reached at 814-696-0877 ext. 5 for submittal requirements. In some cases, an NPDES permit that needs to be approved by PADEP is required.
- d. If public sewer is proposed, contact the Logan Township Sewer Department at 814-943-0146 to determine availability. A sewer planning module or exemption will be required to be approved by PADEP.
- e. If public water is proposed, contact the Altoona Water Authority at 814-949-2214 to determine availability.
- f. Depending on the number of trips that are proposed to be generated by the development, a traffic study may be

required. This will be determined by the Township's Traffic Engineer.

- g. Approval of the plan will ultimately require the owner to sign a developer's agreement with the Township and post surety for improvements.
5. Once the plan is complete, pick up a Land Development Plan Application from the second floor of the Township Municipal Building or print one from the Township's website: www.logantownship-pa.gov under applications and forms.
6. Call the Township at 814-944-5349 to determine the fees. Two checks will be required – one made out to the Township and one to the Blair County Planning Commission.
7. Submit five copies of the plan, along with the application and fees to the Township. To meet the schedule, the plan must be submitted four weeks before the Planning Commission meeting. The Planning Commission typically meets the first Tuesday of each month at 5pm.
8. Once your plan is submitted, it will be sent to the Blair County Planning Commission and the Township Engineer for review. The plan will also be reviewed by Township staff and other agencies as needed (fire, traffic, water, sewer).
9. Approximately two weeks before the Planning Commission meeting, your surveyor/engineer

will receive comments on the plan. They will then have one week to address the comments and return the revised plan to the Township.

10. Once the plan is re-submitted to the Township, the plan will be checked by staff for outstanding deficiencies. If there are minimal deficiencies, the Plan will be placed on the Planning Commission Agenda for the next week.
11. The developer or surveyor/engineer is responsible for attending the Planning Commission meeting to answer any questions the Commission may have.
12. Once the plan is recommended for approval by the Planning Commission, the plan will be placed on the Board of Supervisors agenda. The Board typically meets the second and fourth Thursday of the month at 6pm.
13. Unless it is determined that the Board may have questions or concerns on the plan, attendance at the Board meeting is not required.
14. Once the Board conditionally approves the plan, a letter will be sent to the developer indicating that the plan has been conditionally approved. This letter includes a separate sheet that the property owner is to sign indicating that the conditions of approval are accepted.

15. When all of the conditions are met, the plan and developer's agreement can be signed by the developer and returned to the Township for signature by the Board.

16. Once the Board has signed the plan and all outstanding fees have been paid by the developer, the plan and developer's agreement may be picked up for recording.

17. Once the plan and developer's agreement has been recorded at the Blair County Courthouse, the building permit can be issued and work on the site can begin.

Questions??????

Call us at 814-944-5349

Fax us at 814-944-5051

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Prepared for Our Residents

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