



## Planning Commission Guidelines

### Steps for New Build(s) (May be required upon review of application)

1. Contact Zoning Officer by phone at 724 745-1800 (ext. 6), or in person at the Canonsburg Borough Building to confirm your request is permitted in the proposed area
2. Applicants will need to go thru the process of getting the land/property surveyed. Surveyor will draw up the plans and submit a copy to the Washington County Planning Commission for approval.
3. If your request is permitted, you must fill out a Planning Commission Application via the Code/Zoning Office, and follow the instructions listed on the application
4. Upon approval of your request by the committee, a notarized copy of the engineered plans have to be signed by both the President of Council and the President of the Planning Commission. Once these are signed, the property owner has 60 days to take a copy to the Washington County Courthouse Recorder of Deeds Office to be recorded.
5. Apply for a sewer tap with CHJSA (Canonsburg Houston Joint Sewer Authority)
6. Once the sewer tap is approved via CHJSA, you will need to apply for a sewer tap with Canonsburg Borough
7. After approval of the Borough's sewer tap, a building and zoning permit application will need to be completed and turned into the code/zoning office.
8. Once **ALL** applications and permits are approved, the project can begin

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800 FAX (724) 745-8850



## **Steps for Major and Minor Subdivisions (Lot Consolidation & Separation of Parcels for a New Build)**

1. Contact Zoning Officer by phone at 724 745-1800 (ext. 6), or in person at the Canonsburg Borough Building to confirm your request is permitted in the proposed area
2. Applicants will need to go thru the process of getting the land/property surveyed. Surveyor will draw up the plans and submit a copy to the Washington County Planning Commission for approval.
3. If your request is permitted, you must fill out a Planning Commission Application and follow the instructions listed on the application
4. Upon approval of your request by the committee, a notarized copy of the engineered plans have to be signed by both the President of Council and the President of the Planning Commission. Once these are signed, the property owner has 30 days to take a copy to the Washington County Courthouse Recorder of Deeds Office to be recorded.
5. Apply for a sewer tap with CHJSA (Canonsburg Houston Joint Sewer Authority)
6. Once the sewer tap is approved via CHJSA, you will need to apply for a sewer tap with Canonsburg Borough
7. After approval of the Borough's sewer tap, a building and zoning permit application will need to be completed and turned into the code/zoning office.
8. Once **ALL** applications and permits are approved, the project can begin

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## **Steps for Major and Minor Subdivisions (Lot Consolidation & Separation of Parcels)**

1. Contact Zoning Officer by phone at 724 745-1800 (ext. 6), or in person at the Canonsburg Borough Building to confirm your request is permitted in the proposed area
2. Applicants will need to go thru the process of getting the land/property surveyed. Surveyor will draw up the plans and submit a copy to the Washington County Planning Commission for approval.
3. If your request is permitted, you must fill out a Planning Commission Application and follow the instructions listed on the application
4. Upon approval of your request by the committee, a notarized copy of the engineered plans have to be signed by both the President of Council and the President of the Planning Commission. Once these are signed, the property owner has 30 days to take a copy to the Washington County Courthouse Recorder of Deeds Office to be recorded.

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## Steps for Conditional Use

1. Contact Zoning Officer by phone at 724 745-1800 (ext. 6), or in person at the Canonsburg Borough Building to confirm your request is permitted in the proposed area
2. If your request is permitted, you must fill out a Planning Commission Application and follow the instructions listed on the application
3. Upon approval of your request by the committee, a Conditional Use Hearing will be held prior to the Council Voting Meeting, which is held on the 2<sup>nd</sup> Monday of each month
4. Upon approval by Canonsburg Borough Council, any building and/or zoning permit application that are required, need to be completed and turned into the code/zoning office
5. Once **ALL** applications and permits are approved, the project can begin

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## **PLANNING COMMISSION APPLICATION**

### **The fee are as follows:**

1. Revision to previously recorded plans:  
Application Filing Fee - \$150.00  
Review Escrow Deposit - \$400.00
2. Minor Subdivision (1-3 lots on an existing public street):  
Application Filing Fee: \$300.00  
Review Escrow Deposit - \$600.00
3. Major Subdivision (please see Borough Fee Schedule)
4. Conditional Use  
Application Filing Fee - \$300.00  
Escrow Deposit - \$600.00

**\*\*Costs and review fees incurred exceeding the application fee will be billed\*\***

Applicant **must** turn in eight (8) sets of plans along with the application

**The completed application MUST be submitted to the Borough office no less than twenty-eight (28) calendar days before the date of the meeting.**

**Upon complete application submission, the Borough of Canonsburg will schedule and advertise said hearing within ten (10) days**

**Planning Commission meetings are scheduled as needed, on the 1<sup>st</sup> Thursday of the month at 7:00 PM in the Council Chambers of the Canonsburg Borough Municipal Building**

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**PLANNING COMMISSION APPLICATION FOR:**

- Land Conveyance
- Home Occupation
- Change of Use
- Conditional Use

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Site Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_

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Contractor/Developer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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Primary Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Explain request in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that all information contained herein is true and correct

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Costs and review fees incurred exceeding the application fee will be billed to:

Financially Responsible Party: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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