

## RESOLUTION NO: 16-2025

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF SALEM, COUNTY OF WESTMORELAND, COMMONWEALTH OF PENNSYLVANIA ESTABLISHING PROCEDURES AND REQUIREMENTS FOR THE SUBMISSION AND REVIEW OF SUBDIVISIONS AND LAND DEVELOPMENT PLANS AND APPLICATIONS UNDER THE TOWNSHIP'S SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AND AMENDING RESOLUTION NO. 11-2025 TO ESTABLISH AN ADMINISTRATIVE HOLDING FEE ESCROW TO BE REFUNDED UPON RECEIPT OF A COPY OF RECORDED PLANS

WHEREAS, the Board of Supervisors of Salem Township (hereafter the "Township") enacted a subdivision and land development ordinance (hereafter the "SALDO") establishing regulations for the subdivision and development of land within the Township's geopolitical borders; and

WHEREAS, following the statutory procedures of the Municipalities Planning Code, the Township made modifications to Section 308.F of the SALDO to enable the Planning Commission to make recommendations to the Board of Supervisors for the establishment and/or amendment of rules and regulations regarding plan submission procedures consistent with the Township's Subdivision and Land Development Ordinance and the laws of the Commonwealth, with any such recommendations not being made effective unless and until they are approved by the Board of Supervisors; and

WHEREAS, the Township's Planning Commission has made recommendations to the Township for the modification and clarification of the procedures to be followed for the submission and review of plans; and

WHEREAS, the Township's Planning Commission has also made recommendations for changes to the Township's current Subdivision and Land Development Application Form and developed separate "check-lists" for use by the Township in the administration of plans submitted under the Township's SALDO and for use by the Applicant in the submission of Plans to the Township; and

WHEREAS, the implementation of the procedures and use of the checklists described herein are designed to assist, and will assist, applicants in the submission of plans, reduce review times and avoid confusion in the planning process; and

WHEREAS, the Township previously approved and adopted Resolution No. 11-2025 establishing filing fees for all subdivision and land development plans and applications within the Township; and

WHEREAS, the Township stores copies of plans and other materials until such time as approved plans are recorded with the Recorder of Deeds of Westmoreland County, PA and a copy is returned to the Township; and

WHEREAS, for reasons unknown to the Township, applicants either fail to promptly record their plans (1) within 90-days of the Township's final approval of same without conditions, or (2) within 90 days of the satisfaction of conditions attached to final approval, or (3) fail to provide the Township with a copy of the plan "as recorded"; and

WHEREAS, the recording of an Applicant's plan on a timely basis, and the submission of a copy of an approved plan "as recorded", is necessary for the Township to verify that the recorded plans match the plans which were finally approved and signed by the Township; and

WHEREAS, the Planning Commission has recommended the inclusion of a refundable "Administrative Holding Fee" to be deposited with the Township to ensure the Township receives a true and correct copy of the recorded plan as set forth hereafter; and

WHEREAS, the Board of Supervisors desire to adopt and approve this Resolution to implement the recommendations of the Planning Commission.

NOW, THEREFORE, WITH THE FOREGOING RECITALS BEING INCORPORATED HEREIN BY REFERENCE THERETO, THE BOARD OF SUPERVISORS OF SALEM TOWNSHIP, WESTMORELAND COUNTY, PA HEREBY RESOLVE AS FOLLOWS:

1. THAT, the proposed "PROCEDURE FOR SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATIONS" submitted by the Planning Commission and attached hereto as Exhibit "A" be and is hereby APPROVED and ADOPTED as the procedure to be followed for the submission of all subdivisions and land developments under the Township's SALDO; and

2. THAT, the proposed "SUBDIVISION AND LAND DEVELOPMENT APPLICATION FORM" and "APPLICATION CHECKLIST" submitted by the Planning Commission, having a revision date of 081925 and attached hereto as Exhibit "B" be and are hereby APPROVED and ADOPTED as forms to be used for the submission, tracking and administration of all subdivisions and land developments under the Township's SALDO; and

3. THAT, the proposed "DRAFTING COMPLIANCE CHECKLIST" submitted by the Planning Commission, having a revision date of 080625 and attached

hereto as Exhibit "C" be and is hereby APPROVED and ADOPTED as a necessary form to be completed and filed along with any application for a subdivision and/or land development under the Township's SALDO; and

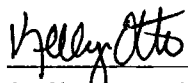
4. THAT, the fee schedule set forth in Resolution No. 11-2025 be and is hereby amended to add an Administrative Holding Fee of **\$100.00** to the Application fee for each plan, with such fee to be returned to the Applicant upon receipt by the Township of a copy of the recorded plan meeting the Township's approval requirements.

5. THAT, all other procedures established under the Township SALDO and Resolution No. 11-2025 not otherwise affected by approval of the foregoing shall continue and remain in full force and effect.

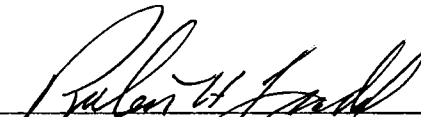
THIS RESOLUTION IS APPROVED AND ADOPTED BY THE BOARD OF SUPERVISORS OF SALEM TOWNSHIP AT A DULY ADVERTISED PUBLIC MEETING HELD THE 20<sup>th</sup> DAY OF AUGUST, 2025 AND SHALL BE EFFECTIVE AND SHALL BE EFFECTIVE IMMEDIATELY.

ATTEST:

THE BOARD OF SUPERVISORS OF  
THE TOWNSHIP OF SALEM



Kelly Otto, Secretary



Robert H. Zundel, Chairman