

## **ECONOMY BOROUGH PLANNING COMMISSION APPLICATION PROCEDURES**

1. The regular meeting of the Planning Commission is held on the first Monday of every month, except when rescheduled because of holidays. These dates are indicated on the Commission's Annual Calendar available from the Borough Secretary.
2. Applications must be submitted **21 calendar days** prior to the regular meeting of the Planning Commission. Deadlines for application submission are designated on the Commission's Annual Calendar. **Six (6) copies** of the applications must be submitted to the Borough Secretary **by the close of business** on the designated deadline date.
3. **On the next day following** the submission deadline, the Borough Secretary will send copies of the application to the Beaver County Planning Commission, the Borough Engineer, the Borough Planning Consultant and the Chairman of the Planning Commission. One (1) copy will be retained for the file.
4. The Borough Engineer and Borough Planning Consultant will review the application and send review comments to the Borough Secretary with copies to the applicant **at least ten (10) calendar days prior** to the regular meeting of the Planning Commission.
5. If the applicant makes revisions to the plans to address the comments of the Borough Engineer and Planning Consultant, one (1) copy of the revised plans should be sent directly to the Borough Engineer and Borough Planning Consultant and ten (10) copies of the plans must be submitted to the Borough Secretary by the **Wednesday before the regular meeting**.
6. On the **Thursday before the regular meeting**, the Borough Secretary sends one (1) copy of the plans with copies of the first review prepared by the Borough Engineer and Borough Planning Consultant to each member of the Borough Planning Commission.
7. The applicant and the person who prepared the plan must be present at the regular meeting of the Planning Commission. It is possible that the application may be tabled if no one is present and there are unanswered questions.
8. The Planning Commission may hold an informational meeting ½ hour before the regular meeting to review the plans and the Consultant reviews. Any review comments from the Consultants regarding the revised plans will be presented to the applicant and the Planning Commission in time for the informational meeting. If an informational meeting is not held, the Consultants' comments will be presented at the regular meeting.
9. If the Consultants have not had ample opportunity to review the revised plans and/or their comments raise issues that are not appropriate for "conditional

approval,” the application will be tabled until the next month’s meeting of the Planning Commission.

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10. If the Planning Commission attaches conditions to its recommendation for approval, the applicant is responsible for submitting revised plans that show compliance with the conditions recommended by the Planning Commission before the application will be considered by Borough Council.
  11. Revised plans must be submitted at least three (3) working days prior to the meeting of Borough Council in order to be placed on Council’s agenda. One (1) copy of the revised plans should be submitted directly to the Borough Engineer by this deadline.
  12. Borough Council will consider an application for approval at its regular business meeting held on the second Tuesday or fourth Tuesday of each month.
  13. If revised plans are not submitted in time for Borough Council to act within 90\* days from the date of the Planning Commission meeting at which the complete and properly filed application is first considered, the applicant must submit a written request to table the application, including a statement granting the Borough an extension of time to act on the application.
  14. If the applicant does not request tabling the application and does not grant the Borough an extension of time to act and the conditions are not met before the 90\* day deadline for Council to act on the application, Borough Council will deny the application. If the application is denied, a new application must be submitted, subject to the payment of applicable fees.
  15. Once Borough Council approves the plan, applicants for major subdivisions and land developments must execute a Developer’s Agreement and post financial security, if applicable.
  16. The officers of the Borough will not execute the plat for recording until the executed Developer’s Agreement and financial security are provided.
  17. The applicant must record the subdivision plat within 90 days of the date of the meeting when Borough Council approves the plan or within 90 days of the date on which all conditions of approval, including posting of financial security and executing the Developer’s Agreement, have been met, whichever is later.
- \* The 90 day deadline applies to subdivisions and land development applications. In the case of conditional use and Planned Residential Development (PRD) applications Borough Council must commence a public hearing within 60 days of the applicant’s request and then act on the application within 45 days of the conclusion of the hearing(s).