

**DEVELOPMENT PROCESS OVERVIEW** 

Land development requirements in Pennsylvania can be a complex process that involves coordination with many entities. While permitting and approvals are necessary to protect safety, the environment and local character, the City of Altoona makes every attempt to streamline these processes to minimize delays in development and construction. Be reminded that a design professional may be needed depending on the scope of your project. We welcome your project to our City and look forward to working with you!

### **PROJECT IDEA**

Contact us! 814-949-2465 or inspections@altoonapa.gov

#### 5. City Review

- Application and correspondence reviewed by City Departments and Consulting Engineer
- Review comments returned to applicant
- If revisions are needed,
   2 copies of all revised
   plans and related
   documents
- · Resubmit if needed
- Proceed to steps
   6 and 7\*

### 1. Pre-Concept Meeting

Applicant meets with City
Staff to review project and
determine land
development process
type, Floodplain and
Zoning

## 6. Altoona City Planning Commission Meeting

- Application reviewed
- Determination of waivers and decision
- Resolution prepared
- Financial guarantees to City
- Signed agreements
- Signed plans
- Developer's Agreement
- Construction schedule
- 1 copy of recorder's receipt
- Proceed to Step 7

### 2. Zoning Review

City Staff determines if project meets Zoning.
Approval can proceed to step 4. Denial proceeds to step 3

### 7. Construction Documents Submittal

- Submit all construction plans and documents
- 1 paper copy to City
- 1 electronic copy to Laurel Municipal Inspection Agency
- Review comments returned to applicant
- If revisions are needed, resubmit to City and Laurel Municipal Inspection Agency
- Obtain all permits after approval is granted
- Proceed to Step 8

### 3. Zoning Appeal

File appeal to Zoning
Hearing Board. Approval
can proceed to step 4.
Denial can proceed to
further appeal.

# 8. Inspections and Certificate of Occupancy

- Contact Building Inspector during each phase of construction
- Unapproved changes during construction may require plan resubmittal
- Engineering Department will inspect Stormwater BMPs, and Floodplain regs if applicable.
- Land Development must be completed prior to Certificate of Occupancy issuance

### 4. Land Development Submittal

- 2 complete application forms
- Filing Fee
- 2 paper copies of plans
- Digital copy in .PDF format
- 2 copies of Narrative and Waivers
- 2 copies of Recorded Deeds in proposal
- 2 copies of reports (stormwater, geotechnical, traffic)
- 2 copies of Sewage Facilities module permit application
- Copies of HOPs and NPDES permits
- Opinion of Probable Cost
- Submittal to Blair County Planning Commission
- Proceed to Step 5

### **Helpful Phone Numbers:**

Codes & Inspections 814-949-2456
Community Development: 814-949-2470
Engineering: 814-949-2446
Altoona Water Authority 814-949-2540
Building Inspector 814-949-2406
Fire Inspector 814-949-2433
Blair County Planning: 814-693-2080
Forms: www.altoonapa.gov

\* The City allows for concurrent review of Land Development and Construction Plans to move projects forward; applicant accepts risk of possible construction plan revisions determined during land development approval