

**BOROUGH OF WHITEHALL
SITE PLAN SUBMISSION AND REVIEW PROCEDURES
GENERAL INFORMATION SHEET**

A “Site Plan” must be accurately prepared to scale and show the locations of all principal and accessory structures existing or proposed at the site and their uses. Information such as elevation, site access, traffic circulation and parking, loading and storage areas, drainage and utility service locations, lighting and landscaping must be included on the plan. All occupancy and operation details are needed for proper review.

Items required to begin a Site Plan Review include:

1. Site Plan Review Application and fee - Residential \$25.00
- Commercial \$100.00
2. Escrow account established with Whitehall Borough to cover engineering and legal fees associated with review. (\$500.00 minimum initial deposit required)
3. Ten (10) copies of the Site Plan and detailed information for presentation to the Planning Commission must be submitted at minimum ten (10) working days prior to meeting for placement on agenda. (The Planning Commission meets the first Thursday of each month at 7:30 p.m.)
4. Pending Planning Commission approval and recommendation to Council; fifteen (15) copies of the Site Plan (including any necessary revision) are needed for presentation to Council.
5. Pending approval of the proposed “Site Plan” by Council, all other standard review and approval processes are required such as building permit review and inspections, occupancy permit, PA Labor and Industry approval, etc.

Please see Borough Code Section 180.94-97 for detailed “Site Plan” information; contact the Code Enforcement Office with any questions.