

## MUNICIPAL ‘MUST HAVES’

Do you wonder how your municipal operations compare? Or what tools other municipalities use? Ever wonder what tools other municipalities use. Our municipal engineering team has created a list of ‘must haves’ for municipalities.

### Comprehensive Plan

- Planning tool (regulated by PA MPC)
- Land use planning
- Update as necessary to reflect most current Zoning & SALDO

### Zoning Ordinance

- Planning tool to permit, prohibit, regulate, restrict or preserve resources, uses, and activities
- Update as your municipality and the PA MPC change and *as new innovations are introduced (sod roofs, solar energy, etc.)*
- Discuss the legal ramifications of an out-dated zoning ordinance with your solicitor

### Zoning Map

- Depicts the zoning district boundaries
- Boundary lines can follow property lines; eliminating a property being situated in more than one district
- Update to include road name changes, new roads, vacated roadways, and any revisions to district lines

### Subdivision and Land Development Ordinance (SALDO)

- Planning tool regulated by the PA MPC
- Update to include current standards (PENNDOT, DEP, etc.)

### Act 537 Plan

- Planning tool regulated by PA DEP
- Update for current and proposed sewage capacity
- Aids other municipalities in updating their Act 537 Plan
- Indirectly helps to guide development

### Sewer Regulations and Details

- Adopt as development becomes eminent
- Details the rules and regulations of all sewer aspects including design and construction

### Street Address Map

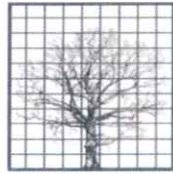
- Helpful in determining location of a particular property at a quick glance

### Property Maintenance Ordinance

- Promotes standards for a safe, healthy neighborhood and helps to protect property values, if enforced properly

### Updated Fee Schedules

- Annual evaluation of the fees collected vs. expenses paid for Sewage, Zoning, Building, and Land Development



### **Stormwater Ordinance**

- Some counties have mandated adoption of an Act 167 Plan
- Municipalities not yet mandated are encouraged to educate themselves on the mandate and begin controlling stormwater
- All improvements should be reviewed regarding the effects of stormwater

### **Stormwater Inspection**

- Most ordinances mandate annual inspections performed by the municipality or the appointed engineering firm.
- During these inspections, the municipality should check to make sure the system is working as designed, note any discrepancies, and notify the owner of issues
- Fees should be collected to offset these annual inspections.

### **Municipal Website**

- Information center for residents
- May reduce costs by lowering the number of requests for ordinances, complaint forms, applications, fees, contact information, etc. which may be obtained directly from the website.

### **Building Code Official (BCO)**

- A municipality shall appoint a BCO to enforce the Building Code.
- The BCO's responsibility is to issue permits, citations, violations, and certificate of use and occupancy.

### **Official Map**

- Helps guide development, preserves roadways, watercourses, etc.

### **Recreation Plan**

- Contains regulations on preserving recreational land
- May also improve access to recreational funding through agencies such as DCNR.

### **Traffic Impact Plan (Act 209)**

- Developed to help fund transportation improvements that spur from development.

### **Drainage Map**

- Tool utilized when new development constructs drainage controls.
- Helpful in determining location and maintenance requirements.

### **Street Cut/Road Occupancy Ordinance**

- Helpful in protecting municipal road improvements and investments from damages (ie. cutting of roadway for utility access)

### **Bulk Items on Roadway Ordinance**

- Mandate a time frame for storing, parking, or placement of objects on a public roadway
- Permits required and additional fees paid for damage to roadways.
- Types of items regulated include dumpster, large equipment, storage pod, building material, and much more.

**Many of these items have been or will be expanded on in our newsletters. Email [jhollenbach@ludgate-eng.com](mailto:jhollenbach@ludgate-eng.com) for more information.**