

Application for Subdivision and/or Land Development

Plan Name: _____

Type of Plan: (place checkmark below where appropriate, may be more than one)

- Simple Subdivision (As defined by §22-202)
- Minor Land Development
- Major Land Development

Type of Approval: place checkmark below where appropriate. (Note: If applying for a combined preliminary and final approval, the application materials for both approvals must be submitted, and fees, escrows, and deposits for both approvals must be submitted.)

- Preliminary
- Final
- Combined (Preliminary & Final)

PLAN INFORMATION

Plan Location: _____

Allegheny County Tax ID Number (Lot and Block): _____

Total Acreage: _____ Number of Lots: _____ Zoning District: _____

Proposed Land Use: (place checkmark below where appropriate)

- Residential
- Commercial
- Industrial
- Other (please specify): _____

List any conditional use, special exception, modifications, or waivers previously granted for this site:

Are any modifications or waivers being requested? Yes No

*If yes, the *Waiver and Modification Request Form* must be submitted with the application

Have any variances been granted for this site by the Zoning Hearing Board? Yes No

*If yes, the *written decision of the Zoning Hearing Board granting the variances* must be submitted with the application.

APPLICANT INFORMATION

Name: _____ Phone 1: _____

Address: _____ Phone 2: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Applicant's interest in the property (place checkmark below, where appropriate):

- Owner
- Agent
- Lessee
- Other (please specify): _____

PROPERTY OWNER INFORMATION

Name: _____ Phone 1: _____

Address: _____ Phone 2: _____

City: _____ State: _____ Zip Code: _____

Email: _____

ENGINEER/ARCHITECT/SURVEYOR INFORMATION

Name: _____ Phone 1: _____

Address: _____ Phone 2: _____

City: _____ State: _____ Zip Code: _____

Email: _____

FINANCIAL CUSTODIAN INFORMATION

Name: _____ Phone 1: _____

Address: _____ Phone 2: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Subdivision & Land Development Fees (place checkmark below, where appropriate):

- Simple Subdivision - \$300.00
- Minor Land Development - \$3,000.00
 - Plus \$30.00 per lot for all subdivisions - or -
 - Plus \$30.00 per acre for all land developments
- Major Land Development - \$5,000.00
 - Plus \$30.00 per lot for all subdivisions - or -
 - Plus \$30.00 per acre for all land developments

Township Consultant Fees (Application Escrow/Deposit) (place checkmark below, where appropriate):

- Simple Subdivision - \$500.00
- Minor Land Development - \$5,000.00
 - Plus \$30.00 per lot for all subdivisions - or -
 - Plus \$30.00 per acre for all land developments
- Major Land Development - \$10,000.00
 - Plus \$30.00 per lot for all subdivisions - or -
 - Plus \$30.00 per acre for all land developments

Construction Inspection Deposit: The applicant shall submit a construction inspection deposit calculated at 3% of the estimated construction costs of all site improvements as defined in the Pennsylvania Municipalities Planning Code. The construction deposit shall be submitted prior to receiving any development permits. If, at any time during the progression of the development, it is determined by the Township that the balance available is or will be inadequate to fully cover anticipated costs, the applicant will be notified that an additional deposit is required.

Bond Reduction/Release Requests: A \$350.00 fee will be charged for any bond reduction or bond release requests. A formal request for the bond reduction or release should be submitted in writing. Please note the Applicant/Owner is also responsible for the actual costs associated with the Engineer's inspection, which is deducted from the Construction Inspection Deposit.

NOTICE - Planning Module Approval Required

Pursuant to state law, no building permit will be issued, or plan released for recording, until the sewage facilities planning module is approved by the Pennsylvania Department of Environmental Protection. Please refer to <http://www.dep.state.pa.us>.

Planning Modules are reviewed by the Township Engineer. Please note the Applicant/Owner is also responsible for the actual costs associated with the Engineer's review, which is deducted from the Application Escrow Account.

STATEMENT OF TRUTH

Deponent, being duly sworn, states that they are the:

- Owner of record of the property for which this application is made, and that all the statements and data furnished with this application are true and correct. I am also aware that independent engineering review fees are my responsibility, and an account fee will be collected at the time of application and may have to be replenished if all funds are exhausted.
- Authorized agent for the owner of record of the property for which this applicant is made and as such has express authority to bind owner to all terms and conditions set forth by the Township pursuant to this application, and that all statements and data furnished with this application are true and correct. I am also aware that independent engineering review fees are my responsibility, and an account fee will be collected at the time of application and may have to be replenished if all funds are exhausted.

All information provided on and with this application is true and correct to the best of my knowledge or belief.

- Individual Applicant

_____	_____	_____
Signature of Individual	Print Name	Date

- Partnership Applicant

_____	_____	_____
Signature of Individual	Print Name	Date

- Corporate Applicant

_____	_____	_____
Print Name of Corporation	Signature of Applicant	Date

Print Name of Individual

The Affidavit of Verification form found on Page 5 must be completed and notarized for all applications.

AFFIDAVIT OF VERIFICATION

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF ALLEGHENY)

) SS:
)

On this _____ day of _____, 20 _____, before me, the undersigned officer,
personally appeared _____, known to me or satisfactorily
proven to be: (choose one:)

- the individual whose name is subscribed to the within instrument;
- a partner of _____, a Pennsylvania General/Limited Partnership; or
- the _____ of _____, a corporation
and acknowledged that (choose one):
 - he/she
 - he/she as such _____ partner
 - he/she as such _____ by signing the name of the corporation as
himself/herself executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set by hand and official seal.

Notary Public

INSTRUCTIONS TO APPLICANT

This application must be submitted to the Department of Community Development no less than **28 calendar days** prior to the regular monthly meeting of the Planning Commission. All revised application materials shall be submitted at least **14 calendar days** prior to the Planning Commission's next regular monthly meeting. **These submittal deadlines are strictly enforced.**

1. Under Plan Name, enter the name of the subdivision plan or a name for the land development project, i.e., Smith Plan of Lots Subdivision Application.
2. Under Type of Plan, place a checkmark in the appropriate box. Your answer will depend on the type of plan, number of lots/dwelling units, and/or the square footage of the proposed project.
3. Under Type of Approval, place a checkmark in the appropriate box. Please note it is possible to apply for both preliminary and final approval at the same time. This is a fairly common practice for minor subdivision applications and minor land development applications.
4. Under Plan Information, provide all the information requested. Specifically, please put the property address under Plan Location, provide the Allegheny County Lot and Block number for the property as well as total acreage on site, the number of lots or parcels involved in the proposed subdivision or land development, the current zoning of the property, the proposed land use, list any known variances, modifications, or waivers previously granted for the site, and any modifications or waiver requests being submitted as part of the current application.
5. Under Applicant Information, provide all necessary contact information for the applicant and also list the applicant's interest in the property, i.e., owner, agent, lessee, or other.
6. Under Property Owner Information, provide all necessary contact information for the owner.
7. Under Engineer/Architect/Surveyor Information, provide all contact information for the person and/or company that helped to prepare the subdivision and/or land development plans.
8. Under Financial Custodian Information, provide contact information for the financial custodian for the project. This is the contact person and/or company that will be responsible for all engineering, legal, and other related review fees associated with this application. If the original escrow deposit is depleted, the financial custodian will be billed for any remaining fees owed and asked to replenish the escrow account. The financial custodian may be the property owner, the applicant, or another entity.
9. Under Subdivision and Land Development Fees, place a checkmark in the appropriate box and provide a check made payable to North Fayette Township for the proper amount owed for the application fee. Please note this fee covers the Township's administrative costs for processing and reviewing the application.
10. Under Township Consultant Fees, place a checkmark in the appropriate box and provide a check made payable to North Fayette Township for the proper amount owed for the consultant fees/escrow deposit. This fee is separate from the application fee explained under item 9 above and thus should be on a separate check. In summary, separate checks should be provided to cover the application fee and the escrow deposit.
11. Under the Statement of Truth section, please place a checkmark in the appropriate box, i.e., if you are the owner of record filling out the application or an authorized agent for the owner. In addition, please place a checkmark and provide your signature in the appropriate signature box, i.e., individual applicant, partnership applicant, or corporate applicant.

PROCESS AND PROCEDURES FOR SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS

1. North Fayette Township’s Planning Commission meets on the 1st Thursday of every month at 7:00pm at the Municipal Building located at 400 North Branch Road, Oakdale, PA 15071. **The applicant, or a representative for the applicant such as a surveyor or engineer, is required to attend the meeting to present the plan and give an overview of the project. At the discretion of the Planning Commission, failure to attend the meeting may result in the application being tabled and/or denied.**
2. Subdivision and Land Development Applications are due 28 days prior to the Planning Commission meeting date. The deadlines and meeting dates for 2021 are as follows:

Subdivision/Land Development Application Due	Planning Commission Meeting Date
December 10, 2020	January 7, 2021
January 7, 2021	February 4, 2021
February 4, 2021	March 4, 2021
March 4, 2021	April 1, 2021
April 8, 2021	May 6, 2021
May 6, 2021	June 3, 2021
June 3, 2021	July 1, 2021
July 8, 2021	August 5, 2021
August 5, 2021	September 2, 2021
September 9, 2021	October 7, 2021
October 7, 2021	November 4, 2021
November 4, 2021	December 2, 2021

3. A total of 15 copies of the application and any supporting materials, plans, and drawings should be submitted by the deadline. Specifically, four (4) full-size and (11) half-size plans (can be 11x17) must be submitted. For bound reports such as geotechnical reports, stormwater management reports, etc., four (4) copies are needed with the submission. **In addition to the print materials, all application materials must be submitted electronically.** The electronic submittal can be saved to a flash drive or can be provided to the Township for download via a file transfer site (such as Dropbox). Electronic materials must be submitted in PDF form.
4. Please remember to sign and date the application and to submit the appropriate application fee and escrow fees.
5. All Subdivision and Land Development Applications go before the Township’s Planning Commission for review first prior to going before the Township’s Board of Supervisors for approval.
6. The Township’s various ordinances related to land development, including stormwater management, grading, subdivision and land development, and zoning are available on the Township’s website to download, or hard copies can be purchased at the Township municipal building for a nominal fee.
7. For additional questions regarding the subdivision and land development application process, please contact the Department of Community Development by phone at 724-693-3080 or by email at commdev@north-fayette.com.



TOWNSHIP USE ONLY

Application Received by: _____ Date: _____

Application Number: _____ Application Fee: _____

Official Filing Date: _____
_____ Planning Commission Secretary

Planning Commission Recommendation: _____

Date: _____

Board of Supervisor's Decision: _____

Date: _____