



APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

Plan Name: _____

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

- Lot Line Relocation or Consolidation Plan
- 2, 3, or 4 Lot Subdivision
- 5-10 Lot Subdivision
- 11 or more Lot Subdivision
- Revised Subdivision
- Residential Land Development
- Non-Residential Land Development (less than 5,000 square feet)
- Non-Residential Land Development (between 5,000 and 25,000 square feet)
- Non-Residential Land Development (greater than 25,000 square feet)

Type of Approval: (place checkmark below, where appropriate) (Note: It is possible to apply for both preliminary and final at the same time.)

- Preliminary
 - Final
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PLAN INFORMATION

Plan Location: _____

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

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

Proposed Land Use: (place checkmark where appropriate below)

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

FINANCIAL CUSTODIAN INFORMATION

Name: _____ Phone 1: _____
Address: _____ Phone 2: _____
City: _____ State: _____ Zip Code: _____
Email: _____

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

- Lot Line Relocation or Consolidation Plan - \$200.00
- 2, 3, or 4 Lot Subdivision or Dwelling Units - \$300.00
- 5-10 Lot Subdivision or Dwelling Units - \$1,250.00
- 11 or more Lot Subdivision or Dwelling Units - \$1,250.00 (first 10 lots) + \$25.00 (each lot over 10)
- Revised Subdivision - \$1,200.00
- Non-Residential Land Development (less than 5,000 square feet) - \$1,500.00
- Non-Residential Land Development (between 5,000 and 25,000 square feet) - \$2,500.00
- Non-Residential Land Development (greater than 25,000 square feet) - \$4,000.00

Township Consultant Fees: (place checkmark where appropriate below)

- 0-4 lot/dwelling units - \$750.00
- 5-10 lot/dwelling units - \$2,000.00
- 10-50 lot/dwelling units - \$4,000.00
- 51-100 lot/dwelling units - \$8,000.00
- Greater than 100 lot/dwelling units - \$11,000.00
- Non-Residential Land Development less than 5,000 square feet - \$2,000.00
- Non-Residential Land Development between 5,000 and 25,000 square feet - \$4,000.00
- Non-Residential Land Development greater than 25,000 square feet - \$8,000.00

Construction Inspection Deposit: The applicant shall submit a construction inspection deposit calculated at 2.5% 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 \$250.00 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.

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
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- Partnership Applicant

_____ Signature of Individual	_____ Print Name	_____ Date
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- Corporate Applicant

_____ Print Name of Corporation	_____ Signature of Applicant	_____ Date
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Print Name of Individual

INSTRUCTIONS TO APPLICANT

This application must be submitted to the Department of Community Development no less than 28 days prior to the regular monthly meeting of the Planning Commission.

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 of 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 in the spaces provided.
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 7:00 PM at the North Fayette Township Municipal Building 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.
2. Subdivision and Land Development Applications are due 28 days prior to the Planning Commission meeting date. The deadlines and meeting dates for 2020 are as follows:

Subdivision/Land Development Application Due	Planning Commission Meeting Date
December 24, 2019	January 21, 2020
January 21, 2020	February 18, 2020
February 18, 2020	March 17, 2020
March 24, 2020	April 21, 2020
April 21, 2020	May 19, 2020
May 19, 2020	June 16, 2020
June 23, 2020	July 21, 2020
July 21, 2020	August 18, 2020
August 6, 2020	September 3, 2020
September 3, 2020	October 1, 2020
October 8, 2020	November 5, 2020
November 5, 2020	December 3, 2020

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) should be submitted, along with **one electronic submittal**. The electronic submittal can be saved to a flash drive and/or can be emailed to commdev@north-fayette.com. For bound reports such as geotechnical reports, stormwater management reports, etc., three (3) copies are needed with the submission.
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: _____