

Name of Project: _____ Project Address: _____

Tax Map Number: _____

Name of Property Owner: _____

Township File Number: _____

Revised 03/06/08

**APPLICATION FOR FILING
SUBDIVISION and/or DEVELOPMENT PLANS**

CARROLL TOWNSHIP, YORK COUNTY

The following information, forms, checklist, and certifications constitute the application. This application does not amend, supersede or otherwise change the requirements and language of the Township's **SUBDIVISION and LAND DEVELOPMENT ORDINANCE**.

General Information

1. a. The filing of a Subdivision Plan is required whenever a land owner proposes to split a tract of land into two or more separate tracts or lots, intended for establishing separate title to such individual lot or tract, or if the boundaries of adjacent tracts are changed or redefined.
- b. A Development Plan is required whenever a land owner proposes to develop a tract of land or a lot for any purpose other than a single family residence.
2. a. Every subdivision will require the survey of all or part of the property being subdivided at the expense of the subdivider; therefore, the services of a Registered Surveyor or Engineer will be required. The owner should discuss his intended subdivision with his Surveyor/Engineer and they should jointly review the requirements of the Township Subdivision and Land Development Ordinance.
- b. Copies of the Ordinances are available for review or purchase at the Township Office.
- c. The owner is responsible for presenting a written request in the form of an application for consideration of a waiver, for modification or waiver of the Subdivision and Land Development Ordinance or Stormwater Ordinance requirements.

3. The Owner/Subdivider/Developer is encouraged to provide a Sketch Plan for a preliminary discussion of regulations and details which may influence the fundamentals of the proposed subdivision.
4. Filing of Subdivision and Development Plans and supporting documentation is required for a Preliminary Plan review process and a Final Plan review process. Details to be shown on the respective Subdivision and Development Plans are set forth in Articles IV, V, VI and VII of the Subdivision Ordinance. Section 301 requires that a Subdivision Plan be complete before it can be considered filed.
5. Minimum requirements regulating land use and lot sizes are defined in the Township **ZONING ORDINANCE**. These conditions must be met along with the conditions of the Subdivision and Development Ordinance.
6. Plans presented for review must be filed at the Township Office at least thirty (30) days prior to the regular scheduled meetings of the Township Planning Commission. The Commission makes recommendations on each plan to the Board of Supervisors. Meetings of the Planning Commission are held on the second (2nd) Thursday of each month. The Board of Supervisors meets the second (2nd) Monday of each month. Meetings are held at the Township Building.
7. Filing fees and establishment of an escrow account are required by the Township for administration and review of the submittal, including separate fees for the Sewage Planning Module and County Review. The Township secretary can provide the fee schedule currently in effect. Additional fees will be billed by the Township for any costs beyond the initial fee and engineering escrow amount, for plan review, inspections, legal counsel and administration. After a plan is approved but before it is signed by the Township, a deposit to the Township is required, which deposit will be returned to the applicant when two (2) recorded copies (County Recorder of Deeds) are provided to the Township for its records.
8. Submittals are referred to the Township Engineer for review to determine compliance with relevant Township Ordinances. The Municipalities Planning Code (state law) makes Review Fees the responsibility of the applicant. Good work (addressing all ordinance requirements on the first submittal) by the design firm will help to minimize the number of times a plan will need to be reviewed, thus reducing the Township's plan review effort and therefore minimizing the amount of the review fee.

9. Owner (s) or Equitable Owner (s):

Name (s): _____

Address: _____

Phone No.: _____

Name of Applicant:
(if other than owner) _____

10. Subdivision or Development:

Name: _____

Location: _____

Name of Subdivider or Developer: _____

11. Application for:

- _____ Sketch Plan
- _____ Preliminary Plan
- _____ Final Plan

12. Number of Lots in Subdivision or Development:

_____ (including residual land)

13. Type of Subdivision or Development:

- _____ Agricultural
- _____ Commercial
- _____ Industrial
- _____ Residential Single Family
- _____ Residential Multi Family
- _____ Other – Please Describe:

14. Brief Description of Project:

15. Zoning Data:

a. Present Zoning Classification: _____

b. Present Land Use: _____

c. Will this project meet all minimum zoning requirements?
_____yes _____no

If No, what are the discrepancies? _____

16. Tract History:

Was this tract part of a prior Subdivision?

_____Yes _____No

If Yes, Subdivision name: _____

Subdivision recorded at: Book _____ Page _____ Date _____

17. Water:

Water will be provided by:

_____ on lot well _____ public system

18. Sewer:

Sanitary sewer service will be provided by:

_____ on site _____ public system

19. Checklist:

On the attached Checklist, please mark in the Applicant's column those documents which are included with this Application Form. The Township Secretary will utilize the Township column. After receiving the recommendations of the Township Planning Commission, the Board of Supervisors may require additional documents to be submitted beyond those initially submitted by the Applicant.

The Township Secretary will determine the "Milestone Dates", which can be made available to the Applicant. The dates when the Commission and the Board act on the plan are estimates only. The Applicant should verify the action dates by contacting the Township Secretary.

20. Certification by Applicant:

By signing below, I certify that I have read and understand the application procedure, agree to pay all fees required to review and process this filing. I certify that all information, to the best of my knowledge, is complete and accurate.

Date

Applicant's Signature

Applicant's Printed Name

Attachment 1

CHECKLIST

Subdivision and Land Development Applications

Mandatory Document Requirements

Reviewed by the Township Secretary

Appl. Twp.

_____ _____ Two (2) copies of a completed "Application for Filing Subdivision and/or Land Development Plan", including any requests for modifications (waiver) of any requirements

_____ _____ Fifteen (15) copies of the plan sheets(s)

_____ _____ Filing fees for the Township’s review and administration

_____ _____ Filing fees for the County Planning Commission's review and administration

_____ _____ Final Plan with Notarized Applicant's signature, and signed and sealed by the Surveyor/Engineer

_____ _____ Storm Water Management Plan (3 copies)

_____ _____ Wetland Delineation Study (2 copies) (including Jurisdictional Determination)

_____ _____ Hydrogeologic Study (2 copies)

_____ _____ Sewage Planning Modules and supporting data; including DAA sign off and County Planning agency review. (5 copies)

_____ _____ Erosion and Sedimentation Control Plan (Approval letter for final) (1 copy) Applicant to submit to YCCD.

CHECKLIST CONTINUED

Appl. Twp.

_____ Study to determine adequacy of ground water to support proposed private wells. (3 copies)

_____ Traffic Study (3 copies)

_____ Homeowners' Association and/or Private Road Maintenance Agreements (3 copies)

_____ Copies of easements or other deed restrictions that affect the property. (2 copies)

Note 1: All of the Mandatory Documents must be included for acceptance of the application as complete.

Note 2: Fees Received:

Township Planning Commission \$_____

Township Sewage Module \$_____

County Planning Commission \$_____

County Sewage Module \$_____

Escrow Fees Received \$_____

<p>(For Township Use Only)</p> <p>Plan No. _____</p> <p>Date of Receipt/Filing: _____</p>

**APPLICATION FOR
CONSIDERATION OF A WAIVER**

The undersigned hereby applies for approval of a waiver, submitted herewith and described below:

1. Name of project: _____

2. Tax Map: _____ Parcel No. _____

Location: _____

3 Name of property owner(s): _____

Address: _____ Phone Number: _____

4. Consulting engineering firm: _____

Name of project manager: _____

Address: _____ Phone Number: _____

5. Specify section(s) of the Carroll Township Subdivision and Land Development Ordinance for which a Waiver is requested:

6. The proposed alternative to the requirement:
