

Name of Project: _____ Project Address: _____

Tax Map Number: _____

Name of Property Owner: _____

Revised 10/29/19

**APPLICATION FOR FILING
SUBDIVISION and/or LAND 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 **CODE OF CARROLL TOWNSHIP, CHAPTER 435, SUBDIVISION and LAND DEVELOPMENT**.

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 Land 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 Chapter 435 Subdivision and Land Development.
- b. Copies of the Ordinances are available for review or purchase at the Township Office and also available online at www.CarrollTownship.com.
- 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 Chapter 435 Subdivision and Land Development or Chapter 428 Stormwater Management 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 Land 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 Land Development Plans are set forth in Chapter 435, Articles IV, V, VI and VII of the Township Code. Article III 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 Code, Chapter 450 Zoning**. These conditions must be met along with the conditions of the **Chapter 435 Subdivision and Land Development**.
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 fourth (4th) Thursday of each month. The Board of Supervisors meets the first (1st) and second (2nd) Monday of each month. Meetings are held at the Township Building.
7. 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. 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, the Township will record the plan at the York County Courthouse and associated recording fees will be applied to the escrow or be billed.
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.

_____ _____ One (1) copy of a completed "Application for Filing Subdivision and/or Land Development Plan", including any requests for modifications (waiver) of any requirements

_____ _____ Eleven (11) copies of the plan sheets(s)

_____ _____ Eleven (11) copies of any reports as required in §432-27 and §435-35.

_____ _____ Filing / escrow fees for the Township's review and administration

_____ _____ Storm Water Management Plan (3 copies)

_____ _____ Sewage Planning Modules and supporting data; including Plans, DAA sign off and County Planning agency review. (4 copies)

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

_____ _____ Traffic Study (3 copies)

CHECKLIST CONTINUED

Appl. Twp.

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

_____ _____ All plans and reports submitted in digital electronic format.

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

Note 2: Fees Received:

Escrow Fees Received \$ _____

Sewage Planning Module \$ _____

<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 Code for which a Waiver is requested:

6. The proposed alternative to the requirement:

