



# APPLICATION FOR CONSIDERATION OF A SUBDIVISION AND/OR LAND DEVELOPMENT PLAN

## DIRECTIONS FOR COMPLETING THE APPLICATION

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1. Fill out the entire application (print legibly or type the information). Sign and Date the application.
2. A **complete** application, along with copies of the plan, applicable reports, drawings, PDF copies of all documents, and any additional relevant information must be submitted to the Township's Community Development Office by the first (1<sup>st</sup>) business day of each month in which the application will be considered by the Planning Commission. The Township reserves the right to immediately deny an incomplete application and return it to the applicant without the Planning Commission's and/or Board of Commissioner's review and action on the application.
3. The application and all materials must be originals. The Township will not accept fax copies of any materials associated with this application.
4. A copy of all plan sheets, pictures, concept drawings (including the elevations, façade, and building materials), and reports shall be submitted in PDF format at the time of plan submission. All PDF documents may be submitted on a CD or flash drive or emailed to the Community Development Director at [jboyer@uatwp.org](mailto:jboyer@uatwp.org).
5. All applicants are required to apply to the Cumberland County Planning Department. The County's online application, submission procedures, fee schedule, and recording of plan requirements are all available on their website at: <https://www.cumberlandcountypa.gov/4890/Plan-Submission-Recording-Procedures>. A copy of the Cumberland County Planning Department application and/or proof of submission shall be submitted to the Township, along with all other application materials.
6. All applicable fees must be paid at the time of application submission, or the application will not be accepted. All checks are to be made payable to Upper Allen Township (separate checks are only required for any sewer, recreation fees, sidewalk fees, and/or other specialty fees). Additional fees may be required beyond the initial fee submission and escrow payments and must be paid in full by the applicant.
7. Submission of this subdivision/land development application authorizes the township to hold money in an escrow account for this plan, per Chapter 220, Section 220-7.3.C. The funds shall be held until improvements are completed. Funds are to be released only upon written notification given by the Township. Open escrow accounts will be charged a yearly administrative fee, in accordance with the Township Resolution of Fee Schedule. Escrow accounts may only be closed, upon written request by the applicant once the project is deemed complete.
8. Any subdivision and/or land development application which requires a variance, special exception, and/or conditional use shall be deemed incomplete until the necessary permit has been granted.
9. All applicants are encouraged to review the Codified Ordinances of Upper Allen Township, including but not limited to Chapters 138, 200, 214, 217, 220, and 245 prior to applying. Township Ordinances are available online at [www.uatwp.org](http://www.uatwp.org). Applicants are expected to comply with all applicable Township Ordinances, state, and federal laws.
10. Once the application has begun the review process, revised plans will not be accepted unless staff, the Planning Commission or Board of Commissioners specifically ask for them. If revisions to the plan are necessary to comply with applicable Ordinances, the Township encourages applicants to withdraw the plan and resubmit once all necessary changes have been made.
11. I have read and understand the directions:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name





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Upper Allen Township  
100 Gettysburg Pike  
Mechanicsburg, PA 17055  
www.uatwp.org

Community Development Department  
Office: 717-766-0756  
Office Hours: M-F 8:00 AM – 4:30 PM

Date Received: \_\_\_\_\_

UAT File #: \_\_\_\_\_

## GENERAL INFORMATION

Plan Name/Title \_\_\_\_\_

Project Location/Address \_\_\_\_\_

Tax Parcel ID # \_\_\_\_\_ Zoning District \_\_\_\_\_

### PLAN CLASSIFICATION

- Subdivision
- Lot Add-on (Lot consolidation)
- Land Development
- Combined Subdivision/Land Development
- PRD

### PLAN TYPE

- Sketch Plan
- Preliminary Plan
- Final Plan
- Combined Preliminary/Final Plan
- PRD:  Tentative Plan  Final Plan or  Amended Tentative or Final Plan

Is this a conservation (CSO) subdivision?  Yes  No

Is this plan a revision to a previously approved and/or recorded plan?  Yes  No

Approval/Recording Date or Instrument #: \_\_\_\_\_

## LAND USE

Current Use of Property \_\_\_\_\_

Gross Acreage of Tract \_\_\_\_\_ Developable Acreage of Tract \_\_\_\_\_

Proposed Use of the Property - Describe the purpose of this project (attach additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate the applicable number of units or lots, square footage, and acreage of the proposed use.

- |   |                                    |
|---|------------------------------------|
| _____ Single-Family (Detached)                | _____ Commercial – Sq Ft: _____    |
| _____ Single-Family (Semi-Attached, Attached) | _____ Industrial – Sq Ft: _____    |
| _____ Multi-Family (3 or more attached units) | _____ Institutional – Sq Ft: _____ |
| _____ Mobile Home Park–No. of Lots _____      | _____ Agriculture (acreage) _____  |
| _____ Open Space (acreage) _____              | _____ Other (please specify) _____ |

# SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

Will the development be completed in phases?  Yes  No

If yes, how many phases \_\_\_\_\_ *Submit a phasing schedule in accordance with §220-7.1.A.(5).*

## **UTILITIES**

Proposed Water:  Public  Semi-Private  Individual

Proposed Sanitary Sewer:  Public  Semi-Private  Individual On - Lot  
(check all that apply)  Gravity  Low Pressure

Number of grinder pumps proposed: \_\_\_\_\_

Type/Size of grease interceptor or grease/grit: \_\_\_\_\_  
trap proposed (non-residential).

Sewer Facilities Plan Revision or Supplement Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## **STREET/SITE ACCESS AND OFF-STREET PARKING**

1. Are any new public and/or private streets proposed?  Public  Private  Both  None

Total linear feet and name of new public street(s): \_\_\_\_\_  
\_\_\_\_\_

Total linear feet and name of new private street(s): \_\_\_\_\_  
\_\_\_\_\_

2. Number of vehicle trips per day to the property: \_\_\_\_\_

*A traffic control report and traffic impact report shall be submitted in accordance with §220-3.7.F.*

3. Off-street parking: No. of spaces required \_\_\_\_\_  
No. of spaces being provided \_\_\_\_\_  
No. of existing spaces (if any) \_\_\_\_\_

## **OPEN SPACE AND RECREATION**

1. Is the applicant retaining any land for private/community open space?  Yes  No

If yes, how many acres? \_\_\_\_\_

2. Is the applicant dedicating any open space land to the Township?  Yes  No

If yes, how many acres? \_\_\_\_\_

## **ADDITIONAL INFORMATION**

1. Is the property located in a Municipal Historic District?  Yes  No

If yes, which district? \_\_\_\_\_

# SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

2. Have any Variances, Special Exceptions, or Conditional Uses been obtained for this property and/or for the proposed use associated with this application?  Yes  No

If yes, provide the Case # / date in which the special permit was approved. \_\_\_\_\_

3. Are there any proposed easements or rights-of-way (to be offered for dedication)?  Yes  No

If yes, is it:  Utility  Stormwater  Other \_\_\_\_\_

4. Is any portion of the property considered an environmentally sensitive area?

Steep Slopes  Yes  No How many acres/square feet? \_\_\_\_\_

Wetlands  Yes  No How many acres/square feet? \_\_\_\_\_

Floodplain/Floodway  Yes  No How many acres/square feet? \_\_\_\_\_

Rock Outcropping  Yes  No How many acres/square feet? \_\_\_\_\_

If yes, describe the area and if any current and/or proposed structures are in the environmentally sensitive areas: \_\_\_\_\_  
\_\_\_\_\_

5. Are there any nonconformities (e.g. lot, setback, building, use, etc.) on the property?  Yes  No

If yes, what is the nonconformity? \_\_\_\_\_

6. Does the property lie partially within the boundaries of another municipality?  Yes  No

If yes, which municipality? \_\_\_\_\_

7. Was this tract of land part of a prior subdivision?  Yes  No

If yes, what is the name of the subdivision? \_\_\_\_\_

Recording Date: \_\_\_\_\_ Book/Page or Instrument # \_\_\_\_\_

8. Is the property located in the Agricultural Security Area?  Yes  No

9. Is this property enrolled in the Clean and Green Program?  Yes  No

*If yes, contact the Cumberland County Assessment Office.*

10. Are there any deed restrictive covenants placed on property?  Yes  No

*If yes, provide a copy of the deed with your application.*

# SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

## CONTACT INFORMATION

<b>APPLICANT</b> (Contact Person)	Name
	Company
	Address
	Telephone # <span style="float: right;">Fax #</span>
	Email
	HOW DO YOU WISH TO RECEIVE CORRESPONDENCE? METHOD OF CONTACT <input type="checkbox"/> EMAIL <input type="checkbox"/> MAIL
<b>PROPERTY OWNER</b>	Name
	Company
	Address
	Telephone # <span style="float: right;">Fax #</span>
	Email
	DO YOU WISH TO RECEIVE CORRESPONDENCE? METHOD OF CONTACT <input type="checkbox"/> EMAIL <input type="checkbox"/> MAIL
<b>ENGINEER</b>	Name
	Company
	Address
	Telephone # <span style="float: right;">Fax #</span>
	Email
	DO YOU WISH TO RECEIVE CORRESPONDENCE? METHOD OF CONTACT <input type="checkbox"/> EMAIL <input type="checkbox"/> MAIL

# SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

## CONSIDERATION OF WAIVERS, DEFERRALS, AND/OR MODIFICATIONS

All requests for waivers, modifications and/or deferrals of the Township's Codified Ordinances shall be submitted in writing at the time the plan is filed with the Township. The application shall state fully the grounds for which the waiver, modification, and/or deferral is being requested. For waivers and modifications, the Applicant must demonstrate a hardship as to why they cannot meet the specific requirements of the ordinance. *(Attach additional sheets if necessary).*

**Chapter \_\_\_\_\_, Section Number: \_\_\_\_\_**     **Waiver**    **Modification**    **Deferral**

Reason for the request and why the requirements of this Section cannot be achieved.

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**Chapter \_\_\_\_\_, Section Number: \_\_\_\_\_**     **Waiver**    **Modification**    **Deferral**

Reason for the request and why the requirements of this Section cannot be achieved.

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**Chapter \_\_\_\_\_, Section Number: \_\_\_\_\_**     **Waiver**    **Modification**    **Deferral**

Reason for the request and why the requirements of this Section cannot be achieved.

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Reason for the request and why the requirements of this Section cannot be achieved.

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**Chapter \_\_\_\_\_, Section Number: \_\_\_\_\_**     **Waiver**    **Modification**    **Deferral**

Reason for the request and why the requirements of this Section cannot be achieved.

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# SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

**The following information shall be submitted with the subdivision and/or land development application. Failure to do so will delay the review process.**

**A minimum of fifteen (15) copies (12 copies for Sketch Plans only) of the following information shall be submitted with the application. A PDF copy of all documents must also be submitted to the Township.**

- \_\_\_\_\_ Subdivision/Land Development Plan *(to include a landscape and lighting plan)*
- \_\_\_\_\_ Façade drawings *(to include façade treatment, elevation, floor plans, lighting, and signage)*

**A minimum of two (2) copies of all applicable reports, notifications, and certifications shall be submitted with the application, which are specified in §220-3.7. Write or type N/A if not required.**

- |  |                                |
|--|--------------------------------|
| _____ Historical Features Narrative        | _____ Sanitary Sewer Report    |
| _____ Hydrogeologic/Water Facilities Study | _____ Steep Slope Report       |
| _____ Hydrogeologic/Sewer Facilities Study | _____ Stormwater Drainage Plan |
| _____ Important Natural Habitats Report    | _____ Traffic Control Report   |
| _____ Park and Recreation Report           | _____ Traffic Impact Report    |

**A minimum of two (2) copies of following items, if applicable, shall be submitted with the application. Write or type N/A if not required.**

- |   |                                  |
|---|----------------------------------|
| _____ Construction Plans                    | _____ Sewer Facilities Plan      |
| _____ Erosion/Sedimentation Plan            | _____ Stormwater Management Plan |
| _____ Plan Module-Land Development          |                                  |
| _____ Other <i>(please specify)</i> : _____ |                                  |

**Other Documents and Fees** *(Fee schedule attached to this application packet)*

- \_\_\_\_\_ Proof of application receipt from the Cumberland County Planning Department.
- \_\_\_\_\_ Copy of deed as proof of ownership, or applicable contract to purchase.
- \_\_\_\_\_ Copy of any deed or covenant restrictions.
- \_\_\_\_\_ Application Fee \$ \_\_\_\_\_
- \_\_\_\_\_ Escrow Fee \$ 2,000.00 Escrow fee is reduced to \$500.00 for Lot Add-on plans.  
*Escrow and application fee can be combined in one check.*
- \_\_\_\_\_ PDF copies of all documents. *Information can be submitted electronically or on a disk or flash drive.*

**Note: Failure to submit a complete application or complete information may result in refusal to process the application. Additional fees may be incurred by the applicant.**

I hereby authorize the Planning Commissioners, Board of Commissioners, Township staff, and any Township consultant to enter the exterior premises of this property between 8:00 a.m. and 8:00 p.m., at their own risk, while this plan is being considered for approval, as needed to determine compliance with Township ordinances.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

I hereby authorize and request review of this application. I hereby certify that the above statements, to the best of his/her knowledge and belief, are true and correct; that the plan submission represented by this application is complete and is prepared in conformance with the requirements of applicable ordinances and regulations of Upper Allen Township in effect on the date of this application. I also certify that the undersigned is the fee simple or equitable property owner or is authorized to submit this plan on behalf of the owner. By signing below, I certify that I have read and understand the application procedure and agree to pay all fees required to review and process this application.

\_\_\_\_\_  
Signature of Applicant/Authorized Representative *(if different than owner)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



# SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

## Fee Schedule for Consideration of a Subdivision and/or Land Development Plan

**Application fees and the establishment of an inspection escrow account are required for all applications.** Fees are subject to change at any time by Resolution from the Board of Commissioners. A complete Schedule of Fees for Upper Allen Township may be viewed online or at the Township office. The application fee and the escrow account fee may be combined into one check. Current fees are as follows:

<u>Plan Classification</u>	<u>Preliminary / Final</u>	<u>Fees</u>
Sketch Plan*	n/a	\$200.00 base fee. No escrow account fee required.
Subdivision Plan*	Preliminary or Final	\$350.00 base fee (for up to six (6) lots), plus \$15.00 per lot for seven (7) or more lots, plus the escrow account fee.
	Preliminary/Final Combined	\$600.00 base fee (for up to six (6) lots), plus \$15.00 per lot for seven (7) or more lots, plus the escrow account fee.
	Lot Add-on (Lot Consolidation)	\$350.00 base fee (for up to six (6) lots), plus \$15.00 per lot for seven (7) or more lots, plus \$500.00 initial escrow account administration fee.
Land Development Plan*	Preliminary or Final	350.00 base fee + \$20.00 per acre (round up to the next full acre), plus the escrow account fee.
	Preliminary/Final Combined	\$600.00 base fee + \$20.00 per acre (round up to the next full acre), plus the escrow account fee.
Combined Subdivision and Land Development Plan or PRD*	Tentative, Preliminary or Final	\$350.00 base fee (for up to six (6) lots), plus \$15.00 per lot for seven (7) or more lots, plus \$20.00 per acre (round up to the next full acre), plus the escrow account fee.
	Preliminary/Final Combined	\$600.00 base fee (for up to six (6) lots), plus \$15.00 per lot for seven (7) or more lots, plus \$20.00 per acre (round up to the next full acre), plus the escrow account fee.
Inspection and Administration Escrow Account	For all plan applications unless otherwise noted.	\$2,000.00 for all new escrow accounts plus a \$200.00 administration fee per year while the account is active. All escrow accounts shall maintain a minimum balance of \$1,000.00. <i>(A separate check for escrow fees is not necessary if submitting along with the application fee).</i>

\*All application fees represent the base fee. The applicant is responsible for any additional costs beyond the initial base fee and escrow amount. Additional costs may include, but are not limited to, plan review, inspections, legal counsel, and administration. The additional costs shall be billed at a rate set by Resolution and approved by the Board of Commissioners. Fees are subject to change at any time by Resolution by the Board of Commissioners.



**Municipal Notice to Conservation District for Earth Disturbance/Building Permit**

Please fill out or have the applicant fill out the information below to determine the need for an erosion control plan or NPDES permit for earth disturbance projects. As per DEP regulations, the municipality shall notify the District of any projects that disturb one acre or more. You may FAX or e-mail the completed form to the District. The District may contact the applicant based on information provided.

Municipality: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number/email: \_\_\_\_\_

Type of project: Residential/Commercial/Other: \_\_\_\_\_  
Please circle

**Does your project propose an earth disturbance more than 5000 square feet?**

*(Please note: the establishment of lawn may constitute earth disturbance. Questions should be directed to the District.)*

Yes Please answer next question.

No No further information required, however E&S BMP's may still be necessary on your project.

**Does your project propose an earth disturbance of 1 acre or more?**

Yes NPDES Permit is required, unless part of a project that already has permit coverage.

No If greater than 5000 square feet, and less than 1 acre, a written erosion control plan is required.

Project name and/or NPDES permit number if already permitted: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

For additional assistance contact:

Cumberland County Conservation District  
310 Allen Road, Suite 301  
Carlisle, PA 17013

Kim Falvey [kfalvey@ccpa.net](mailto:kfalvey@ccpa.net)  
Vince McCollum [vmccollum@ccpa.net](mailto:vmccollum@ccpa.net)  
Matt Stough [mstough@ccpa.net](mailto:mstough@ccpa.net)

717-240-7812  
FAX 717-240-7813

