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

DIRECTIONS FOR COMPLETING THE APPLICATION

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, and any additional relevant information must be submitted to the Township’s Community Development Office by the first (1st) 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, and concept drawings (including the elevations, façade, and building materials) 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.

5. All applicants are required to submit electronic copies of all materials (including, the plan, application, and supporting documentation) to the Cumberland County Planning Department. The fillable application and checklist are available online at: [https://www.ccpa.net/3185/Plan-Submission-Recording-Procedures](https://www.ccpa.net/3185/Plan-Submission-Recording-Procedures). Fees and payment methods are also listed on their website.

6. 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.

7. 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 and/or recreation fees). Additional fees may be required beyond the initial fee submission and escrow payment and must be paid in full by the applicant.

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 Chapter 192, Chapter 214, Chapter 220, and Chapter 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 the Planning Commission or Board of Commissioners specifically asks 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
APPLICATION FOR CONSIDERATION OF A SUBDIVISION AND/OR LAND DEVELOPMENT PLAN

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

Community Development Department
Office: 717-766-0756
Fax: 717-796-9833
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 §220-50.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: ____________

ACCESS/PARKING

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): _________________________________________

Number of vehicle trips per day to the property: ____________

If the use generates 50 or more trips per day, a traffic impact report shall be submitted (§220-11.F).

Off-street parking No. of spaces required ____________

No. of spaces being provided ____________

No. of existing spaces (if any) ____________

ADDITIONAL PLAN INFORMATION

1. Is a Zoning Variance, Special Exception, or Conditional Use required? ☐ Yes ☐ No

If yes, provide the date in which the special permit was approved. ________________________________

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

If yes, which district? ___________________________________________________________________

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

If yes, is it: ☐ Utility ☐ Stormwater ☐ Other ________________________________
SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

4. Is the applicant retaining any land for private/community open space?  □ Yes  □ No
   If yes, how many acres? ___________

5. Is the applicant dedicating any open space land to the Township?  □ Yes  □ No
   If yes, how many acres? ___________

6. 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 located in the environmentally sensitive areas: ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

7. Are there any nonconformities (e.g. lot, setback, building, use, etc.) on the property?  □ Yes  □ No
   If yes, what is the nonconformity? ____________________________________________________________

8. Does the property lie partially within the boundaries of another municipality?  □ Yes  □ No
   If yes, which municipality? ________________________________________________________________

9. 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 # _________________

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

11. Is this property enrolled in the Clean and Green Program?  □ Yes  □ No
    If yes, contact the Cumberland County Assessment Office.

12. 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

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Company</th>
<th>Address</th>
<th>Telephone #</th>
<th>Fax #</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>APPLICANT</strong></td>
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<td>(Contact Person)</td>
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**HOW DO YOU WISH TO RECEIVE CORRESPONDENCE?**  □ EMAIL  □ MAIL

**DO YOU WISH TO RECEIVE CORRESPONDENCE?**  METHOD OF CONTACT  □ EMAIL  □ MAIL
CONSIDERATION OF A WAIVER AND/OR MODIFICATION

All requests for waivers, modifications and/or deferrals of the Township’s Codified Ordinances shall be submitted in writing at the time the preliminary or tentative plan is filed with the Township. The application shall state fully the grounds and all the facts relied upon by the applicant and specific provisions or sections of the ordinance for which the waiver or modification is being sought (*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.

Chapter ______, Section Number: __________________________ □ Waiver □ Modification □ Deferral
Reason for the request and why the requirements of this Section cannot be achieved.

Chapter ______, Section Number: __________________________ □ Waiver □ Modification □ Deferral
Reason for the request and why the requirements of this Section cannot be achieved.

Chapter ______, Section Number: __________________________ □ Waiver □ Modification □ Deferral
Reason for the request and why the requirements of this Section cannot be achieved.

Chapter ______, Section Number: __________________________ □ Waiver □ Modification □ Deferral
Reason for the request and why the requirements of this Section cannot be achieved.

Chapter ______, Section Number: __________________________ □ Waiver □ Modification □ Deferral
Reason for the request and why the requirements of this Section cannot be achieved.
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) of the following information shall be submitted with the application.

- 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 three (3) copies of all applicable reports, notifications, and certifications shall be submitted with the application, which are specified in §220-11. 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 Impact Report
- Park and Recreation Report

A minimum of three (3) 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 (please specify): __________________________________________________________

Other Applications and Fees

- Cumberland County Planning Department Application and applicable fees. Checks shall be made payable to the Cumberland County Planning Department.

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
# 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:

<table>
<thead>
<tr>
<th>Plan Classification</th>
<th>Preliminary / Final</th>
<th>Fees</th>
</tr>
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<tbody>
<tr>
<td>Sketch Plan*</td>
<td>n/a</td>
<td>$200.00 base fee. No escrow account fee required.</td>
</tr>
<tr>
<td>Subdivision Plan*</td>
<td>Preliminary or Final</td>
<td>$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.</td>
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<tr>
<td></td>
<td>Preliminary/Final</td>
<td>$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.</td>
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<tr>
<td></td>
<td>Combined Lot Add-on (Lot Consolidation)</td>
<td>$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.</td>
</tr>
<tr>
<td>Land Development Plan*</td>
<td>Preliminary or Final</td>
<td>350.00 base fee + $20.00 per acre (round up to the next full acre), plus the escrow account fee.</td>
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<tr>
<td></td>
<td>Preliminary/Final Combined</td>
<td>$600.00 base fee + $20.00 per acre (round up to the next full acre), plus the escrow account fee.</td>
</tr>
<tr>
<td>Combined Subdivision and Land Development Plan or PRD*</td>
<td>Tentative, Preliminary or Final</td>
<td>$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.</td>
</tr>
<tr>
<td></td>
<td>Preliminary/Final Combined</td>
<td>$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.</td>
</tr>
<tr>
<td>Inspection and Administration Escrow Account</td>
<td>For all plan applications unless otherwise noted.</td>
<td>$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.</td>
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*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.
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

717-240-7812
FAX 717-240-7813

Kim Falvey kfalvey@ccpa.net
Vince McCollum vmccollum@ccpa.net
Matt Stough mstough@ccpa.net