

# APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT



## APPLICANT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

## PROPERTY OWNER (IF DIFFERENT THAN APPLICANT)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

## PROPERTY

ADDRESS: \_\_\_\_\_

...OFFICIAL USE ONLY...

Subdivision/Land

Development: \_\_\_\_\_

### CHECKLIST

- \_\_\_\_\_ Application filed
  - \_\_\_\_\_ Dallastown Borough
  - \_\_\_\_\_ Dallastown Borough Engineer
  - \_\_\_\_\_ York County Planning Commission
- \_\_\_\_\_ Fee paid \$425.00 (non-refundable); receipt issued
- \_\_\_\_\_ Placed on calendar for PC meeting
  - \_\_\_\_\_ Dallastown Borough Engineer comments received
  - \_\_\_\_\_ York County Planning Comm. comments received
- \_\_\_\_\_ Placed on calendar for Council meeting \_\_\_\_\_ Notice mailed to:
  - \_\_\_\_\_ Applicant(s)
  - \_\_\_\_\_ Dallastown Borough Planning Commission
  - \_\_\_\_\_ Dallastown Borough Council
  - \_\_\_\_\_ Solicitor
  - \_\_\_\_\_ Neighbor(s)
- \_\_\_\_\_ Planning Commission decision
- \_\_\_\_\_ Planning Commission minutes posted
- \_\_\_\_\_ Council decision \_\_\_\_\_  
decision mailed to applicant within 15 days

Date 90 days concludes \_\_\_\_\_

## EXACT LEGAL DESCRIPTION:

\_\_\_\_\_

\_\_\_\_\_

## PRESENT ZONING DISTRICTS:

\_\_\_\_\_

A PLOT OF THE PROPERTY DRAWN TO SCALE MUST BE ATTACHED TO THIS APPLICATION. REFER TO  
SUBDIVISION/LAND  
DEVELOPMENT ORDINANCE FOR SPECIFICS.

DATE PURCHASED: \_\_\_\_\_  
month/day/year

PRESENT USE: \_\_\_\_\_  
\_\_\_\_\_

LOT SIZE: width: \_\_\_\_\_ depth: \_\_\_\_\_  
area: \_\_\_\_\_ sq.ft.

PROPOSED USE: \_\_\_\_\_  
\_\_\_\_\_

DATE OF PREVIOUS APPLICATION IF ANY: \_\_\_\_\_

NOTE: I HEREBY CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE STATEMENTS CONTAINED IN ANY PAPERS OR PLANS  
SUBMITTED HEREWITH ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATED: \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Dallastown Borough Planning Commission reserves the right to postpone a Subdivision and Land Development Application review if York County Planning Commission and the Dallastown Borough engineer's plan review comments are not furnished for the meeting. York County Planning Commission reserves 30 days for a plan review and the Borough's Engineer reserves 15 days for a plan review.

-----PLEASE REVIEW REVERSE SIDE. -----

**Dallastown Borough**  
**175 East Broad Street**  
**Dallastown, PA 17313**

**Tele: (717) 244-6626 • Tele: (717) 244-1076**  
**[www.dallastownboro.com](http://www.dallastownboro.com)**

### **Waiver**

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_ hereby request(s)  
consideration of a (Sketch Plan) (Preliminary Plan) (Final Plan) identified as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ and, as part of this application, agree(s) that the  
time for rendering a decision and the prescribed manner of presentation and communication of the  
decision are all waived.

\_\_\_\_\_  
Applicant, Partner, or Officer of Applicant

# Dallastown Borough Guide to Subdivision / Land Development

Contact the Zoning / Codes Enforcement Officer – Scott A. DePoe (717) 244-6626.

Prepare a sketch plan. This is not required but makes the remainder of the process easier. The sketch plan can be a simple drawing depicting the overall concept you are trying to convey but it must contain proposed lot lines.

Hire a surveyor or an engineer.

Discuss your proposal with them and obtain their opinions and concerns.

The following are several plan elements that should be addressed:

What type of planning module you will need

Dwelling right status

Any special exception, variances, or other zoning issues that apply.

Any wetlands affected.

Whether you need a preliminary or final plan

The lot size, including the width.

Tax map and parcel identification number

Zoning District

Provide five (5) plan copies to the Borough with the application fee of \$425. The application must be received at least thirty (30) days prior to the Planning Commission meeting which is the first Monday of the month at 7:00pm. Call the Borough at least five (5) days before the meeting to secure your position on the agenda. A representative for the plan should attend the meeting to answer questions and bring the original reproducible copy in the event of approval for signatures.

Provide one (1) plan copy to the York County Planning Commission (YCPC) for their review and one copy to HRG, Inc. (Dallastown Borough Engineer) for their review.

The Borough Planning Commission will conduct the final plan review before the plan is sent to the Borough Council for review if the applicant has addressed the Borough Engineer comments which include all other comments from reviewing agencies (York County Planning Commission, etc.). The Borough Planning Commission will sign the plan to signify their recommendation for approval. The plan will be passed to the Borough Council for their final approval and signatures. At this time, the Borough Planning Commission may provide a conditional recommendation when only minor items are left to address on the plan.

When approval is received from the Borough Planning Commission contact the Borough at least ten (10) days before Borough Council's scheduled meeting to secure a position on the Borough Council's agenda. The Borough Council meeting is held at 7:00pm on the second Monday of each month at the Dallastown Borough municipal building.

**NO items will be added to the Borough Council's agenda after 12:00pm (Noon) on the Monday before the Borough Council's meeting.** It is required you bring the reproducible original to the meeting to be signed if approved.

The Borough Council will not sign your plan until all required letters and permits are obtained and all fees have been collected. This approval is for a very specific process for development. Should you later decide to modify

the plan, you must return to the Borough and carry out the steps for approval for the modifications from the beginning of the process.

If you are granted conditional approval by the Borough Council, a letter of agreement on the conditions to be met will be signed by the representative/owner of the plan. You have thirty (30) days to meet the conditions, or the plan is revoked.

You should have your surveyor / engineer acquire the York County Planning Commission's signature on both the original and one copy of the plan after final approval by the Borough Council.

The Map Office (Tax Assessment/Map Office) should receive a copy of the signed plan to assign parcel numbers to all lots on the plan and affix a bar code stamp on the print. The Map Office can take up to twenty-four (24) hours to affix new parcel numbers to a plan. The print should be taken to the Recorder of Deeds for recording.

Within thirty (30) days after you have had the plan recorded, you must bestow proof of the recording to the Borough.

**NOTE: THE PLAN MUST BE RECORDED WITHIN NINETY (90) DAYS FROM THE DATE OF APPROVAL BY THE BOROUGH COUNCIL. OTHERWISE, THE PLAN BECOMES NULL AND VOID. YOU WILL HAVE TO RESUBMIT FROM THE BEGINNING OF THE PROCESS. (You may request an extension of time from the Borough Council by letter.)**

**APPLICATION FEES** - \$425 to Dallastown Borough

**OTHER FEES** (in addition to your professional service provider)

HRG, Inc. Dallastown Borough Engineer

York County Planning Commission

York County Conservation District

York County recorder of Deeds

Penn DOT

DEP

Any other Agency that may have jurisdiction.