



**SPRINGETTSBURY TOWNSHIP
SUBDIVISION AND LAND DEVELOPMENT
(SALDO) APPLICATION**



Submission Requirements:

- * All plans must be folded (9"x12") with project name visible.
- * Loose papers must be stapled, in order with SALDO application on top.
- * In addition to submitting to Springettsbury Township, a copy of the application and associated plan documents must be submitted directly to the Township's Appointed Engineer, First Capital Engineering.
- * Additional copies will be required as needed.
- * Permits and Certificates of Occupancy will not be issued until ALL fees are paid.
- * Filing Fees must be paid and Engineering Escrow Accounts must be established at the time of filing the application. The fees will be calculated as follows:

<u>Application Classification</u>	<u>Filing Fee</u>	<u>Engineering Escrow</u>
<u>Sketch Plan</u>	\$1,000	n/a
<u>Residential</u> Subdivision/Land Development	\$1,000 plus \$20 per lot or unit	\$750 per lot or dwelling unit (minimum \$2,000-maximum \$10,000)
<u>Commercial</u> Subdivision/Land Development	\$1,000 plus \$200 per acre impervious	\$2,000 per acre rounded up (minimum \$2,000-maximum \$10,000)

- * Please be advised that you will be invoiced from your escrow account for reimbursement of ALL Township engineering and legal costs related to this project including Uniform Parcel Identifier Numbers (bar codes issued by the County), recording fees and archiving fees. You are entitled to request copies of the invoices for your review.
- * No plan shall be considered duly filed until it is received by the Planning Commission during the next meeting after receipt and is found to contain substantially all of the information required by the Springettsbury Subdivision and Land Development Ordinance or is accompanied by the appropriate written Waiver requests. A plan does not contain substantially all of the information required by this Ordinance if it does not contain the information set forth in Section §289-10, Preliminary Plans; procedure and Section §289-12, Final Plans; procedure.
- * No plans, either original or revised, may be presented either to the Planning Commission or to the Board of Supervisors unless the plans have been reviewed by the Township Engineer and Community Development Department.
- * Plan submissions will not be accepted after Close of Business on the day of the deadline. In addition, neither the Planning Commission nor the Board of Supervisors will consider plans brought before them at the time of their meetings.
- * Forty-Eight (48) hours prior to the Board of Supervisors meeting at which the plan is to be presented, the applicant shall give Springettsbury Township an electronic version (pdf) of the existing conditions, proposed site plan, landscaping plan and site grading/ storm water plan.
- * The applicant acknowledges that Springettsbury Township Staff, Agents and Board Officials reserve the right to enter upon and inspect the property subject to this project.
- * Staff generated comments are not necessarily comprehensive.



Springettsbury Township
SALDO Application

(For Township Use Only)

Township File #: _____ Date of Filing: _____ Deadline for Action: _____

The undersigned hereby applies for approval under the Springettsbury Township Subdivision and Land Development Ordinance for the Plan, submitted herewith and described below:

1. Plan Name: _____

Tax Map: _____ Parcel: _____ Zoning District: _____

2. Project Location: _____

3. Project Narrative (Explain in detail, the purpose of the plan):

Current Use and description of Property: _____

Proposed Use and description: _____

4. Name of Property Owner(s): _____

Address: _____

Phone #: _____ Email Address: _____

5. Name of Applicant (if different from Owner): _____

Address: _____

Phone #: _____ Email Address: _____

6. Firm which prepared the plan: _____

Address: _____

Phone #: _____ Fax #: _____

Primary Contact: _____ Email Address: _____

7. EIN # of name on Escrow check: _____

8. Application Classification:

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Sketch Plan | <input type="checkbox"/> Residential Subdivision | <input type="checkbox"/> Residential Land Development |
| <input type="checkbox"/> Waiver | <input type="checkbox"/> Commercial Subdivision | <input type="checkbox"/> Commercial Land Development |
| <input type="checkbox"/> Other _____ | | |

9. Please list the sections from the Zoning Ordinance and/or SALDO from which any Variances, Special Exceptions and/or Waivers are requested:

Variance(s): _____

Special Exception(s): _____

Waiver(s): _____

10. Please list the total number of lots and/or units that are proposed to be developed:

11. Total Acreage of property under review: _____

12. Type of water supply proposed: Public Private

13. Type of Sanitary Sewage disposal proposed: Public Private

14. Has your projected sewage consumption been included in the upcoming Springettsbury Township Chapter 94 report??

Yes Please Provide #: _____ Date: _____

No

The undersigned hereby certifies that this application is authorized by the owner of record and that he/she has been authorized by the owner to make this application as his/her authorized agent. The undersigned further represents that, to the best of his knowledge and belief, all information included within this document, is true, correct and complete.

Date: _____

*Signature of Applicant: _____

Typed or Printed Name: _____

*If the applicant is not the legal or record owner of the property, written authorization of the owner to sign or proof of equitable ownership, such as a contract for sale or lease, must be attached to this application.



SPRINGETTSBURY TOWNSHIP
APPLICATION FOR CONSIDERATION OF A WAIVER



(For Township Use Only)	
Township File #: _____	Date of Filing: _____

The undersigned will hereby apply to the approval of each Waiver submitted herewith and described below:

1. Plan Name: _____
 Tax Map: _____ Parcel: _____ Zoning District: _____

2. Name of Property Owner(s): _____
 Address: _____
 Phone #: _____ Email Address: _____

3. Name of Applicant (if different from Owner): _____
 Address: _____
 Phone #: _____ Email Address: _____

4. Firm which prepared the plan: _____
 Address: _____
 Phone #: _____ Fax #: _____
 Primary Contact: _____ Email Address: _____

5. Please list the specific section(s) of the SALDO from which Waiver(s) are requested: _____

6. Provide a narrative explaining the proposed alternative to the requirement: _____

7. State the justification for the Waiver: _____

The undersigned hereby represents that, to the best of his/her knowledge and belief, all information listed above is true, correct and complete.

*Signature: _____
 Typed or Printed Name: _____ Date: _____

*If signed by someone other than property owner, authorization from owner to sign must be attached.

SPRINGETTSBURY TOWNSHIP

Authorization of Owner to Sign Applications and Time Extensions

I, _____, do solemnly swear, affirm
(Print Name)

and certify that I am the record owner or the legal owner of the property that is the subject of this subdivision/land development plan (if legal owner, proof of equitable ownership, such as a contract for sale or lease, must be attached to this certification).

As the record or legal owner of the property that is the subject of this subdivision/land development plan, I hereby authorize

Print Name: _____

Signature of Assignee: _____

to sign the subdivision/land development plan application and time extensions on my behalf and act as my agent in the processing of the subdivision/land development plan.

Signature of Owner: _____ Date: _____

Print Name: _____

Address: _____

Witness Signature: _____ Date: _____

Print Name: _____

***If the applicant is not the legal or record owner of the property, written authorization of the owner to sign or proof of equitable ownership, such as a contract for sale or lease, must be attached to this application.**

**SPRINGETTSBURY TOWNSHIP
VOLUNTARY WAIVER OF TIME REQUIREMENT**

Pennsylvania Municipalities Planning Code

Section 508. Approval of Plats. – All applications for approval of a plat (other than those governed by Article VII), whether preliminary or final, shall be acted upon by the governing body or the planning agency within such time limits as may be fixed in the subdivision and land development ordinance but the governing body or the planning agency shall render its decision and communicate it to the applicant not later than 90 days following the date of the regular meeting of the governing body or the planning agency (whichever first review the application) next following the date the application if filed, or after a final order of the court remanding an application, provided that should the said next regular meeting occur more than 30 days following the filing of the application, or the final order of the court, the said 90 day period shall be measured from the 30th day following the day the application has been filed.

I understand the above regulation as specified in the Pennsylvania Municipalities Planning Code.

As part of this application I agree that the 90-day time frame for rendering a decision on the application is waived. The extension granted by this waiver shall end forty-five (45) days after Springettsbury Township receives written notice from the Applicant that the waiver is terminated.

Plan Name: _____ **Plan Number:** _____

Singed:

Signature of Applicant/Agent

Date

Print Name of Applicant/Agent

***If other than Applicant, Authorization to Sign must be on file with the Township**