

MILFORD BOROUGH

500 Broad Street
Milford, PA 18337
570-296-7140
www.milfordboro.org



APPLICATION FOR REVIEW OF A SUBDIVISION/LAND DEVELOPMENT PLAN

Applications to the Planning Commission shall be submitted to the Borough Office 14 calendar days prior to the next Planning Commission meeting.

The following documents shall be submitted:

- ___ six (6) hard copies of all plan sheets
- ___ two (2) hard copies of all technical reports
- ___ two (2) hard copies of the signed Application Form and completed Applicant Requirements Checklist
- ___ if a sewage facilities planning module is required, four (4) hard copies of the appropriate sewage facilities planning module component completed to a level of detail suitable to submit to the Borough SEO for their review
- ___ two (2) hard copies of the service commitment letter from the water authority for central water
- ___ a complete electronic copy in PDF format of any application, plan, report, or other documentation, or such number and format as the Borough may require.
- ___ filing fee

Submission Type: (select from each category, as applicable)

Type of Submission

- SITE PLAN
- LOT IMPROVEMENT SUBDIVISION
- SUBDIVISION
- LAND DEVELOPMENT

Proposed Use

- COMMERCIAL
- INDUSTRIAL
- INSTITUTIONAL
- RESIDENTIAL

Phase of Submission

- SKETCH PLAN
- PRELIMINARY
- FINAL
- PRELIMINARY/FINAL

PROPERTY/SITE INFORMATION

Project Name: _____

Property/Site Address: _____

PIN: _____ Tax Account: _____

PROPERTY OWNER check here if applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

DEVELOPER check here if applicant

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

ENGINEER/SURVEYOR

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

ATTORNEY

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

PROJECT INFORMATION

Present use: _____

Proposed use / project description: _____

Number of existing lots: _____ Number of proposed lots: _____

Total acreage impacted by this project: _____

Water supply: public system on-lot system Sewer system: public system on-lot system

Check all applicable other proposed improvements: streets stormwater sidewalks/curbs

Other improvements (specify): _____

Project is located in the historic district No Yes Project is located in the flood plain No Yes

Project is located in a steep slope area (slopes over 25%) No Yes

PennDOT Highway Occupancy Permit (HOP) is required No Yes

Rights-of-way or easements with adjacent properties No Yes If yes, attach copy of agreement/deed.

Are you requesting any waivers? No Yes If yes, complete Waiver Request Application.

Zoning district: _____ Zoning use per Zoning Ordinance, Section 312, Attachment 1: Schedule of Uses: _____

Does the project require a Zoning Hearing Board or Conditional Use hearing? No Yes

If yes, please explain: _____

List any prior subdivisions or zoning appeals filed in connection with this property: _____

CERTIFICATION The undersigned represents that to the best of his/her knowledge and belief, all the above statements are true, correct, and complete. The undersigned further represents that, except as otherwise specially noted on an attached sheet, all proposed public improvements and facilities as shown on the plans are to be improved, constructed, and completed, or a bond posted with the Borough in sufficient amount to cover the full estimated cost of construction thereof, prior to sale, transfer, or agreement of sale of any subdivided parcels as shown on the plan. All costs for the review shall be paid by the applicant.

Applicant Name: _____

Applicant Signature: _____ Date: _____

Owner Name: _____

Owner Signature: _____ Date: _____

Owner signature required or evidence of authorization to file on owner's behalf shall be provided.

SUBDIVISION/LAND DEVELOPMENT APPLICATION REQUIREMENTS CHECKLIST

In the Complete column, indicate Yes, No, or NA. For items marked NA (Not Applicable), provide statement as to why.

Plan Preparer's Name _____

Plan Preparer's Signature _____

Date of Submission _____

Received by Name _____

Received by Signature _____

§265-27. All plans.

	Required Items	Complete
A.		
(1)	Name of record owner.	
(2)	Name of applicant or developer if different than owner.	
(3)	Name of proposed subdivision or development.	
(4)	Tract boundaries.	
(5)	Name of municipality(ies) in which subdivision or development is located.	
(6)	Municipal boundary lines and zoning division lines, if appropriate.	
(7)	Proposed and existing street and lot layout.	
(8)	North arrow indicating whether the meridian is magnetic or true.	
(9)	Graphic scale.	
(10)	Date of submission.	
(11)	Name of registered engineer or surveyor under seal who certifies accuracy of plan. (Optional for sketch plan.)	
(12)	Names of owners and subdivisions of all adjoining properties.	
(13)	All existing watercourses, streams, ponds, lakes, etc.	
B.		
(1)	Clear, legible white prints.	
(2)	Plans shall be prepared on one of the following standard sheet sizes: 18x24 in., 24x36 in., or 11x17 in.	
(3)	If necessary, the subdivision shall be shown on two or more sheets or sections.	
(4)	Plans shall be drawn in conformity with the following schedule, provide all courses, metes and bounds and other information can be legibly and accurately presented on the plan: the scale shall not be less than 1 in. = 100 ft.	

§265-28. Sketch plan.

A subdivision sketch plan may be submitted by the developer as a basis for informal discussion with the Planning Commission.

	Required Items	Complete
B.		
(1)	Swampy areas, springs, and areas subject to annual flooding.	
(2)	Areas of rock outcropping.	
(3)	Areas of stone fields.	
(4)	The use to which various areas will be put (e.g., residential, commercial, industrial, recreation).	

§265-29. Preliminary plan.

The preliminary plan shall show or be accompanied by the following information.

	Required Items	Complete
A.	Total acreage of the tract and subdivision or development.	
B.	Number of lots or units proposed.	
C.	Length of new streets proposed.	
D.	Type of water supply and sewage disposal facilities proposed (public, on-lot, etc.).	
E.	A location map for the purpose of locating the site to be subdivided at a scale of not less than 500 ft. to the inch showing the relation of the tract to adjoining property and to all streets, roads and municipal boundaries existing within 400 ft. of any part of the property proposed to be subdivided.	
F.	Contours at vertical intervals of, at most, 10 ft.	
G.	Tract boundaries showing bearings and distances.	
H.	The locations and right-of-way widths of any street or easements which abut the land to be subdivided or developed.	
I.	All existing easements and rights-of-way and the purposes for which the easements or rights-of-way have been established.	
J.	The full plan of the section submitted for approval, showing: the location and width of all proposed street, roads, alleys, utility rights-of-way and easements, parks, playgrounds, lakes, ponds or other bodies of water, and other public buildings are areas; suggested street names, proposed lot lines and approximate dimensions of lots; lot numbers in consecutive order; driveways access points on corner lots where proposed; proposed minimum setback line for each street.	
K.	A plan for surface drainage of the section to be subdivided to include all existing or proposed water courses, lakes, swampy areas, areas subject to periodic flooding, the location and results of percolation tests, rock outcropping and stone fields.	
L.	A typical cross section and the center line profile for proposed streets.	
M.	Soil boundaries and soil types shall be shown on the preliminary plan. This information shall be obtained from the soil survey for Pike County as prepared by the Natural Resources Conservation Services.	
N.	The applicant shall prepare a sewage facilities planning module for land development and/or other data required by the Sewage Facilities Act, which will be used to revise or supplement the official plan for the Borough. (1) The sewage facilities planning module shall be submitted with the land development application and completed to a level of detail suitable to submit to the Borough SEO for their review. (2) Whenever on-lot sewage disposal is proposed, a soil profile evaluation shall be performed on every lot throughout the subdivision. These evaluations must be performed by an SEO, a soil scientist or a professional engineer and the test pit locations shall be recorded on the preliminary plan. The results of the evaluations shall be made a part of the sewage facilities planning module for land development and must meet PA DEP standards for on-lot septic.	
O.	A drainage easement 50 ft. wide shall be provided along each side of all permanent streams, making a total easement width of 100 ft., plus the width of the stream.	
P.	For land developments, a site plan showing approximate locations and sizes of buildings, public facilities, common areas, roads and parking areas.	
Q.	In cases where phased development is contemplated, provide a time schedule for all construction.	
R.	The plan shall indicate the zone in which the development is taking place.	
S.	Proposed covenants, easements, restrictions, maintenance procedures and manner of ownership of common open space to be imposed by the use of land, buildings and structures, including any proposed grants and/or easements for public utilities.	
U.	A soil erosion and sedimentation control plan approved by the Pike County Conservation District.	

§265-30. Final plan.

The final plan shall show or be accompanied by the following information.

	Required Items	Complete
(1)	Total acreage of the tract and subdivision or development.	
(2)	A key map for locating the site to be subdivided at a scale of not less than 2,000 ft. to 1 in. showing the relation of the property to all streets, roads and municipal boundaries existing within the property proposed to be subdivided.	
(3)	The full plan of section submitted for approval, including tract boundaries, street lines, lot lines, building lines, pedestrian ways, easements and open spaces. Any limitations of the easements shall be noted on the plan.	
(4)	Any existing public lands, all open spaces for which offers of dedication are included and all those areas to which title is reserved by the owner.	
(5)	Sufficient data to determine the location, bearing and length of every boundary line, street line and lot line, and to reproduce such lines upon the ground. All dimensions shall be shown in feet and hundredths of a foot and bearings shown to 10 seconds of an arc.	
(6)	Lots numbered in consecutive order and names of streets.	
(7)	Permanent reference monuments shall be shown on the plan and shall be constructed in accordance with the specifications of this chapter.	
(8)	For streets offered for dedication, a typical street cross-section and a complete center line profile shall be submitted showing finished center line grades at 100 ft. stations. For streets not offered for dedication and where the development exceeds 10 lots, a typical cross-section and the typical center line profile showing finished grades at 100 ft. stations shall be submitted. If final profiles are identical with those submitted with the preliminary plan, they need not be resubmitted.	
(9)	Copies of any proposed deed restrictions and protective restrictive covenants.	
(10)	All plan sheets comprising the set of final plans shall be consecutively numbered as sheet ____ of ____.	
(11)	The set of plans shall be neatly bound on the left of top to make the book of drawings.	
(12)	Appropriate approval blocks of accepted type shall appear on the first sheet or title sheet of the set of plans.	
(13)	Applicant must present satisfactory evidence that the sewage facilities planning module has been approved by the PA DEP. In the event that such evidence of approval is not submitted or otherwise received by the Borough, this shall constitute sufficient grounds for disapproval of the plans.	
(14)	Plan shall include recommended areas of locating individual wells as applicable, or if central water is utilized, the plan shall include a design plan for the central water distribution facilities.	
(15)	Provide adequate notice or proof that any required highway access permits for entrance upon any state, county, Borough or other public roads have been obtained.	
(16)	The applicant shall file with the final plan a statement of covenants, restrictions and reservations shall be included in the deeds to all purchasers in the subdivision or section thereof.	
(17)	Architecture drawings and elevations to scale of all buildings shall bear the seal of the architect.	
(18)	If wetlands delineation is required, see notation to be included on the plan.	

Note: this checklist summarizes the requirements found in the SALDO sections listed above. For the complete language, please see the Milford Borough SALDO. The application shall be in compliance with all applicable Borough Ordinances, including, but not limited to the Zoning Ordinance and Historic District Ordinance.

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SUBDIVISION/LAND DEVELOPMENT POLICIES

1. Public hearing notifications

In addition to the public hearing notifications required by the SALDO, § 265-14.B., at least 14 days prior to the public hearing, the Borough Council (or designee) should post the public notice to the Borough's website and mail the public notice to property owners within 200 feet of the property identified in the preliminary or final plan. At least seven (7) days prior to the public hearing, the Borough Council (or designee) should post the public notice on the property.

2. Roles and responsibilities

Planning Commission Engineer: review the application for administrative completeness and provide a review letter to the Planning Commission members; review the application against all SALDO requirements and provide a review letter to the Planning Commission members; follow up with applicants with active submissions, as needed, and provide status updates during Planning Commission meetings.

Planning Commission Solicitor: review the application for administrative completeness and provide a recommendation to the Planning Commission members on whether or not to accept the application as complete; review the Engineer and Zoning Officer review letters; provide guidance to the Planning Commission members on the SALDO approval process; track application timelines to ensure compliance with the PA MPC; draft all required communications (including recommendations, approvals, and denials) to applicants, Borough Council, others, as needed.

Borough Zoning Officer: complete a zoning review for the application and provide a review letter to the Planning Commission members.

Planning Commission Members: accept or reject applications for administrative completeness; review the Engineer and Zoning Officer review letters; consider the application as it relates to the SALDO Purpose Statement; provide recommendations to Borough Council.

Borough Secretary: receive submitted application materials and fees from applicants and date stamp the documents on the day the materials are submitted.

3. Plans received less than 14 days prior to the next Planning Commission meeting

If an application for a subdivision or land development plan is submitted to the Milford Borough Office less than 14 days prior to the next Planning Commission meeting, the Planning Commission may choose to cancel the next meeting, if there is no other Planning Commission business. This will provide the Borough Engineer an appropriate amount of time to conduct an administrative completeness review and provide a recommendation regarding administrative completeness to the Planning Commission members. Also, this will provide the Borough SEO an appropriate amount of time to review the sewage facilities planning module, and if acceptable, sign the application and forward it to the Planning Commission. Or if the sewage facilities planning module cannot be signed by the Borough SEO, the Borough SEO will have time to communicate this to the Planning Commission via letter.

Please note that, per the PA MPC and the Milford Borough SALDO, the Borough Council shall make their decision with respect to an application not later than 90 days following the date of the regular meeting of the Planning Commission next following the date the application is submitted and deemed complete. If the next regular meeting of the Planning Commission occurs more than 30 days following the application submission, the 90-day period shall be measured from the 30th day following the day the application is submitted to the Milford Borough Office.