

Mechanicsburg Borough
Subdivision/Land Development Plan Submission Application

Property owner/developer and the Engineer of Record are required to sign this application

Plan Name: _____

Submitted to the Borough on this date: _____

Received by: _____ Title: _____

(§22-401.b) Application fee Submitted: Amount \$ _____
 Check # _____ Cash Credit Card

Parcel Location: _____ Tax ID # _____

Owner Name: _____

Engineer Name: _____

Plan Type – Please check one

	Simple Subdivision	Minor Subdivision and / or Land Development	Major Subdivision and / or Land Development
	Subdivision into 2 lots; no public improvements & no land development	Subdivision of land into three (3) or more lots or units of occupancy with not public improvements and no land development	Subdivision of more than five (5) residential lots or units of occupancy with public improvements and/or land development
	Subdivision for open space or green space purposes only	Subdivision of up to five (5) residential lots or units of occupancy with public improvements and/or land development	>10,000 SF Renovation / Conversion / Expansion of existing building/structure for non-residential and/or mixed use purpose
	<2,500 SF Renovation / Conversion / Expansion of existing building/structure for non-residential and/or mixed use purpose	<2,500 SF to <10,000 SF Renovation / Conversion / Expansion of existing building/structure for non-residential and/or mixed use purpose	Any non-residential land development
	Revision, correction, creation of easements	<input type="checkbox"/> Preliminary <input type="checkbox"/> Final	
	Lot line revisions or corrections	Are the Correct # of Plans Included: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Consolidation of two (2) or more lots into one (1) lot	Number of Additional copies required _____	

Required Copies:

17 for Minor/Major Subdivision /Land Development Plans - 18 if in the Historic District
11 for Simple Subdivision/Land Development Plans – 12 if in the Historic District
(An electronic copy of the entire submission shall be included with the submission)

Requirement	Included	Not Shown	Wavier Requested	Wavier Requested
Application signed by Property Owner (§22-401.a)				
Notarized Owner's Acknowledgement (§22-401.c)				
Existing Features (§22-401.d)				
Scale noted on Plan				
Site Location				
Property Boundaries & Description				
Tap Map & Parcel Number				
Existing Zoning				
Topography				
Streams				
Flood Plains				
Soil Boundaries & Hydric Soils				
Roads				
Drainage				
Utilities				
Proposed Features (22-401.e)	Included	Not Shown	Wavier Requested	Not Applicable
Lot Lines & Boundary Descriptions				
Description of Proposed Use				
Proposed Zoning				
Proposed & Existing Buildings				
Applicable Setbacks				
Parking Lots				
Landscaping Plans				
Plans & Profiles of Streets				
Sanitary Sewers				
Storm Drainage				
Water lines				
Utilities				

(§22-401-f) Number of Waivers Requested) _____

Waivers request/justification letter received: Yes

No

Additional Waiver information required:

(§22-401-g) Stormwater Management Plan

Included Not Included Not required

Stormwater Management Permit

Minor Disturbance Permit (>1,000 sq. ft. <4,000 sq. ft.)
 Major Disturbance Permit required (>4,000 sq. ft. or 1/2 the total area)
 No Stormwater Management Permit Required

(§22-401-h) Sewage Planning Module

Included Not Included Not required Waiver Requested

Public Sewer Capacity Letter from Mechanicsburg WWTP

Included Not Included Not required Wavier Requested

(§22-401-i) Public Water Capacity Letter from United Water

Included Not Included Not required Waiver Requested

CONTACT INFORMATION AND SIGNATURES

If the Mechanicsburg Borough has any questions, comments and/or scheduling changes, correspondence shall be sent to the following individuals and addresses. If this information changes at anytime during the review process, the owner/developer or the engineer of record shall notify the Borough immediately. The Borough shall not be held liable for missing or outdated information.

Owner/ Developer:

Name: _____

Firm: _____

Address: _____

Phone # _____

Email: _____

Signature: _____

Engineer of Record:

Name: _____

Firm: _____

Address: _____

Phone # _____

Email: _____

Signature: _____

Completion Certification by Borough Staff

After a review of this application submission as the Mechanicsburg Zoning and Codes Officer I deem this submission to be:

Complete

Place on Planning Commission Agenda for: _____

Signature of Borough Staff

Member _____ Date: _____ Print
Name and Title: _____

90 days for Plan Review and Action Expires: _____

Last Council meeting prior to Expiration: _____

Incomplete

Signature of Borough Staff Member _____

Date: _____ Print Name and Title: _____

Letter sent (Date): _____ Certified # _____

Applicant must withdraw Application by: _____

Applicant must submit missing information by: _____