

## **Directions for filling out the North Fayette Township Application for Subdivision and/or Land Development:**

1. Under Plan Name, please enter the name of the subdivision plan or a name for the land development project, i.e. Smith Plan of Lots Subdivision Application or Smith Development Corporation Building Expansion.
2. Under Type of Plan, please place a checkmark in the appropriate box. Your answer will depend on the type of plan, number of lots/dwelling units, and/or the square footage of the proposed project.
3. Under Type of Approval, please place a checkmark in the appropriate box. Please note it is possible to apply for both preliminary and final approval at the same time. This is a fairly common practice for minor subdivision applications and minor land development applications.
4. Under Plan Information, please provide all of the information requested. Specifically, please put the property address under Plan Location, provide the Allegheny County Lot and Block number for the property as well as total acreage on site, the number of lots or parcels involved in the proposed subdivision or land development, the current zoning of the property, the proposed land use, list any known variances, modifications, or waivers previously granted for the site, and any modifications or waiver requests being submitted as part of the current application.
5. Under Applicant Information, please provide all necessary contact information for the applicant and also list the applicant's interest in the property, i.e. owner, agent, lessee, or other.
6. Under Property Owner Information, please provide all necessary contact information for the owner in the spaces provided.
7. Under Engineer/Architect/Surveyor Information, please provide all necessary contact information for the person and/or company that helped to prepare the subdivision and/or land development plans.
8. Under Financial Custodian Information, please provide contact information for the financial custodian for the project. This is the contact person and/or company that will be responsible for all engineering, legal, and other related review fees associated with this application. If the original escrow deposit is depleted, the financial custodian will be billed for any remaining fees owed and asked to replenish the escrow account. The financial custodian may be the property owner, the applicant, or another entity.
9. Under Subdivision and Land Development Fees, please place a checkmark in the appropriate box and provide a check made payable to North Fayette Township for the proper amount owed for the application fee. Please note this fee covers the Township's administrative costs for processing and reviewing the application.
10. Under Township Consultant Fees, please place a checkmark in the appropriate box and provide a check made payable to North Fayette Township for the proper amount owed for the consultant fees/escrow deposit. This fee is separate from the application fee explained under item 9 above and thus should be on a separate check. In summary, separate checks should be provided to cover the application fee and the escrow deposit.
11. Under the Statement of Truth section, please place a checkmark in the appropriate box, i.e. if you are the owner of record filling out the application or an authorized agent for the owner. In addition, please place a checkmark and provide your signature in the appropriate signature box, i.e. individual applicant, partnership applicant, or corporate applicant.

## Process and Procedures for Subdivision and Land Development Applications:

1. North Fayette Township's Planning Commission meets on the 3<sup>rd</sup> Tuesday of every month at 7:30pm at the North Fayette Township Municipal Building at 400 North Branch Road, Oakdale, PA 15071. The applicant, or a representative for the applicant such as a surveyor or engineer, is required to attend the meeting to present the plan and give an overview of the project.
2. Subdivision and Land Development Applications are due four weeks prior to the Planning Commission meeting date. The deadlines and meeting dates for 2016 are as follows:

Subdivision/Land Development Application Due	Planning Commission Meeting Date
December 22, 2015	January 19, 2016
January 19, 2016	February 16, 2016
February 16, 2016	March 15, 2016
March 22, 2016	April 19, 2016
April 19, 2016	May 17, 2016
May 24, 2016	June 21, 2016
June 21, 2016	July 19, 2016
July 19, 2016	August 16, 2016
August 23, 2016	September 20, 2016
September 20, 2016	October 18, 2016
October 18, 2016	November 15, 2016
November 22, 2016	December 20, 2016

3. A total of 14 copies of the application and any supporting materials, plans, and drawings should be submitted by the deadline. Specifically, three (3) full-size and 11 half-size plans should be submitted, along with one electronic submittal. The electronic submittal can be saved to a CD-R or thumb drive and/or can simply be emailed to [lludwig@north-fayette.com](mailto:lludwig@north-fayette.com).
4. All Subdivision and Land Development Applications go before the Township's Planning Commission for review first prior to going before the Township's Board of Supervisors for approval.
5. The Township's various ordinances related to land development, including stormwater management, grading, subdivision and land development, and zoning are available on the Township's website to download or hard copies can be purchased at the Township municipal building for a nominal fee.
6. For additional questions regarding the subdivision and land development application process, please contact Laura Ludwig, Community Development Director, at 724-693-3104 or [lludwig@north-fayette.com](mailto:lludwig@north-fayette.com).

**TOWNSHIP OF NORTH FAYETTE**  
**APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT**

**Plan Name:** \_\_\_\_\_

**Type of Plan:** (place checkmark below, where appropriate; may be more than one)

- Lot Line Relocation or Consolidation Plan
- 2, 3, or 4 Lot Subdivision
- 5-10 Lot Subdivision
- 11 or more Lot Subdivision
- Revised Subdivision
- Residential Land Development
- Non-Residential Land Development (less than 5,000 square feet)
- Non-Residential Land Development (between 5,000 and 25,000 square feet)
- Non-Residential Land Development (greater than 25,000 square feet)

**Type of Approval:** (place checkmark below, where appropriate) (Note: It is possible to apply for both preliminary and final at the same time.)

- Preliminary
- Final

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**PLAN INFORMATION**

Plan Location: \_\_\_\_\_

Allegheny County Tax ID Number (Lot and Block): \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Proposed Land Use: (place checkmark where appropriate below)

- Residential
- Commercial
- Industrial
- Other (please specify): \_\_\_\_\_

List any variances, modifications, or waivers previously granted for this site:

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List any modifications or waivers requested for this site:

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**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's interest in the property (place checkmark below where appropriate):

- Owner
- Agent
- Lessee
- Other (please specify): \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**ENGINEER/ARCHITECT/SURVEYOR INFORMATION**

Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**FINANCIAL CUSTODIAN INFORMATION**

Name: \_\_\_\_\_ Phone 1: \_\_\_\_\_

Address: \_\_\_\_\_ Phone 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

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**Subdivision & Land Development Fees:** (place checkmark below, where appropriate)

- Lot Line Relocation or Consolidation Plan - \$200.00
- 2, 3, or 4 Lot Subdivision or Dwelling Units - \$300.00
- 5-10 Lot Subdivision or Dwelling Units - \$1,250.00
- 11 or more Lot Subdivision or Dwelling Units - \$1,250.00 (first 10 lots)  
+ 25.00 (each lot over 10)
- Revised Subdivision - \$1,200.00
- Non-Residential Land Development (less than 5,000 square feet) - \$1,500.00
- Non-Residential Land Development (between 5,000 and 25,000 square feet) - \$2,500.00
- Non-Residential Land Development (greater than 25,000 square feet) - \$4,000.00

**Township Consultant Fees:** (place checkmark where appropriate below)

- 0-4 lot/dwelling units - \$750.00
- 5-10 lot/dwelling units - \$2,000.00
- 10-50 lot/dwelling units - \$4,000.00
- 51-100 lot/dwelling units - \$8,000.00
- Greater than 100 lot/dwelling units - \$11,000.00
- Non-Residential Land Development less than 5,000 square feet - \$2,000.00
- Non-Residential Land Development between 5,000 and 25,000 square feet - \$4,000.00
- Non-Residential Land Development greater than 25,000 square feet - \$8,000.00

**Construction Inspection Deposit:** The applicant shall submit a construction inspection deposit calculated at 2.5% of the estimated construction costs of all site improvements as defined in the Pennsylvania Municipalities Planning Code. The construction deposit shall be submitted prior to receiving any development permits. If, at any time during the progression of the development, it is determined by the Township that the balance available is or will be inadequate to fully cover anticipated costs, the applicant will be notified that an additional deposit is required.

**Bond Reduction/Release Requests:** A \$250.00 fee will be charged for any bond reduction or bond release requests. A formal request for the bond reduction or release should be submitted in writing. Please note the Applicant/Owner is also responsible for the actual costs associated with the Engineer's inspection.

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**STATEMENT OF TRUTH**

Deponent, being duly sworn, states that they are the:

- Owner of record of the property for which this application is made, and that all the statements and data furnished with this application are true and correct. I am also aware that independent engineering review fees are my responsibility and an account fee will be collected at the time of application and may have to be replenished if all funds are exhausted.
- Authorized agent for the owner of record of the property for which this applicant is made and as such has express authority to bind owner to all terms and conditions set forth by the Township pursuant to this application, and that all statements and data furnished with this application are true and correct. I am also aware that independent engineering review fees are my responsibility and an account fee will be collected at the time of application and may have to be replenished if all funds are exhausted.

