



BOROUGH OF CARLISLE

“Committed To Excellence in Community Service”

MEMORANDUM FOR: SUBDIVISION/LAND DEVELOPMENT APPLICANTS

FROM: Borough of Carlisle Planning/Zoning/Codes Manager

Subject: Subdivision and Land Development Applications

The attached checklist is provided to assist applicants in the preparation of subdivision and/or land development applications in the Borough of Carlisle. While the intent of the checklist is to serve as an aid in preparing the application and to ensure it is complete, applicants should understand that all relevant information in Chapter 226 of the Borough Code (Subdivision and Land Development) must be included. Applicants are encouraged to fully review this chapter of the code when preparing an application.

Waivers or modifications to the requirements of the Subdivision and Land Development Ordinance must be approved by the Borough Council. Applicants who seek a waiver or modification of any requirements in the Subdivision and Land Development Ordinance must make the request in writing and the request must accompany the application. Procedures for requesting waivers and modification are found in Section 226-14 of the Subdivision and Land Development Ordinance. Keep in mind that all requests for relief from the provisions of the Zoning Ordinance must be granted by the Zoning Hearing Board and that this is a separate process from subdivision/land development.

Applicants must submit applications in a timely manner to ensure the Borough staff has time to fully review the plans and make recommendations to the Planning Commission and Borough Council. Applications for preliminary plans are due twenty (20) days prior to the regular monthly meeting of the Planning Commission (the Planning Commission normally meets the fourth Thursday of the month) and final plans are due ten (10) days prior to the regular monthly meeting of the Planning Commission.

If an applicant requests a waiver for a preliminary plan, the application still must meet the preliminary plan deadline in order to be considered at the next regularly scheduled Planning Commission meeting. In addition, the final plan must contain all of the information required in the Subdivision and Land Development Plan for both a preliminary and final plan.

The Borough staff is available to assist you and to answer any questions you might have concerning this application. Please do not hesitate to call if you have questions or need additional information.

CHECKLIST FOR SUBDIVISION/LAND DEVELOPMENT APPLICATION

Preliminary plan applications are due on or before the twentieth (20th) day prior to the regular monthly meeting of the Planning Commission at which consideration is desired. Final plan applications are due on or before the tenth (10th) day prior to the regular monthly meeting of the Planning Commission at which consideration is desired. If the applicant requests a waiver for preliminary plan submittal, the proposed final plan is still due on or before the twentieth (20th) day prior to the regular monthly meeting of the Planning Commission at which consideration is desired. Submit the following materials to the Borough of Carlisle's Public Works Department, attention of the Planning/Zoning/Codes Manager:

1. **A completed Borough of Carlisle Subdivision Land Development Application Form.**
2. **A check made payable to the Borough of Carlisle for the appropriate fee*:**

Final Minor Land Development	\$350 plus \$25 per acre
Final Minor Subdivision	\$350
Preliminary Land Development	
Residential	\$600 plus \$25 per dwelling unit
Non-Residential	\$600 plus \$25 per acre
Preliminary Subdivision	
Residential	\$600 plus \$25/final # lots
Non-Residential	\$600 plus \$25 per acre
Preliminary Subdivision/Land Development	
Residential	\$600 plus \$25/dwelling unit, plus \$25/final #lots
Non-Residential	\$600 plus \$50/acre
Final Land Development	
Residential	\$350 plus \$15/dwelling unit
Non-Residential	\$350 plus \$15/acre
Final Subdivision	
Residential	\$350 plus \$15/dwelling unit
Non-Residential	\$350 plus \$15/acre
Final Subdivision/Land Development	
Residential	\$350 plus \$15/dwelling unit, plus \$15/final #lots
Non-Residential	\$350 plus \$30/acre

* When a combined subdivision/land development plan is filed the fee for either a preliminary or final plan shall be the appropriate base fee (\$500 for a preliminary plan/\$300 for a final plan) plus a combination of the per dwelling unit or per acre fees. Example: Preliminary subdivision/land development, non-residential, 10 acres: \$500 + \$50/acre x 10 acres = \$1000; Final subdivision/land development plan residential, 20 dwelling units: \$300 + \$30/dwelling unit x 20 dwelling units = \$900.

3. **A completed Cumberland County Planning Commission Application for Plan Review (this application and fee should be submitted to the Borough of Carlisle; the Borough will forward it to the County Planning Commission).**
4. **A check made payable to the Cumberland County Planning Commission for the appropriate fee:**

- Separate Subdivision and Land Development Applications

Subdivision by Lots

Residential Subdivision	\$100.00 base fee plus \$10.00 per lot
Non-Residential	\$100.00 base fee plus \$10.00 per lot
Total Fee Not to Exceed	\$3,000.00

Residential Land Development

\$100.00 base fee, plus;
\$ 10.00 per dwelling unit
Total Fee Not To Exceed \$3,000.00

Non-Residential Land Development

\$ 100.00 base fee, plus;
\$5.00 per 1,000 square feet of gross floor area.
Total Fee Not To Exceed \$3,000.00

- Combined Subdivision and Land Development Applications

Residential:

\$ 100.00 base fee, plus;
\$ 10.00 per lot
\$ 10.00 per dwelling unit

Non-Residential:

\$ 100.00 base fee, plus;
\$ 10.00 per lot
\$ 5.00 per 1,000 square feet of gross floor area.
Total Not To Exceed \$3,000.00

5. **Copies of the appropriate plan as outlined in the following checklists.**

BOROUGH OF CARLISLE SUBDIVISION/LAND DEVELOPMENT APPLICATION FORM

Preliminary Plan

 Final Plan

 Preliminary/Final Plan
 (Check One)

SUBDIVISION

 LAND DEVELOPMENT

 RESIDENTIAL

 NON-RESIDENTIAL
 (Check all that apply)

Please complete ALL of the spaces below:

APPLICANT:

Name: _____
 Address: _____
 Phone: _____

PROPERTY OWNER:

Name: _____
 Address: _____
 Phone: _____

SUBDIVISION:

Name: _____
 Phase(s) _____
 Lot(s) _____
 Tax Map Parcel #: _____
 General Location: _____

SURVEYOR:

Name: _____
 Address: _____
 Phone: _____

ATTORNEY:

Name: _____
 Address: _____
 Phone: _____

ENGINEER:

Name: _____
 Address: _____
 Phone: _____

TOTAL SIZE OF THE TRACT: _____
 IF A FINAL PLAN, DATE OF PRELIMINARY PLAN APPROVAL: _____
 WAIVERS REQUESTED (Identify Section of Ordinance): _____

IDENTIFY ANY ADDITIONAL INFORMATION THAT WILL ASSIST THE STAFF IN EVALUATING THIS PLAN:

I/We certify that the above statements are true and correct.

Date: _____

 Signature(s) of applicant(s)/property owner(s)

NOTE: Please ensure the application is complete. All information identified in Borough Code, Chapter 226, must be submitted. Incomplete applications can delay action on the plan. THE APPLICANT OR HIS/HER REPRESENTATIVE MUST BE PRESENT AT ALL PUBLIC MEETINGS AND BE PREPARED TO SPEAK ABOUT THE REQUEST.

FOR OFFICE USE ONLY

Fee Paid \$ _____ Cash Check Application # _____ DATE: _____
 Date of Planning Commission Approval : _____ Date of Borough Council Approval: _____

PRELIMINARY PLAN REQUIREMENTS

Twenty (20) copies of the proposed plan on sheets not larger than thirty-six by forty-eight (36 x 48) inches, drawn to scale not smaller than fifty (50) feet to the inch (unless approved by the Zoning Officer), clearly labeled “Preliminary Plan.” When more than one (1) sheet is required, an index of the entire subdivision or land development shall be shown on the cover page or the following page. The plan should be prepared by a professional land surveyor, a professional architect, professional landscape architect, or professional engineer in accordance with the standards set forth in the Professional Engineers Registration Law, P.L. 913, No. 367. The plan shall show the following:

- ❑ The name or identifying title of the proposed subdivision or land development.
- ❑ A north point, graphic scale, location and condition of survey monuments, the date the original plan was prepared and the date of any subsequent revisions after the plan has been submitted, if any.
- ❑ A diagram at a scale not less than one thousand (1,000) feet to the inch (unless a different scale is approved by the Zoning Officer) covering sufficient areas to establish the location of the site within the borough.
- ❑ The name, address, and phone number of the applicant and certification showing that the applicant is the owner of the land, agent of the owner, or tenant with permission of the landowner. Three (3) copies of the plan shall be signed by the applicant.
- ❑ The name, address, and phone number and seal of the professional engineer, architect or landscape architect certifying the plan indicates the conditions of the site and the professional land surveyor certifying the accuracy of the plat perimeter survey. Three (3) copies of the plan shall have the original seal and signature of the professional engineer, architect, or landscape architect and the professional land surveyor.
- ❑ Approval blocks intended to be signed by the appropriate officers of the Planning Commission, Borough Council, County Planning Commission and the Borough Engineer.
- ❑ Existing Conditions:
 - ❑ Tract boundaries by bearings and distances, and deed references according to records of the Recorder of Deeds and previous subdivisions or land development.
 - ❑ All existing property lines, easements and rights-of-way and the purpose for which the easements or rights-of-way have been established.
 - ❑ The total square footage and acreage of existing land, number and area of lots, area of rights-or-way and recreation area or common space and number and area of dwelling units and/or structures and all other uses in tabular form.

- The names of owners of all abutting land, including deed references, and the name of all abutting subdivisions indicating the locations thereof.
- The zoning district in which the property is located and the zoning district of abutting properties, including areas within the Floodplain District, and all variances or special exceptions approved by the Zoning Board applicable to the proposed development or subdivision.
- All existing streets on or adjacent to the tract, including the name, right-of-way width and pavement width.
- All existing buildings, sanitary and storm sewers, water mains, culverts, fire hydrants, utility lines, curbs, sidewalks, signage, traffic control devices and other significant man-made features on or abutting the tract.
- Watercourses, marshes, rock outcrops, wooded areas and areas known to be underlain with limestone.
- Proposed Conditions/Changes:
 - Applications and plats for land development, not subdivisions for the purpose of adding or deleting property lines, must show existing and proposed contours at vertical intervals of two (2) feet, except in areas where the slope is greater than fifteen percent (15%), in which case the contour interval shall be five (5) feet. The datum to which contour elevations refer shall be the United States Coast and Geological Survey Datum. Simple subdivisions (i.e., subdivisions not involving land development) are not encompassed by this requirement.
 - A number to identify each lot or parcel in the unit, cooperative or condominium subdivision and/or site setting forth the total square footage and acreage of land and proposed number and area of lots, area of rights-of-way and recreation area or common space and number and area of dwelling units and/or structures and all other uses, in tabular form.
 - All public areas, rights-of-way, easements or other parcels of land proposed to be dedicated or reserved for public use.
 - Lot numbers; proposed lot lines including dimensions (bearing and distance) and lot areas; cooperative or condominium subdivision or land development; recreation areas; public buildings and public areas; any other parcels of land; and proposed minimum front, side and rear setback line for all lots.
 - The purpose for which sites, other than residential lots or parcels in the unit, cooperative or condominium subdivision or land development, are dedicated or reserved.

- The location, width and grade of all proposed streets, rights-of-way and easements; for all streets and access points within or adjacent to the tract, the name, right-of-way width, cartway width, the distances between all access points, and clear sight triangles at all street intersections; typical cross sections of streets including a curb and center line profile.
- Location of any proposed improvements, such as curbs, sidewalks, walkways, driveways, loading areas, parking areas, loading areas, lighting, signage, landscaping, buffering, traffic control devices; and, when the proposed use includes other than a single-family detached residential dwelling, the type of land use, residential density and the location of structures for solid waste disposal facilities, centralized postal facilities, and parking facilities.
- The location of proposed water mains, fire hydrants, valves, sanitary sewers, manholes, electric, gas, telephone, cable television and stormwater facilities. The size of each proposed or existing line shall be shown, as well as the location of or distances to any existing line to be connected to, including all appurtenances. A profile of all proposed water and sewer mains and storm drainage lines shall also be shown. Any utility lines proposed to be above ground shall be noted as such.
- A plan for the collection, detention or retention of runoff of surface water and its outfall, together with design analyses and any other supporting data in accordance with this and other appropriate ordinances. The design shall be for the one-hundred-year storm event.
- When required by the Borough Engineer, data, including a water model, sufficient to show adequate provisions for a reliable, safe and adequate water supply to support intended uses and in compliance with this chapter.
- For plans which will require access to a highway under the jurisdiction of the Department of Transportation, the plan shall contain a notice that a highway occupancy permit is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1424, No. 428), known as the "State Highway Law," before driveway access to a state highway is permitted.
- Where applicable, a sewer plan revision module for land development shall be the responsibility of the applicant and shall be prepared in accordance with the rules and regulations of DEP.
- Where the site is underlain with carbonate rocks (limestone and dolomites), information shall be provided as to the potential for sinkholes, and, where a potential for sinkholes exists, the applicant shall furnish information as to special construction procedures that will be taken to prevent subsidence.

- ❑ Where environmental impact may result from the proposed subdivision or land development, materials supplemental to the preliminary plan may be required in the form of an environmental study to determine any environmental impact, as well as to recommend improvements to mitigate the impact. The study shall be performed by a qualified practitioner in the field at the expense of the applicant.
- ❑ If the tract or any part thereof is located within the official floodplain area, comply with the guidance in § 226-19E of the Subdivision/Land Development Ordinance.
- ❑ Evidence, in writing, where one hundred (100) or more dwelling units are proposed in a subdivision or land development, that the Carlisle School District has been advised of the proposed subdivision or land development.
- ❑ Traffic impact study.
- ❑ Staging information if applicable in accordance with § 226-19H of the Subdivision/Land Development Ordinance.
- ❑ A copy of any highway occupancy permit application filed or proposed to be filed and any subsequent amendments, issued by the Pennsylvania Department of Transportation (Penn DOT).
- ❑ The proposed text of deed or deeds of consolidation when the plat involves consolidation or changes in existing lot lines of existing tracts, parcels or lots; deeds of dedication for proposed public rights-of-way; and/or public or private easements when required or deemed necessary by Borough Council.
- ❑ An erosion and sedimentation control plan pursuant to all applicable statutes, regulations or rules, and evidence that complete applications have been submitted for any required erosion and sediment control permit.
- ❑ A stormwater control and discharge plan pursuant to applicable laws, regulations or rules, and evidence that complete applications have been submitted for any required stormwater discharge permit to the County Conservation District Office or DEP.
- ❑ Such other information as may be required by the Planning Commission, Borough Council, Zoning Officer or Borough Engineer to comply with the intent of the Subdivision/Land Development Ordinance.

FINAL PLAN REQUIREMENTS

Twenty (20) copies of the proposed plan on sheets not larger than thirty-six by forty-eight (36 x 48) inches, drawn to scale not smaller than fifty (50) feet to the inch (unless approved by the Zoning Officer), clearly labeled “Final Plan.” When more than one (1) sheet is required, an index of the entire subdivision or land development shall be shown on the cover page or the following page. The plan should be prepared by a professional land surveyor, a professional architect, professional landscape architect, or professional engineer in accordance with the standards set forth in the Professional Engineers Registration Law, P.L. 913, No. 367. The plan shall show the following:

- ❑ All of the information required to be shown or provided with the preliminary plan as pursuant to § 226-19 of the Subdivision and Land Development Ordinance.
- ❑ A statement by the owner dedicating streets, rights-of-way, easements and any sites for public uses which are to be dedicated.
- ❑ Annotation of the date the preliminary plan was approved by Borough Council or a statement that the requirement for a preliminary plan was waived or was not required.
- ❑ Unless otherwise directed by the Zoning Officer or Borough Engineer, the final plat shall be accompanied by the following data, exhibits and plans, as prescribed by the borough or as required by the laws of the Commonwealth:
 - ❑ Certification of agreements to provide services from applicable utility companies, including electric, gas, telephone, cable television, etc.
 - ❑ A copy of the sewage plan revision module for land development or other equivalent documentation approved by DEP in compliance with the requirements of the Pennsylvania Sewage Facilities Act and Chapter 71 of Title 25 of the Pennsylvania Code.
 - ❑ If the tract or any part thereof is located within the official floodplain area, comply with the guidance in § 226-21B(3)E of the Subdivision/Land Development Ordinance.
 - ❑ The agreements and form of financial security required by the Subdivision and Land Development Ordinance and the Pennsylvania Municipalities Planning Code.
 - ❑ A copy of any final highway occupancy permit, and any subsequent amendments issued, when such a permit is required by the Pennsylvania Department of Transportation.
 - ❑ Such other certificates, affidavits, endorsements or dedications as may be required by the Borough Council in the enforcement of this chapter.