



# Code Enforcement Department

2880 Lincoln Way  
 White Oak, PA 15131  
 Phone 412-672-9727 Ext. 231  
 Facsimile: 412-672-0760  
 Email: code@woboro.com

## SUBDIVISION AND LAND DEVELOPMENT APPLICATION

Date application received:	Date application accepted as complete:	File No.:
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**SUBMIT 12 FULL SIZE COPIES OF APPLICATION & ALL SUPPORTING DOCUMENTS AND 1 COMPLETE ELECTRONIC COPY IN PDF FORMAT WITH REQUIRED FEES. ORIGINAL APPLICATION MUST BE NOTARIZED.**

**ALL APPLICANTS MUST COMPLETE THIS SECTION IN ITS ENTIRITY.**

Plan Name or Project Title:		Block/Lot(s):		Zoning District:	
Property Address & Location:					
Applicant's Name:					
Mailing Address:			City/State:		Zip Code:
Phone:	Cell:	Fax:	Email:		
Landowner's Name:					
Mailing Address:			City/State:		Zip Code:
Phone:	Cell:	Fax:	Email:		
Developer's Name:					
Mailing Address:			City/State:		Zip Code:
Phone:	Cell:	Fax:	Email:		
Engineer/Surveyor's Name:					
Mailing Address:			City/State:		Zip Code:
Phone:	Cell:	Fax:	Email:		
Architect's Name:					
Mailing Address:			City/State:		Zip Code:
Phone:	Cell:	Fax:	Email:		

Existing Use of Property/Structure:		
Proposed Use of Property/Structure:		
Total Acreage:	Disturbed Acreage:	No. Lots/Units Proposed:
Is site located within an identified floodplain area?	FEMA (Panel) Map Number:	Watershed Name:

**PROJECT NARRATIVE**

Description of Project (Including a list of variances or modifications necessary to complete project/subdivision as submitted):

*\*If APPLICANT is other than the current owners of record, signed evidence of authorization designating the applicant to represent and act on behalf of the actual landowner(s) is required to be submitted with this application. This evidence of authorization must be notarized letter. In addition, the letter must state that the landowners acknowledge that under current Borough Ordinances that the applicant is responsible for any and all review, engineering and other fees invoiced by White Oak Borough. These may exceed the stated amounts shown in the Fee Resolution.*

**APPLICANTS SIGNATURE**

Signature of Applicant:	Date:
Printed Name of Applicant:	Title:

SUBMISSION OF THIS APPLICATION DOES NOT ASSURE PLACEMENT ON THE PLANNING COMMISSION AGENDA ONLY PROPERLY COMPLETED AND SUBMITTED APPLICATIONS WILL BE PLACED ON THE AGENDA. **YOU WILL BE NOTIFIED OF ALL MEETINGS.**

**WHITE OAK BOROUGH USE ONLY**

Date Application Fee Collected:	Date Escrow Collected:
<b>Total \$</b>	<b>Total \$</b>
Receipt No.:	Receipt No.:

**APPLICANT OR AUTHORIZED REPRESENTATIVE MUST BE PRESENT AT ALL SCHEDULED BOROUGH MEETINGS. INCOMPLETE APPLICATIONS WILL BE REJECTED!**

<b>INDICATE TYPE OF APPLICATION</b>		
<input type="checkbox"/> Land Development	Application fee Prevailing wage	Escrow fee \$3,000.00
<input type="checkbox"/> Minor Lot Consolidation or Subdivision (1 to 2 lots)	Application fee \$800.00	
<input type="checkbox"/> Major lot consolidation or subdivision (3 plus lots)	Application fee \$800.00 + 75.00 per lot <b>Total \$</b>	
<input type="checkbox"/> Zoning Amendment	Application fee \$300.00	Escrow fee \$1,000.00
<b>FOR SUBDIVISIONS</b>		
Average Lot Size:	Average Lot Frontage:	Linear Ft. New Streets:

**All fees and escrows are due when the application is filed with the Borough of White Oak.**

**Make all checks payable to the Borough of White Oak.**

**TO BE COMPLETED BY ALL APPLICANTS.**

Applicant, by being duly sworn, says he/she is:

- The owner of the property in question.
  
- The authorized agent for the owner of record of the property for which the application is made. The owners signed and notarized authorization to his/her agent to act on owner's behalf is required to be submitted.

All information provided on and with this application is true and correct to the best of my knowledge or belief.

**INDIVIDUAL APPLICANT (PRINT NAME):**  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Individual**

\_\_\_\_\_  
**Signature of Individual**

**PARTNERSHIP APPLICANT (PRINT NAME):** \_\_\_\_\_

\_\_\_\_\_  
**By: Signature of Partner**

\_\_\_\_\_  
**Printed Partner Name**

\_\_\_\_\_  
**By: Signature**

\_\_\_\_\_  
**Printed Partner Name**

**CORPORATE APPLICANT (PRINT NAME):** \_\_\_\_\_

\_\_\_\_\_  
**By: Signature**

\_\_\_\_\_  
**Printed Name and Title**

**AFFIDAVIT OF VERIFICATION BY LANDOWNER**

<b>COMMONWEALTH OF PENNSYLVANIA</b>  <b>COUNTY OF ALLEGHENY</b>	<b>SS:</b>
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On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,

before me, the undersigned officer, \_\_\_\_\_,  
known to me or satisfactorily proven to be: (choose one)

- The individual whose name is subscribed to the written instrument;
- A partner of \_\_\_\_\_, a Pennsylvania General/Limited Partership; or
- The \_\_\_\_\_ of \_\_\_\_\_, a corporation  
and acknowledge that: (chosed one)
- He/She
- He/She as such \_\_\_\_\_ partner
- He/She as such \_\_\_\_\_ by signing the name of the  
corporation as himself/herself executed the foregoing instrument for the purposes therein  
contained.

(Seal)	IN WITNESS WHEREOF, I Hereunto set by hand and official seal.  Notary Public:  _____
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**AGENT AUTHORIZATION FORM**

Name of Property Owner(s) \_\_\_\_\_

Address of Property or Description of Project \_\_\_\_\_

County Assessment Lot and Block Map Number(s) \_\_\_\_\_

The above-named property owner hereby appoints \_\_\_\_\_ as its agent(s), and authorizes said agent to apply for the and process the above-mentioned application on his/her behalf. Agent(s) is/are further authorized to sign all necessary documentation for such Municipal purposes, including acceptance of conditions imposed by the Council of the Borough of White Oak upon approval of the plan. This authorization shall remain in force and effect until written notice of revocation is delivered to the Borough of White Oak.

Nothing herein shall be construed to authorize any of the above-named to act as agent(s) for the undersigned for purposes of recording subdivisions, transfer of ownership of any land, any actual excavation, construction or improvement to any land, or to take any action other than to apply for and obtain approvals from the Borough of White Oak of the proposed application.

SIGNED AND SEALED, intending to be legally bound on this date of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_(SEAL) \_\_\_\_\_  
OWNER (PRINTED NAME) OWNER (SIGNATURE)

\_\_\_\_\_(SEAL) \_\_\_\_\_  
OWNER (PRINTED NAME) OWNER (SIGNATURE)

(Seal) IN WITNESS WHEREOF, I Hereunto set by hand and official seal.

Notary Public:

\_\_\_\_\_

## SITE PLAN CHECK LIST

		Yes	No
1	Lot currently zoned for business use.		
2	Source of title (D.B.V. & Page) and tax map & parcel no.		
3	Owner's name, address and phone number shown on the plan.		
4	Entire property shown, drawn to scale, including bearings, distances and areas.		
5	Names of owners of any adjacent properties.		
6	General relationship to Borough, County & legislative roads.		
7	Exact size and location of the building and accessory building to be erected.		
8	Location of required building setback line and location of buildings on property adjacent to the property to be improved.		
9	Existing and proposed contours at no greater than five foot intervals and bench mark or datum.		
10	All streets adjoining property, etc., shown with names, right-of-way widths and cartway widths.		
11	General drainage plan for storm water/ storm sewers. (DEP, and PENNDOT approval needed where necessary to gain full approval by Borough)		
12	Proposed water, sanitary sewage, electric, gas or other possible utilities serving the lot, including the location of valves, curb boxes, fire hydrants, vaults, manholes and poles.		
13	Proposed parking stalls, parking lots and traffic circulation for the site, including ingress and egress. (PENNDOT approval needed where necessary to gain full approval by Borough. Traffic Studies may be required.)		
14	Landscaping plan.		
15	Sewer tap-in fee receipt.		
16	PA Dept. of Labor & Industry approval.		
17	Plans are 18" x 24" or 24" x 36" in size		
18	Electronic copy in PDF format		
19	All necessary information was submitted to the Code Enforcement Office prior to the Planning Commission meeting.		