

## **Attention:**

### **All Subdivision & Land Development Applicants.**

**Please complete both the White Oak Borough Subdivision and Land Development application along with the Allegheny County Planning Department review application.**

**All of the following items must be submitted for an application to be considered complete.**

- ❖ **1 original notarized application.**
- ❖ **1 original plan**
- ❖ **12 full sized copies of the plan.**
- ❖ **8 reduced size copies of the plan.**
- ❖ **12 sets of all supporting documents for the application including copies of the completed and notarized applications.**
- ❖ **1 complete electronic copy in PDF format only.**  
Can be provided on a thumb drive or emailed to [code@woboro.com](mailto:code@woboro.com)
- ❖ **Application fees and any escrow fees payable to White Oak Borough.**
- ❖ **Completed Allegheny County review form.**

**Any questions please call 412-672-9727 Ext.231 or email [code@woboro.com](mailto:code@woboro.com)**



# Code Enforcement Department

2280 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.: |
|----------------------------|--|-----------|

**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:      |                  |           |



| <b>INDICATE TYPE OF APPLICATION</b>  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>Land Development</b>                                     | <b>Application fee</b><br><b>\$500.00</b>  | <b>Escrow fee</b><br><b>\$3,000.00</b> |
| <input type="checkbox"/> <b>Minor Lot Consolidation or Subdivision (1 to 2 lots)</b> | <b>Application fee</b><br><b>\$800.00</b><br><small>Includes initial review and review for first resubmittal each additional resubmittal is billed at cost</small>                 |  |
| <input type="checkbox"/> <b>Major lot consolidation or subdivision (3 plus lots)</b> | <b>Application fee</b><br><b>\$800.00 + 75.00 per lot</b><br><small>Includes initial review and review for first resubmittal each additional resubmittal is billed at cost</small> |  |
| <input type="checkbox"/> <b>Zoning Amendment</b>                                     | <b>Application fee</b><br><b>\$500.00</b>  | <b>Escrow fee</b><br><b>\$1,000.00</b> |
| <b>FOR SUBDIVISIONS</b>  |  |  |
| <b>Average Lot Size:</b>   | <b>Average Lot Frontage:</b>   | <b>Linear Ft. New Streets:</b>         |

**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><br><br><b>COUNTY OF ALLEGHENY</b> | <b>SS:</b> |
|---|------------|

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.<br><br>Notary Public:<br><br>_____ |
|--------|--|

**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.   |     |    |





# SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATION

Applications may be submitted M-F, 8:30 AM - 4:00 PM to:

ACED Planning Division, Koppers Building, 436 Seventh Avenue, Suite 500, Pittsburgh, PA 15219

For questions, help, or additional information please email [ACEDPlanning@alleghenycounty.us](mailto:ACEDPlanning@alleghenycounty.us)

## Part 1: General Information

**Property Owner:**

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

**Name of Applicant:**

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

**Plan Preparer:**

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

**Review Type:**     **Advisory Review**     **County Approval**  
**NOTE:** Advisory reviews must be submitted by the municipality and County approvals must be submitted by the applicant

**Application Status:**     **Preliminary Plan**     **Final Plan**

**Application Type:**

- Plat Adjustment/Lot Consolidation (no new lots created)
- Minor Subdivision (1-3 new lots created)
- Major Subdivision (4 or more new lots created, or new street created)
- Minor Land Development
- Major Land Development

**Fee enclosed:** \$ \_\_\_\_\_ (make checks payable to: *Allegheny County Economic Development*)

**There is no fee required for County advisory reviews**

LANCE CHIMKA, DIRECTOR  
**ALLEGHENY COUNTY ECONOMIC DEVELOPMENT**  
KOPPERS BUILDING • 436 SEVENTH AVE, SUITE 500 • PITTSBURGH, PA 15219  
PHONE (412) 350-1000 • WWW.ALLEGHENYCOUNTY.US/ECONDEV

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### Part 2: Location Information

Project Name: \_\_\_\_\_

Municipality: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Tax Map Parcel(s) #: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheet if necessary

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### Part 3: Zoning Information

Existing Zoning: \_\_\_\_\_

Variances Requested:  Yes  No (if Yes, attach description of all variances requested or copy of approved variance)

Conditional Use:  Yes  No (if Yes, attach description of all conditions requested or copy of approved conditions)

Special Exception:  Yes  No (if Yes, attach description of all special exceptions requested or copy of approved special exception)

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### Part 4: Project Information

Total Plan Area: \_\_\_\_\_ (acres) \_\_\_\_\_ (square feet)

Total Acreage to be Developed: \_\_\_\_\_

Total Impervious Area (Sq. Ft.): \_\_\_\_\_

Lots: Initial - \_\_\_\_\_

Proposed - \_\_\_\_\_

#### Phasing:

Is the development proposed to be constructed in phases?  Yes  No

If Yes, attach a phasing plan and a schedule of the projected dates for the final application of each phase.

#### Proposed Utilities:

Potable Water:  Public  Onsite If public, provider: \_\_\_\_\_

Sanitary Sewer:  Public  Onsite If public, provider: \_\_\_\_\_

If potable water and/or sanitary sewer services will be publicly provided, attach a statement from the provider indicating it has capacity to serve the proposed development.

**Street Information:**

Ownership (check all that apply):

- |                                 |                                  |
|---------------------------------|----------------------------------|
| <input type="checkbox"/> State  | <input type="checkbox"/> Local   |
| <input type="checkbox"/> County | <input type="checkbox"/> Private |

Lineal feet of new streets: \_\_\_\_\_

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**Part 5: Notification to Others**

As applicable, the following agencies have been notified about the proposed subdivision or site development:

- |  |  |
|--|--|
| <input type="checkbox"/> County Health Department<br>Date: _____     | <input type="checkbox"/> PennDOT<br>Date: _____      |
| <input type="checkbox"/> County Public Works<br>Date: _____          | <input type="checkbox"/> PA DEP<br>Date: _____       |
| <input type="checkbox"/> County Conservation District<br>Date: _____ | <input type="checkbox"/> Other: _____<br>Date: _____ |
- 

**Part 6: Allegheny County SALDO Compliance**

**For subdivisions and land developments in municipalities subject to the Allegheny County Subdivision and Land Development Ordinance:**

- ❖ All applications must include the applicable information required by **Article IV Application Information** (§780-402 Preliminary Plan Submittal Requirements; §780-403 Final Plan Submittal Requirements)
- ❖ All proposed subdivisions land developments must comply with the applicable standards and requirements of **Article V Design Standards**.

|                         |                              |                             |   |                              |                             |
|-------------------------|------------------------------|-----------------------------|---|------------------------------|-----------------------------|
| Waiver requested:       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes, completed application attached: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Modification requested: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | If yes, completed application attached: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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**Part 7: Applicant Declaration**

The applicant declares the following (check only one):

- I am the owner of the property in question.
- I am the authorized agent for the owner of record to the property for which the application is made.
- I am a beneficial land owner as defined by the Pennsylvania Municipalities Planning Code. If this box is checked, a copy of the agreement recorded with the Allegheny County Department of Real Estate authorizing the applicant to subdivide or develop the property must be provided.

*I/We hereby submit the enclosed land development application to the Allegheny County Department of Economic Development for review and consideration in accordance with the PA Municipalities Planning Code (Act 247 of 1968, as amended) and Art. III §780-303 of the Allegheny County Subdivision and Land Development Ordinance:*

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Signature of Applicant

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Date

## APPLICATION SUBMISSION CHECKLIST

All plans shall be prepared according to the requirements of the municipal subdivision and land development ordinance or the Allegheny County Subdivision and Land Development Ordinance, as applicable.

Subdivision and land development plan applications shall be accompanied by the following documents, as applicable:

| SUBDIVISION APPLICATIONS  | LAND DEVELOPMENT PLAN APPLICATIONS   |
|---|--|
| Plat, prepared according to municipal ordinance or §780-402 and §780-403, as applicable             | Site Plan, prepared according to municipal ordinance or §780-402 and §780-403, as applicable |
| Project Narrative   | Project Narrative  |
| Traffic Impact Study <sup>1,5</sup>   | Traffic Impact Study <sup>1</sup>  |
| Traffic and Circulation Plan <sup>1,5</sup>   | Traffic and Circulation Plan   |
| Geotechnical Report <sup>1,5</sup>  | Geotechnical Report <sup>1</sup>   |
| Subsidence Risk Assessment <sup>1,5</sup>   | Subsidence Risk Assessment <sup>1</sup>  |
| Soil Contamination Assessment <sup>1,5</sup>  | Soil Contamination Assessment <sup>1</sup>   |
| Utilities Plan <sup>1,5</sup>   | Utilities Plan   |
| Sewage Facilities Planning Module <sup>1,5</sup>  | Sewage Facilities Planning Module <sup>1</sup>   |
| Existing Covenants, Easements, or Other Restrictions <sup>1,5</sup>                                 | Existing Covenants, Easements, or Other Restrictions <sup>1</sup>                            |
| Phasing Schedule <sup>5</sup>   | Phasing Schedule   |
| Grading Plan <sup>1,2,5</sup>   | Landscape Plan   |
| Stormwater Management Plan <sup>1,3,5</sup>   | Grading Plan <sup>1,2</sup>  |
| Evidence of Notification of Public Service Providers <sup>5</sup>                                   | Stormwater Management Plan <sup>1,3</sup>  |
| Construction Plans for Public and Private Improvements <sup>1,4,5</sup>                             | Evidence of Notification of Public Service Providers   |
| Other Required Permits <sup>1,4,5</sup>   | Construction Plans for Public and Private Improvements <sup>1,4</sup>                        |
|   | Other Required Permits <sup>1,4</sup>  |
| <sup>1</sup> Required for County approval plans only  |  |
| <sup>2</sup> Required only if municipality does not have an adopted grading ordinance               |  |
| <sup>3</sup> Required only if municipality does not have an adopted stormwater management ordinance |  |
| <sup>4</sup> Required for Final Plans only  |  |
| <sup>5</sup> Required for Major Subdivisions only   |  |