

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
- ❖ **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



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.:
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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:
Total \$	Total \$
Receipt No.:	Receipt No.:

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

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

COMMONWEALTH OF PENNSYLVANIA COUNTY OF ALLEGHENY	SS:
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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.		

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

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*)

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

Part 2: Location Information

Project Name: _____

Municipality: _____

Project Address/Location: _____

Tax Map Parcel(s) #: _____

Attach additional sheet if necessary

Part 3: Zoning Information

Existing Zoning: _____

Variations Requested: Yes No (if Yes, attach description of all variations 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)

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:

	Public	Onsite	
Potable Water:	<input type="checkbox"/>	<input type="checkbox"/>	If public, provider: _____
Sanitary Sewer:	<input type="checkbox"/>	<input type="checkbox"/>	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):

- State
- County

- Local
- Private

Lineal feet of new streets: _____

Part 5: Notification to Others

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

- County Health Department
Date: _____
- County Public Works
Date: _____
- County Conservation District
Date: _____

- PennDOT
Date: _____
- PA DEP
Date: _____
- Other: _____
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: Yes No If yes, completed application attached: Yes No

Modification requested: Yes No If yes, completed application attached: Yes No

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:

Signature of Applicant

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 ^{1,5}	Traffic Impact Study ¹
Traffic and Circulation Plan ^{1,5}	Traffic and Circulation Plan
Geotechnical Report ^{1,5}	Geotechnical Report ¹
Subsidence Risk Assessment ^{1,5}	Subsidence Risk Assessment ¹
Soil Contamination Assessment ^{1,5}	Soil Contamination Assessment ¹
Utilities Plan ^{1,5}	Utilities Plan
Sewage Facilities Planning Module ^{1,5}	Sewage Facilities Planning Module ¹
Existing Covenants, Easements, or Other Restrictions ^{1,5}	Existing Covenants, Easements, or Other Restrictions ¹
Phasing Schedule ⁵	Phasing Schedule
Grading Plan ^{1,2,5}	Landscape Plan
Stormwater Management Plan ^{1,3,5}	Grading Plan ^{1,2}
Evidence of Notification of Public Service Providers ⁵	Stormwater Management Plan ^{1,3}
Construction Plans for Public and Private Improvements ^{1,4,5}	Evidence of Notification of Public Service Providers
Other Required Permits ^{1,4,5}	Construction Plans for Public and Private Improvements ^{1,4}
	Other Required Permits ^{1,4}
¹ Required for County approval plans only	
² Required only if municipality does not have an adopted grading ordinance	
³ Required only if municipality does not have an adopted stormwater management ordinance	
⁴ Required for Final Plans only	
⁵ Required for Major Subdivisions only	