

SOUTH MIDDLETON TOWNSHIP

ELECTRONIC PLAN SUBMISSION

Please visit <http://smiddleton.com/2158/Applications> for subdivision, land development, and conditional use documentation.

Submission of Subdivision and Land Development Plans

Plans and application must be submitted to the Township by 4:00p.m. on the 25th day of each month to be considered at the upcoming Planning Commission meeting.

- A PDF file of the plan and supporting documentation must be emailed to Natalie Frye, Community Development Coordinator, at nfrye@smiddleton.com.
- A hard copy of the application, all supporting documentation, and ten (10) copies of the plan set should be submitted to the Township along with the application fee and escrow fee.
- Any revised plans should be emailed to nfrye@smiddleton.com and ten (10) hard copies submitted to the Township 14 days prior to the next Planning Commission meeting.

If the plans cannot be submitted by email, a flash drive or CD should be submitted instead.

Submission of Conditional Use

Conditional Use applications must be submitted to the Township by 4:00p.m. 14 days prior to the next Planning Commission meeting.

- A PDF of the conditional use application and supporting documentation must be emailed to Natalie Frye, Community Development Coordinator, at nfrye@smiddleton.com.
- A hard copy of the application, all supporting documentation, and ten (10) copies of the plan set should be submitted to the Township along with the application fee and escrow.

If the plans cannot be submitted by email, a flash drive or CD should be submitted instead.



SOUTH MIDDLETON TOWNSHIP
Application for
Subdivision and/or Land Development Review

Plan Name and Title _____

Owner's Name _____ Phone No. _____

Address _____
street number and name city zip

Applicant's Name _____ Phone No. _____

Address _____
street number and name city zip

Surveyor or Engineer _____

Address _____
street number and name city zip

Contact Person _____ Title _____

Email Address _____ Phone No. _____

Site/Property Location _____

Tax Parcel No. _____ Zoning District _____

Total acreage _____ No. of Lots or Units _____

Public water () yes () no

Public sewer () yes () no

Applicant's signature _____ Title _____

Provide a general description of the project including the proposed use:

(attach extra sheet, if necessary)

PLAN SUBMISSION:

1. The Planning Commission is scheduled to meet on the third Tuesday of each month at 6:00 p.m.
2. Application shall be accompanied by the specific number of plans and supporting documents as required by the ordinance. The application and plans should be emailed to Natalie Frye, Community Development Coordinator, at nfrye@smiddleton.com. If the plans cannot be submitted by email, a flash drive or CD should be submitted instead.
3. Plans and application must be received by the Township prior to closing time (4:00 p.m.) on the 25th day of each month.
4. Application must be accompanied by two checks made payable to South Middleton Township. One for application and recording fees and one for review fees (escrow) as per resolutions.
5. Plans and application received late will be held over for the next regularly scheduled monthly meeting.
6. Applicant is responsible for submitting plans and supporting documents directly to all other reviewing agencies and/or individuals.

Distribution of Plan

Date Sent Reply Received

_____	_____	Municipal Authority
_____	_____	Cumberland County Planning Commission
_____	_____	Soil Conservation District
_____	_____	Pa. Department of Transportation, if applicable
_____	_____	Public Utility Company, if applicable
_____	_____	Other _____

7. Any revisions to a submitted plan shall be distributed by the applicant in the same manner as a new submission.
8. Applicant is hereby advised that applicable fees are due to Cumberland County Planning Commission and the Letort Regional Authority (if applicable) for review.
9. Any application submitted that does not include the following list of required supporting documentation shall be considered incomplete and will be returned to the Applicant.

Submission Check List

- _____ Application and Escrow Fees
- _____ Grading Plans
- _____ Stormwater Management Plans
- _____ DEP Planning Module
- _____ Soil Erosion, Sedimentation Control Plan
- _____ Landscaping Plan (when required)
- _____ Environmental Impact Report (when required)
- _____ Traffic Impact Study (when required)
- _____ Letort Regional Authority Report (when applicable)

SUBDIVISION/LAND DEVELOPMENT PLAN PROCESSING FEES

Project Name: _____
Date: _____

File No: _____

The following is a breakdown of applicable review and processing fees assessable for each plan submitted as provided for under Township Resolutions as amended.

1. Application Fees

a. Subdivision Plan:
 Minor Preliminary Final
Fee..... \$ _____

b. Land Development Plan:
 Minor Preliminary Final
Fee..... \$ _____

c. Planned Residential Development:
 Tentative Final
Fee..... \$ _____

2. Recording Fee..... \$ _____

Total Fees..... \$ _____

3. Traffic Impact Study (Actual Cost)..... \$ _____

4. Environmental Impact Assessment (Actual Cost)..... \$ _____

5. Professional Consultation Fees (Escrow)

a. Solicitor Legal Review..... \$ _____

b. Engineer Review..... \$ _____

c. Zoning Officer Review..... \$ _____

d. SEO Planning Module \$ _____

Total Escrow Fees..... \$ _____

NOTE: ALL FEES ARE DUE UPON SUBMISSION OF PLANS. ESCROW FEES SHALL BE PAID BY SEPARATE CHECK FOR ACCOUNTING PURPOSES.

Comments: _____

1/10/2000