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Borough of Ellwood City
MAR 14 2007

Ellwood City Borough Planning Commission Subdivision Procedures

1. The applicant may request a pre-application meeting, to discuss a sketch plan. This is not required, but is often a good idea.
2. All applications for minor or major subdivisions in land developments must be submitted to the Borough Secretary at least thirty days prior to the Borough Planning Commission Meeting. The applicant must complete the Borough and County application form and attach ten copies of the subdivision plan or land development plan prepared by a registered Pennsylvania Land Surveyor.
3. The Borough Secretary will collect both the County and Borough fees with separate checks made out to each. Upon complete submission, the Borough Planning Commission Secretary will be notified and the Borough Planning Commission Secretary will make the following distribution and record the date of such distribution. One copy each will be sent to:
 - ~Borough Council President
 - ~Borough Manager
 - ~Borough Solicitor
 - ~Borough Planning Consultant
 - ~Lawrence County Planning Commission - *registered mail*
 - ~Each member of the Borough Planning Commission
4. The Borough Planning Commission may hold action until such time as the Lawrence County Planning Commission has commented, or forty five days has lapsed from the time of submission to the Lawrence County Planning Commission.
5. Action of the Borough Planning Commission will be provided to the Ellwood City Council. In no event can the Ellwood City Borough Council act on the application until forty five days has lapsed from the time of submission to the Lawrence County Planning Commission and the Ellwood City Borough Planning Commission.
6. If the subdivision requires DEP approval, no signatures will be affixed to the Mylar until such time as DEP has approved the subdivision.
7. All actions of the Borough Planning Commission shall be in writing and provided to the Ellwood City Borough Council, and the applicant within fifteen days of the action.
8. In rare cases the Borough Planning Commission or the Borough Council may wish to hold a special public hearing pursuant to public notice as defined in the Pennsylvania Municipalities Planning Code.

**BOROUGH OF ELLWOOD CITY
SUBDIVISION APPLICATION**

LOCATION _____

NAME OF OWNER(S) _____

ADDRESS _____

PHONE _____

ENGINEER OR SURVEYOR _____

ADDRESS _____

PHONE _____

TOTAL ACREAGE OR SQUARE FT. _____ NUMBER OF LOTS _____

ZONING DISTRICT _____

OTHER INFORMATION _____

FEE ATTACHED \$ _____

SIGNATURE OF OWNER(S) _____

**ANY CHANGES MADE AFTER THE ORIGINAL PLANS WERE APPROVED
MUST BE RESUBMITTED TO THE ZONING OFFICER**

Lawrence County Planning Department
Subdivision and Land Development Application

Name of Applicant: _____

Address: _____

Telephone Number: _____

Subdivision Review Fee Paid: Yes No Amount: _____

Name of Property Owner: _____

Address: _____

Telephone Number: _____

Engineer or Surveyor: _____

Address: _____

Telephone Number: _____

Number of Copies Submitted: _____

Proposed Use: Single Family Two Family Multi-Family Commercial
 Industrial Other _____

Total acreage of Tract: _____ Number of Lots: _____

Number of acres to be developed or transferred: _____ Tax/Parcel ID # _____

Zoning District (if applicable): _____

Water Supply: Public Other (specify) _____

Sewage Disposal: Public Other (specify) _____

Applications:	Date	Complete
Percolation Test	_____	_____
DEP Planning Module	_____	_____
Additional DEP applications	_____	_____
Municipal Water & Sewer Auth.	_____	_____
Lawrence Conservation Dist.	_____	_____

Subdivision and Land Development Worksheet: This worksheet will be used to evaluate all applications for subdivision and land development review. The following information is required by most local ordinances and/or County ordinance: Please check the box if information is provided with this application.

- | | | | |
|--|--------------------------|-----------------------------------|--------------------------|
| Mylar | <input type="checkbox"/> | Surveyor's seal/signature | <input type="checkbox"/> |
| Identifying Title | <input type="checkbox"/> | Signed by owner/notarized | <input type="checkbox"/> |
| Location map | <input type="checkbox"/> | North Arrow | <input type="checkbox"/> |
| Zoning district | <input type="checkbox"/> | Tract boundary lines | <input type="checkbox"/> |
| Total acreage | <input type="checkbox"/> | Acreage exclusive of right-of-way | <input type="checkbox"/> |
| Utilities | <input type="checkbox"/> | Map scale | <input type="checkbox"/> |
| Existing buildings | <input type="checkbox"/> | Lot numbers | <input type="checkbox"/> |
| Date of Plan | <input type="checkbox"/> | Bearings and distances | <input type="checkbox"/> |
| Street centerlines | <input type="checkbox"/> | Cartway widths | <input type="checkbox"/> |
| R-O-W widths | <input type="checkbox"/> | Location & material of markers | <input type="checkbox"/> |
| Culverts | <input type="checkbox"/> | Approx. location of tree masses | <input type="checkbox"/> |
| Name/address of owner | <input type="checkbox"/> | Closure Computations | <input type="checkbox"/> |
| Certificate to advise of date plan must be recorded by | | | <input type="checkbox"/> |
| Wetlands note, if applicable | | | <input type="checkbox"/> |
| Final profiles, cross sections, and specs for required improvements (streets, public sewer and/or water) as applicable | | | <input type="checkbox"/> |
| Area of proposed right-of-way for new construction | | | <input type="checkbox"/> |
| Highway Occupancy Certification on mylar, if applicable | | | <input type="checkbox"/> |
| Project Narrative | | | <input type="checkbox"/> |

Lawrence County Planning Department

Application and Service Fees

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City of Elberton

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Copies	8-1/2" x 11", 8-1/2" x 14", 11" x 17"	\$0.32 per copy tax incl.	
	18" x 24	\$3.18 per copy tax incl.	
	24" x 36"	\$5.30 per copy tax incl.	
	over 24" x 36"	\$7.42 per copy tax incl.	
Scans	Mylar Print (any size)	\$7.95 per copy tax incl.	
	Black & White, less than 24" x 36"	\$2.65 per scan tax incl.	
	Black & White, over 24" x 36"	\$5.30 per scan tax incl.	
	Color, less than 24" x 36"	\$3.18 per scan tax incl.	
	Color, over 24" x 36"	\$6.36 per scan tax incl.	
	County Folded Map	1st one Free, additional maps \$2.12 ea. tax incl.	
Maps	Municipal Map, 18" x 24"	\$3.18 per map tax incl.	
	Municipal Map, 24" x 36"	\$5.30 per map tax incl.	
	Municipal Map, over 24" x 36"	\$7.42 per map tax incl.	
	Municipal Officials Directory	\$15.90 tax incl. + shipping & handling	
Books / Ordinances	County Subdivision & Land Development Ordinance	\$31.80 tax incl. + shipping & handling	
Subdivision Application Fee	\$200.00 plus \$15.00 per lot		
Land Development Review Fee	\$400.00		
Mobile Home Park Review Fee	\$100.00 for the first five (5) lots, \$10.00 for each lot over five (5) lots.		
Recreational Vehicle Park Fee	\$150.00 for the first ten (10) vehicle sites, \$10.00 for each vehicle site over ten (10) sites.		
Traffic Count, Classification and Speed Information Studies	Traffic Count Data	\$6.36 Per Site tax incl.	
	24-Hour Traffic Volume Count: 2 Lanes	\$265.00 tax incl.	
	24-Hour Traffic Volume Count: 3 Lanes	\$291.50 tax incl.	
	24-Hour Traffic Volume Count: 4 Lanes	\$318.00 tax incl.	
	24-Hour Classification Count: 2 Lanes	\$397.50 tax incl.	
	24-Hour Classification Count: 3 Lanes	\$530.00 tax incl.	
	24-Hour Classification Count: 4 Lanes	\$636.00 tax incl.	
	24-Hour Speed Study: 2 Lanes	\$397.50 tax incl.	
	24-Hour Speed Study: 3 Lanes	\$530.00 tax incl.	
	24-Hour Speed Study: 4 Lanes	\$636.00 tax incl.	

HOME