

Borough of Baldwin

MUNICIPAL BUILDING - 3344 CHURCHVIEW AVENUE, PITTSBURGH, PENNSYLVANIA 15227 • AREA CODE 412 - 882-9600

SUBDIVISION APPLICATION PROCEDURES

1. Survey prepared showing boundary and topographical; all proposed lots, streets, sewers, etc.
This is the Preliminary Subdivision Plan.
2. Survey is submitted with completed Preliminary Application Form - 12 copies of survey -
\$100 fee - Due 14 days prior to Planning Commission meeting (second Monday each month)
3. Borough Planning Commission reviews plan and the plan should be submitted to
Allegheny County Planning Commission by the applicant.
4. Once preliminary approval is received; final subdivision plan should be prepared including
construction plans for all public improvements in compliance with all Borough, County and
State regulations.
5. Final plan (12 copies) together with Final Application Form and Fee are to be submitted fourteen
(14) days prior to the Planning Commission meeting.
6. Once final plan is approved by the Borough Planning Commission, it is submitted to Borough
Council for final approval for recording purposes.
7. Subdivision Agreement, Bonds and any other requirements for development are signed and
posted by the applicant.
8. Final approval from Allegheny County Planning Commission and recording of the subdivision
with Recorder of Deeds is done by the applicant.
9. Furnish the Borough with a reproducible tracing of the recorded plan.
10. Applicant obtains state permit for construction of sanitary sewers.
11. Contractor installs the necessary public improvements under Borough Engineer's inspection.
12. Owner/Developer requests acceptance of public improvements from the Borough Council after
as built plans are submitted to Borough.
13. Borough Council by adoption of an Ordinance, accepts the public improvements.
14. Owner/Developer posts a two-year Maintenance Bond on the improvements.

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PRELIMINARY SUB-DIVISION APPLICATION \$100.00 FEE

PLAN NAME _____ DATE _____, _____

LOCATION _____

LOT & BLOCK _____

APPLICATION IS HEREBY MADE FOR APPROVAL OF THE PRELIMINARY PLAN OF THE SUB-DIVISION PROPERTY, AS DESCRIBED HEREIN, AND SUPPLEMENTAL PLANS AND INFORMATION IN ACCORDANCE WITH THE SUB-DIVISION REGULATIONS OF THE BOROUGH OF BALDWIN. ALL BOROUGH REGULATIONS AND ORDINANCES PERTAINING TO THE SUB-DIVISION OF PROPERTY, ZONING AND OTHERS SO APPLICABLE, SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

SIGNATURE OF APPLICANT _____

ADDRESS _____ PHONE NO. _____

PRESENT OWNER (S) OF PROPERTY _____

NAME OF ENGINEER PREPARING PLAN _____

PHONE NO. _____

FOR BOROUGH USE:

PRELIMINARY SKETCH APPROVED BY PLANNING COMMISSION ON _____, _____

SUPPORTING PLANS REVIEWED AND APPROVED BY BOROUGH ENGINEER ON _____, _____

APPLICATION FEE IN THE AMOUNT OF \$ _____ RECEIVED ON _____, _____

SIGNATURE _____

PRELIMINARY PLANS APPROVED BY PLANNING COMMISSION ON _____, _____

BOROUGH OF BALDWIN

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APPLICATION FOR FINAL APPROVAL OF SUB-DIVISION

SEE FEE SCHEDULE

DATE _____, _____

APPLICATION IS HEREBY MADE FOR APPROVAL OF THE FINAL PLANS FOR THE SUBDIVISION OF PROPERTY TO BE KNOWN AS _____ IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF THE BOROUGH OF BALDWIN, PLANS AND DOCUMENTS AS CHECKED BELOW ARE SUBMITTED HEREWITH.

LOCATION _____

LOT & BLOCK _____

SIGNATURE OF APPLICANT _____

ADDRESS _____ PHONE _____

PRESENT OWNER (S) OF PROPERTY _____

ADDRESS _____

PHONE _____

SUBDIVISION PLANS:	ORIGINAL:	_____	CONSTRUCTION PLANS:	_____
	REPRODUCIBLE	_____	STREETS	_____
	12 PRINTS	_____	SANITARY SEWERS	_____
1 TOPOGRAPHIC MAP	_____		STORM SEWERS	_____
1 GRADING PLAN	_____		OTHERS	_____

LEGAL DOCUMENTS _____

APPLICATION FEE

NUMBER OF LOTS IN PLAN TO BE RECORDED: _____

SUBDIVISION FEE IN THE AMOUNT OF \$ _____ RECEIVED ON _____,

RECEIVED BY _____

THE ABOVE PLANS, DOCUMENTS AND OTHER INFORMATION HAVE BEEN RECEIVED AND REVIEWED BY THE BOROUGH ENGINEER ON _____,

PLANNING COMMISSION

FINAL PLAN APPROVED FOR THE SUBDIVISION, AS PER THIS APPLICATION, BY THE PLANNING COMMISSION ON _____,