



SUBDIVISION APPLICATION

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. Eight copies (8) are required for the first review
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. \$100.00 fee for all applications. Any fees received by a third party will be charged to the applicant.
15. Due 14 days prior to Planning Commission meeting, which is the second Monday each month.



SUBDIVISION APPLICATION

PRELIMINARY SUB-DIVISION APPLICATION

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 _____, _____



SUBDIVISION APPLICATION

APPLICATION FOR FINAL APPROVAL OF SUBDIVISION

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 _____

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 _____.