



HOMESTEAD BOROUGH
221 East Seventh Avenue
Homestead, PA 15120
Phone: (412) 461-1340 Fax: (412) 461-4057

APPLICATION FOR SUBDIVISION APPROVAL

PROPERTY INFORMATION

Property Address: _____ Zoning District: _____ Ward: _____
 Owners Name: _____ Parcel ID Number: _____ - _____ - _____
 Address: _____ Phone: () _____
 City: _____ State: _____ Zip Code: _____ Fax: () _____

APPLICANT INFORMATION

Name: _____
 Address: _____ Phone: () _____
 City: _____ State: _____ Zip Code: _____ Fax: () _____
 What is the applicant's interest in this application? Owner Agent Lessee Other - _____

 Date of Application Signature

SUBDIVISION INFORMATION

Present use of Property: _____ Lot size: _____ square feet
 Type of Proposed Subdivision (number of lots; lot line revision; etc): _____
 Location of Proposed Subdivision (if different from property information): _____
 Reason for request: _____

STATEMENT OF TRUTH

COMMONWEALTH OF PENNSYLVANIA COUNTY OF ALLEGHENY
 Deponent, being duly sworn, says they are the:

- Owner of record of the property for which this application is made, and that all the statements and data furnished with this application are true and correct. **I am also aware that independent engineering review fees are my responsibility and must be paid prior to the issuance of any occupancy/building permits.**
- Authorized agent for the owner of record of the property for which this application is made and as such has express authority to bind such owner to all terms and conditions set forth by Homestead Borough pursuant to this application, and that all statements and data furnished with this application are true and correct. **I am also aware that independent engineering review fees are my responsibility and must be paid prior to the issuance of any occupancy/building permits.**

Sworn to and subscribed before me this _____ day of _____ 20 _____.

Notary Public

Applicant (signature)

Applicant (printed)

DIRECTIONS FOR FILING

Nine (9) collated sets of this application and all other pertinent information (survey, site plan, drawings, photographs, etc) are required to be submitted to the Code Enforcement Department **twenty-one (21)** days prior to the Planning Commission meeting. All specifications/drawings must be prepared and sealed by a licensed professional engineer, architect or land surveyor. Please refer to the checklist on the reverse side of this application to insure proper submittals. Any information left blank on this application will result in your application being denied and returned to the applicant. Please note that the correct fee must be paid with your application.

ADDITIONAL INFORMATION

Following subdivision submission and before the Planning Commission meeting, **an engineering review will be conducted by the Borough Engineer.** A copy of the Borough's review comments will be sent to the applicant a few days prior to the Planning Commission meeting. The applicant must address these comments in writing and at the Planning Commission meeting. This application becomes null and void if no action by applicant has transpired after twelve (12) months of final approval by the Borough Council.

FILING FEES

\$750.00; Plus the actual administration expenses, county, state or federal fees levied to the Borough.

SUBDIVISION CHECKLIST

Nine (9) sets of plans (four (4) full size sets and five (5) reduced size sets, no smaller than 11" x 17") sealed by a registered design professional in the Commonwealth of Pennsylvania must be submitted showing the following items:

- ___ 1. Names of all abutting land areas and uses; names of owners of adjacent property.
- ___ 2. Key map for purpose of locating the property.
- ___ 3. Project narrative
- ___ 4. Total tract boundaries and statement of total acreage.
- ___ 5. Zoning data.
- ___ 6. Contour lines.
- ___ 7. Location and elevation.
- ___ 8. All existing sewer lines, water lines, fire hydrants, utility transmission lines, culverts, bridges, railroads, water courses, etc.
- ___ 9. All existing buildings or other structures.
- ___ 10. All existing streets, thoroughfares and traffic patterns.
- ___ 11. Copies of existing and proposed deed restrictions.
- ___ 12. Full plat of proposed subdivision showing the following:
 - ◆ Location and width of all streets and rights of way
 - ◆ Suggested street names and utility easement locations
 - ◆ Proposed building setback lines
 - ◆ Lot lines with approximate dimensions
 - ◆ Statement of intended use of all non-residential lots and parcels
 - ◆ Sanitary and/or storm sewers, location of all lines and any proposed connections
 - ◆ Public & recreational use: parks, playgrounds, and other dedicated areas
 - ◆ Grading plan
 - ◆ Lot numbers
- ___ 13. Preliminary commitment from responsible lenders.
- ___ 14. Anticipated schedule of development.
- ___ 15. Agreements, provisions and covenants.
- ___ 16. **Agree to pay all independent engineering review fees incurred.**

(DO NOT WRITE BELOW THIS LINE - BOROUGH USE ONLY)

Fee: \$ _____

Application accepted: _____ Date: _____
 Homestead Building Code Official/ Zoning Officer

Planning Commission No.		Invoice Number	
Public Hearing Date		Check Number	
Date Hearing Advertised		Date Property Posted	
Date agenda mailed to abutting property owners			