



BOROUGH OF INDIANA

80 North Eighth Street, Suite 102
INDIANA, PENNSYLVANIA 15701

Phone (724) 465-6691 • Fax (724) 463-4177
Police (724) 349-2121 • Fax (724) 463-4175

Subdivision and/or Land Development Application Package

Contents:

1. General Procedures and Instructions
2. Indiana Borough Subdivision and Land Development Application
3. Indiana Borough Subdivision and Land Development Checklist
4. Indiana Borough Subdivision and Land Development Fee Schedule

General Procedures/ Instructions

Introduction

The Borough of Indiana defines Subdivision and Land Developments in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as follows:

Subdivision: The division or re-division of a lot, tract or parcel of land by any means into two or more lots, tracts, parcels or other divisions of land including changes in existing lot lines for the purpose, whether immediate or future, of lease, transfer of ownership or building or lot development: provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than ten acres dwellings shall be exempted.

(As amended 1982 P.L. 628, No. 177)

Land Development: The improvement of one or more contiguous lots, tracts, or parcels of land for any purpose involving:

1. A group of two or more residential or non residential buildings, whether proposed initially or cumulatively, or a single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or
2. The division or allocation of land or space whether initially or cumulatively, between or among two or more existing or prospective occupants by means of or for the purpose of streets, common areas, leaseholds, condominiums, building groups, or other features

Preliminary Plans

Preliminary subdivision and/or land development plans are required for any land development project, or a subdivision involving the creation of 2 or more lots (Major subdivision) the purpose of preliminary plan review is to require formal conditional approval in order to minimize changes and revisions before final plans are submitted. A preliminary plan is required for minor subdivisions. Preliminary plans shall in all respects conform to the provisions outlined in the Subdivision Development Checklist of the Borough of Indiana.

Final Plans

Final Plans are required for any land development project or subdivision.

The purpose of the Final Plan is to require formal approval before plans are recorded.

All final plans are to be submitted conforming to the changes recommended during the Preliminary Plan Review. Final Plans shall in all respects conform to the provisions outlined in the Subdivision and Land Development Regulations and Subdivision and Land Development Checklist of the Borough of Indiana unless specifically waived by the Planning and Zoning Department.

Plan Submission Requirements

This package contains all necessary applications for preliminary and/or final subdivision or development plan submissions.

In order for an application to be complete for initial review by the Zoning Officer it should contain the following:

1. Five (5) copies of the Indiana Borough Application for Subdivision and/or Land Development, preliminary plans and for specified fee(s)
2. Completed Subdivision and Land Development Checklist
3. Application for Subdivision and/or Land Development and specified fee(s)
4. Indiana County Water and Sewer Authority Subdivision and Land Developer Request for Water and Sewer Service (“Will Serve”) Letter
5. Appropriate Indiana Borough fees in accordance with the enclosed Borough fee schedule made payable to each reviewing agency (Escrow fees for the Borough should be paid separately for the application fees)
6. Ten (10) copies of the final plan.
7. Electronic file of final plan (all pages) in .pdf format on CD.

All plans must be prepared by engineer or a registered surveyor and should contain all the necessary items required by the Subdivision and Land Development Checklist.

It is strongly suggested that the applicant schedule informal review or discussion of the project with the Zoning and Planning Office before plans are prepared.

Plan Reviews

An Initial review of each Subdivision and/or Land Development plan will be conducted by the Zoning Officer using the checklist to determine if the plans meet the minimum ordinance requirements. If this review determines that the plans are deficient they will be returned to the applicant for revision as noted.

Once the plans are checked for completeness and accepted by the Zoning Officer they will be so marked and the review process will begin.

Plans are initially distributed to the Indiana Borough Planning and Zoning Department and other reviewing Agencies who submit detailed reports on compliance with Borough Ordinances and other regulations.

Once the reports are completed, the plans and comments are forwarded to the Borough Planning Commission for review. The Commission will not review any plan applications that do not contain reports from the Indiana Borough Planning and Zoning Department and other reviewing agencies.

All applicants must attend the Indiana Borough Planning Commission meetings when their plans are reviewed. It is suggested that the consulting engineer or surveyor also attend these meetings in order to respond to detailed engineering and related questions.

Questions or comments regarding Subdivision and Land Development review procedures should be directed to the Planning and Zoning Department.

Timeframe

- 10 copies shall be submitted to the Planning Zoning Department at least **10 days prior** to a regular months Planning Commission Meeting
 - * The Commission, at this time, may postpone consideration of the plan and official receipt of it until the developer can be present at a regular meeting.
- The planning Commission shall make a decision granting approval or denying it, or granting preliminary approval within conditions **no later than 90 days** after officially reviewing the plan at a regular meeting
- The decision shall be in writing and shall be communicated to the applicant personally or mailed to applicant's last known address **not later than 15 days** following the decision.

APPLICATION FOR SUBDIVISION/LAND DEVELOPMENT

ORDINANCE SECTION WAIVER

In accordance with Act 170 (Revised Municipal Planning Code), the applicant for Subdivision/Land Development must state all requested waivers from the Subdivision/Land Development Ordinance at the time of application.

Therefore, space has been provided below for the list of requested waivers from the Indiana Borough Subdivision/Land Development Ordinance. This form must be completed at the time of preliminary review and will not be considered after the start of the approval process.

Name of Subdivision/Land Development: _____

Name of Applicant: _____ Date: _____

I, _____ Request the following waivers:

Ordinance Section	Reason for Request
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicant Signature

This sheet must be completed, signed, and submitted with the Subdivision/Land Development application for waiver application to be accepted.

Indiana Borough Subdivision & Land Development Plan Check List

This form must be completed by the applicant's engineer and / or surveyor and be submitted as part of subdivision and / or land development application for preliminary plan and/ or final plan.

NO PLANS will be distributed to the Planning Commission for review until all fees have been paid to Indiana Borough.

Are there any deed restrictions or agreements preceding the submission of this subdivision and/or land development that would limit this subdivision and/or land development? Yes No

1. Information

A. <u>Drafting Standards – Does the plan show:</u>	Not Shown	Shown	Approved	N/A
1. Dimensions – feet and decimals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Courses & Distances of boundary line survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sheets size 24 x 36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Sheets numbered (if more than one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Square footage as per chapter 460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Scale no smaller than 1"=50'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Code year and accessibility code year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Occupant group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Classification Identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. <u>Location and Identification:</u>				
1. Title consisting of;				
a) Name, address, phone # of sub-divider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Name, address, phone # of boundary line survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Name, address, phone# of developer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Location & area of subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Drawing date, scale & north arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Appropriate signature blocks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Location Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Tract boundary with bearing and directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. <u>Existing Features:</u>				
1. Does the plan show features within 200'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Existing street;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Parcel #'s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Widths (Right of way)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Centerline Courses & Distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Paved Widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Curb Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Right – of – way Radii at Intersections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Curb Line Radii at Intersections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Street Locations tie- ins by courses and Distances to nearest intersection of existing and planned street.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

j) Railroads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Property Lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Location & size of watercourses & flood plain areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Not Shown	Shown	Approved	N/A
5. Location & size of sanitary sewers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Location & size of storm drains & water easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location & size of gas mains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Location of existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Location of recreational areas within the land to be subdivided (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Location and character of;				
a) Existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Limits of wooded sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Marshlands, wetlands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Topographic features which may affect the location of proposed streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Demolition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Removal/Retain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Asbestos contractor information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Asbestos removal certification #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Measured distances from centerline of streets to;				
a) Existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Control points & monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Zoning requirements as per chapter 460	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Lot coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Set-back requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Fencing and walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Height requirement of existing and proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Planning Waiver & Non- Building Declaration (If applicable) DEP form attached.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Proposed Street & Lot Layout New Plan

1. Layout of streets to show;				
a) Name (no duplicates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Widths (right-of- way)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Widths cartway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lot layout and gross, NET Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Line of sight according to chapter 460-19.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Reference to land to be dedicated for public use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Tentative grades to;				
a) An existing street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) A point 200' beyond boundaries of subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Location and size of;				
a) Sanitary sewers & manholes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Storm sewers and inlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. On- site Sewerage;				

a) Delineation of soil types on entire subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Proposed Driveway location & cross section In detail (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Shoulder improvement detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Water, Sewer, gas lateral(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Highway Occupation Permit (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Not Shown Shown Approved N/A

E. Stormwater Management

1. Compliance to Stormwater Maint. Chapter 395	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------

F. Fire Safety:

1. Location of water hydrants

a) Proposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Existing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes NO Existing

G. Curb Cut Requirement

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

2. Documentation Submission Requirements

	Provided	N/A
A. *Ten copies of the plan	<input type="checkbox"/>	<input type="checkbox"/>
B. Electronic copy of the plan	<input type="checkbox"/>	<input type="checkbox"/>
C. Checklist signed and dated below	<input type="checkbox"/>	<input type="checkbox"/>
D. Application Forms;		
1. Indiana Borough	<input type="checkbox"/>	<input type="checkbox"/>
2. Indiana County	<input type="checkbox"/>	<input type="checkbox"/>
E. DEP Planning Modules (2 copies)	<input type="checkbox"/>	<input type="checkbox"/>
F. Bonds	<input type="checkbox"/>	<input type="checkbox"/>
G. Checks;		
1. Permits Review Fees	<input type="checkbox"/>	<input type="checkbox"/>

THIS FORM IS SUPPLIED TO YOU AS A COURTESY

TO ASSURE THAT YOUR PLAN CONSIDERS ALL THE NECESSARY ASPECTS OF THE ORDINANCE YOUR SURVEYOR/
ENGINEER SHOULD REVIEW THE INDIANA BOROUGH LAND DEVELOPMENT AND SUBDIVISION ORDINANCE FOR
ADDITIONAL INFORMATION. IN THE EVENT YOUR SURVEYOR/ENGINEER DOES NOT HAVE A COPY OF THE ORDINANCE IT
IS AVAILABLE FOR REVIEW AT THE INDIANA BOROUGH OFFICE AND AT www.indianaboro.com.

Applicant's signature

(Printed Name)

Telephone Number: _____

Date: _____

Approved by: _____
