

BRIAR CREEK BOROUGH



LAND DEVELOPMENT APPLICATION

Completed application, checklist and fee to be returned to:

Briar Creek Borough Secretary
6029 Park Rd, Berwick, PA
18603 (570) 759-1566

BRIAR CREEK
BOROUGH

LAND DEVELOPMENT CHECKLIST

**CHECK OFF EACH ITEM TO BE SUBMITTED AND RETURN WITH
APPLICATION AND PLANS**

NAME OF PROJECT: _____

THE INFORMATION CONTAINED HEREIN REPRESENTS A GENERAL OVERVIEW OF REQUIREMENTS RELATED TO A PROPOSED LAND DEVELOPMENT OF PROPERTY. IT IS DESIGNED TO ASSIST THE APPLICANT, BUT IT DOES NOT NECESSARILY REPRESENT ALL RELEVANT INFORMATION FOR EACH PARTICULAR LAND DEVELOPMENT. THEREFORE, TO INSURE THAT YOUR APPLICATION AND PLANS ARE COMPLETE, PLEASE REFER TO THE BRIAR CREEK BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.

_____ Plans, applications and any supporting data must be submitted by noon on the second Wednesday of each month in order to be eligible for the following months planning meeting. The Planning Commission meets the second Wednesday of each month at 7:00 p.m.

_____ The final plan shall be noted as "Land Development - Final Plan" and shall be made upon sheets being 24 inches by 36 inches. The original plan to be recorded shall be drawn upon Mylar sheets.

_____ The plan shall contain an area for signatures by the Briar Creek Borough Planning Commission which indicates the recommended approval of the plan and the date of such action.

_____ The plan shall contain an area for signatures by the Briar Creek Borough Council which indicates approval of the plan and the date of such action.

_____ The plan shall contain an area for signature of the appropriate official of the Columbia County Planning Commission which indicates the plan was reviewed by the Columbia County Planning Commission and the date of review.

_____ A space shall be provided on the lower edge of the Final Plan for acknowledgement of receipt and recording of the plan by the Columbia County Recorder of Deeds Office.

_____ A survey drawing of the subject property, with the surveyor's seal, signature and certification of accuracy, at a scale of:

1" = 10' for a property one acre or less;

OR

1" = 20' for sites for a property greater than one acre but less than two acres

OR

1" = 50' for a property in excess of two acres.

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_____ The name and address of record owner, including certification of ownership which carries a Notary's Seal.

_____ The name and address of the applicant, if different from the owner.

_____ The name of the proposed land development.

_____ The name and address of the registered engineer and/or registered land surveyor responsible for the land development plan, including certification of the accuracy of the plan for an error of closure not to exceed one foot in five thousand feet and its conformance to the applicable provision of the Subdivision and Land Development Ordinance.

_____ North point, graphic scale and date, including the month, day and year that the original drawing was completed and the month, day and year that the original drawing was revised for each revision.

_____ Total tract boundaries of the property being subdivided and/or developed, showing bearings and distances, and total size of the property, expressed in acreage and square feet.

_____ The dimensions and area of all lots, expressed in either square feet or acres.

_____ A location map at a scale of not greater than 1" = 2,000 feet, indicating the relation of the site to its geographic proximity within the municipality. Show both street name and route number if applicable.

_____ The Zoning District in which the property is located.

_____ The required yard setbacks, as provided in the Zoning Ordinance, for all lots along each street.

_____ The location of all existing and proposed structures, including accessory structures and all existing and proposed off-street parking areas upon the subject property, along with any screening.

_____ The distance of all existing structures to lot lines, front, rear and side, which will result upon approval of the plan.

_____ The names of all adjoining property owners, including block and lot numbers from the Columbia County Assessor's Office.

_____ All existing streets, public or private, including streets of record (recorded but not constructed) on or abutting the subject tract, including their names and right-of-way widths.

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_____ All existing sewer lines, water lines, fire hydrants, utility transmission lines, utility easements or right-of-ways, culverts, storm drains, bridges, railroad right-of-way, and other significant manmade features located within the boundaries of the proposed land development.

_____ Existing watercourses, streams, ponds, wetlands, floodplain and/or flood prone areas, wooded areas and rock outcrops within the proposed land development. With regard to wetlands, all plans must specifically address the subject of as to whether any wetlands are located upon the site. If no wetlands are located within the site, a certification of the absence of wetlands shall be so noted upon the plan, which is certified by a person with appropriate training and experience in the identification of wetlands. If wetlands are located within the site, a delineation of all wetlands boundaries and total acreage of said wetlands boundaries shall be required within all areas proposed to be developed and/or the areas of land proposed to be graded, disturbed and/or altered in any manner from its natural state. Said delineation shall be provided by a person with appropriate training and experience in the identification of wetlands. The inclusion of wetlands upon the site shall require a complete survey, delineation and total acreage of said wetlands boundaries included upon the plans.

_____ Existing and proposed contours at vertical intervals of five feet.

_____ Submission and approval of a Soil Erosion and Sedimentation Plan to the Columbia County Conservation District. Copies must also be submitted to the Borough.

_____ Submission and approval of appropriate DEP Planning Module.

_____ A Stormwater Management Plan.

_____ A financial security, subject to the approval by the Borough Council, for the installation of required improvements, unless all such improvements are installed and completed to design specifications prior to Final Plan approval.

_____ A financial security, if required by the Borough Council , for the maintenance of improvements.

_____ Written certification from the appropriate public utility companies which authorizes and approves the provision of sewer, water, gas and electrical service for the proposed land development.

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_____ All plans shall contain the following notice in compliance with PA Act 287. PA Act 287 requires three (3) working days notice to utilities before you excavate, drill or blast.



_____ Enclose Briar Creek Borough Fee as follows:

Residential Land Development

- | | | |
|----|--------------------|--|
| 1. | Preliminary: | |
| | a. | First 5 units or lots \$1,500.00 |
| | b. | Each additional unit or lot over 5 \$ 100.00 |
| 2. | Final: | |
| | a. | First 5 units or lots \$1,500.00 |
| | b. | Each additional unit or lot over 5 \$ 100.00 |
| 3. | Preliminary/Final: | |
| | a. | First 5 units or lots \$3,000.00 |
| | b. | Each additional unit or lot over 5 \$ 200.00 |

Commercial, Institutional and Industrial Land Development:

- | | | |
|----|------------------------------------|------------|
| 1. | First 3 acres of total land acres | \$3,000.00 |
| 2. | Each additional unit or lot over 3 | \$ 200.00 |

_____ A fee of \$25.00 will be charged for each waiver request.

_____ Enclose County Review Fees, payable as follows:

All Land Development

\$150.00, plus \$20.00 per lot and per structure to the Columbia County Planning Commission.

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_____ Briar Creek Borough must submit all plans to the Columbia County Planning Commission for their review and comment prior to final action by Briar Creek Borough. The County is required to respond within 30 days.

_____ A total of 8 copies of all drawings, plans and complete applications must be submitted. In addition to the required copies of the plans, two sets of the drawings/plans for final approval and original signatures shall be upon Mylar sheets.

_____ If applicable, an approved Highway Occupancy Permit, as required by Briar Creek Borough or the Pennsylvania Department of Transportation or a deed restriction that prohibits development or improvements to the site or parcels to be created there under until the appropriate Highway Occupancy Permit is secured. Highway Occupancy Permit from PennDOT shall be required prior to final approval.

_____ An approved plan, on Mylar sheets, must be recorded at the Columbia County Recorder of Deeds Office within 90 days from the date of approval and proof of recording submitted to Briar Creek Borough. Failure to do so shall render the approval null and void and a new application shall be submitted.

_____ The fees include two meetings before the Briar Creek Borough Planning Commission and one meeting before the Briar Creek Borough Council. Additional meetings shall require a fee of \$500.00 for each additional meeting.

THIS CHECKLIST IS NOT ALL INCLUSIVE. IT IS STRONGLY RECOMMENDED THAT YOU REVIEW THE BRIAR CREEK BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE PRIOR TO SUBMISSION IN ORDER TO PREVENT DELAYS IN THE APPROVAL PROCESS.

BRIAR CREEK BOROUGH
6029 PARK RD BERWICK
PA 18603

TELEPHONE NO. (570) 759-1566

FAX NO. (570) 759-3595

LAND DEVELOPMENT APPLICATION

1. APPLICANT/DEVELOPER:

Name: _____

Address: _____

Telephone No.: _____

2. OWNER OF RECORD:

Name: _____

Address: _____

Telephone No.: _____

3. REGISTERED PROFESSIONAL LAND SURVEYOR/ENGINEER:

Name: _____

Address: _____

Telephone No.: _____

4. LOCATION/ADDRESS OF PROPERTY TO BE DEVELOPED/SUBDIVIDED:

5. IS THE PROPOSED DEVELOPMENT LOCATED UPON ONE LOT OF RECORD?

YES

NO (ATTACH COPY OF CORRESPONDING DEED(S)).

6. LINEAR DIMENSIONS OF LOT AND TOTAL AREA (SQUARE FEET OR ACREAGE) OF LOT PRIOR TO SUBDIVISION:

7. IF APPLICABLE, LIST LINEAR DIMENSIONS AND SQUARE FEET OF THE LAND AREAS AND/OR PARCELS TO BE LEASED AND/OR CREATED WITHIN THE EXISTING DEED(S) OF RECORD. ATTACH INDIVIDUAL DESCRIPTIONS OF EACH.

LOT NO. 1: _____

LOT NO. 2: _____

LOT NO. 3: _____

8. TAX MAP DESCRIPTION:

MAP _____ BLOCK _____ LOT NO. _____

9. ZONING DISTRICT: _____

10. SEWAGE DISPOSAL:

ON-LOT

CENTRAL

(ATTACH A COPY OF DEP PLANNING MODULE AND DATE OF SUBMISSION OR ATTACH COPY OF AVAILABILITY LETTER FROM BAJSA.)

11. ATTACH SEPARATE NARRATIVE WHICH DESCRIBES ALL EXISTING USES, STRUCTURES, BUILDINGS, PARKING, ETC. LOCATED UPON THE SITE. PLAN MUST ILLUSTRATE THE DIMENSIONS OF EACH AND THE SETBACK DISTANCES FROM ALL PROPERTY LINES.

12. ATTACH SEPARATE NARRATIVE WHICH DESCRIBES PROPOSED DEVELOPMENT UPON THE SITE. PLAN MUST ILLUSTRATE AFOREMENTIONED INFORMATION INCLUDING THE DIMENSIONS OF EACH AND SETBACK DISTANCES FROM ALL PROPERTY LINES.

13. HAS THE ZONING OFFICER DETERMINED IF THE PROPOSED SUBDIVISION, IF APPROVED, WILL REQUIRE ANY VARIANCES?

YES

NO

IF YES, SPECIFY ANY REQUIRED VARIANCES PER THE DECISION OF THE ZONING OFFICER.

14. ARE ANY MODIFICATIONS AND/OR WAIERS FROM THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUESTED?

YES

NO

IF YES, SPECIFY THE REQUESTED MODIFICATIONS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE RELATED TO SUCH REQUEST.

15. ATTACH TWO MYLARS.

16. ATTACH EIGHT (8) COPIES OF THE LAND DEVELOPMENT PLAN AT A SCALE OF:

ONE (1) INCH EQUALS TEN (10) FEET, FOR PROPERTIES NOT GREATER THAN ONE (1) ACRE.

OR

NOT GREATER THAN ONE (1) INCH EQUALS FIFTY (50) FEET FOR PROPERTIES IN EXCESS OF ONE (1) ACRE.

17. ATTACH EIGHT (8) COPIES OF THE SUPPORTING MATERIAL, I.E., EROSION AND SEDIMENTATION CONTROL PLAN, STORMWATER MANAGEMENT PLAN, INCLUDING STORMWATER CALCULATIONS, AND A HIGHWAY OCCUPANCY PERMIT (IF APPLICABLE).

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER AGREE TO REIMBURSE BRIAR CREEK BOROUGH FOR ALL REASONABLE CONSULTING FEES INCURRED FOR THE REVIEW AND INSPECTION OF THIS APPLICATION AND ACCOMPANYING PLANS AS SO REQUIRED AND DIRECTED BY BRIAR CREEK BOROUGH.

SIGNATURE OF APPLICANT/DEVELOPER

DATE

SIGNATURE OF OWNER
(IF NOT SAME AS APPLICANT/DEVELOPER)

DATE

THE INDIVIDUAL SIGNING THIS APPLICATION MUST ATTEND THE PLANNING COMMISSION MEETING TO DISCUSS THIS APPLICATION AND TO RESPOND TO ANY QUESTIONS.

TO BE COMPLETED BY BRIAR CREEK BOROUGH

- A. BOROUGH APPLICATION FEE AND DATE RECEIVED: _____
- B. COUNTY REVIEW FEE _____
- C. DATE PLAN AND APPLICATION WERE SUBMITTED TO COLUMBIA COUNTY PLANNING COMMISSION: _____
- D. DATE OF NEXT SCHEDULED BOROUGH PLANNING COMMISSION MEETING:

- E. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF ANY CONSULTANT TO BRIAR CREEK BOROUGH, COMMENTS OF BRIAR CREEK BOROUGH PLANNING COMMISSION AND COLUMBIA COUNTY PLANNING COMMISSION.
- F. ATTACH COPY OF APPROVED DEP PLANNING MODULE AND SEO REPORT (IF APPLICABLE).
- G. DECISION RENDERED AND DATE OF DECISION BY BRIAR CREEK BOROUGH COUNCIL: _____
- H. DATE OF MAILING OF WRITTEN NOTIFICATION OF DECISION TO APPLICANT:
