

BRIAR CREEK BOROUGH



MINOR SUBDIVISION 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
MINOR SUBDIVISION CHECKLIST
Preliminary Final

**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 MINOR SUBDIVISION OF PROPERTY. IT IS DESIGNED TO ASSIST THE APPLICANT, BUT IT DOES NOT NECESSARILY REPRESENT ALL RELEVANT INFORMATION FOR EACH PARTICULAR SUBDIVISION. 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 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 "Minor Subdivision - 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.

_____ 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 subdivision.

_____ The name and address of the registered engineer and/or registered land surveyor responsible for the subdivision 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 total number of proposed lots, within a subdivision, with identification numbers for each.

_____ 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" = 800 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 structures, including accessory structures and off-street parking areas upon the subject property.

_____ 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.

_____ 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 subdivision.

_____ Existing watercourses, streams, ponds, wetlands, floodplain and/or flood prone areas, wooded areas and rock outcrops within the proposed subdivision. 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.

If no immediate development is proposed upon a site at the time the applicant seeks the subdivision approval, the approval of such plan shall be conditioned upon the inclusion of a deed restriction which prohibits any development and/or land grading, disturbance and/or alteration prior to compliance with the provisions set forth above.

_____ 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.

_____ 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 Minor Subdivision Fee: Minor
Subdivision:
Residential \$ 750.00
Commercial, Institutional and Industrial \$1,250.00

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

_____ Enclose County Review Fees, payable as follows:

\$125.00, plus \$10.00 per lot (5 lots or less) to the Columbia
County Planning Commission.

(Fees are determined by the number of lots created, including the residual lot.)

_____ 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 eight (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.

_____ 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

MINOR SUBDIVISION 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/ADRESS OF PROPERTY TO BE SUBDIVIDED:

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

6. LINEAR DIMENSIONS OF EACH LOT AND TOTAL SQUARE FOOTAGE OF EACH LOT TO BE CREATED UPON SUBDIVISION APPROVAL:

LOT NO. 1: _____

LOT NO. 2: _____

7. TAX MAP DESCRIPTION:

VOLUME _____ PAGE _____ LOT NO. _____

8. ZONING DISTRICT: _____

9. SEWAGE DISPOSAL:

ON-LOT CENTRAL

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

10. ATTACH A NARRATIVE REPORT ON THE NATURE OF PROPOSED
DEVELOPMENT AND INTENDED USE AND DISPOSITION OF SUBDIVIDED
PROPERTY.

11. ATTACH A COPY OF EXISTING DEED DESCRIPTION OF PROPERTY AND
COPIES OF PROPOSED DEED DESCRIPTIONS OF LOTS TO BE CREATED.

12. 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.

13. 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.

- 14. ATTACH TWO MYLAR.
- 15. ATTACH EIGHT (8) COPIES OF THE SUBDIVISION PLAN AT A SCALE OF:

ONE (1) INCH EQUALS TWENTY (20) FEET, FOR PROPERTIES NOT GREATER THAN TWO (2) ACRES.

OR

NOT GREATER THAN ONE (1) INCHE EQUALS FIFTY (50) FEET FOR PROPERTIES IN EXCESS OF TWO (2) ACRES

AND

ANY AND ALL APPLICABLE SUPPORTING MATERIAL, I.E., SOIL EROSION AND SEDIMENTATION CONTROL PLAN, DEP PLANNING MODULE AND HIGHWAY OCCUPANCY PERMIT.

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
SAME AS APPLICANT/DEVELOPER)

DATE (IF NOT

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 BRIAR CREEK 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: _____