

**BEAVER COUNTY PLANNING COMMISSION**



**Board of Commissioners**  
Daniel C. Camp, III, Chairman  
Jack Manning  
Tony Amadio

**From:** Joseph C West, Planning Director  
Beaver County Planning Commission

A handwritten signature in blue ink, appearing to be "J. West", is written over the name "Joseph C West" in the "From:" field.

**Date:** Friday, December 18, 2020

**Beaver County  
Planning Commission**

**RE:** Land Development/Subdivision Plans submitted for review

**Joseph C. West,  
Director of Planning**

**To:** Beaver County Municipal Officials

724-770-4421 Phone  
724-775-3915 FAX

Please note starting January 1, 2021 an applicant must contact the municipality where the proposed development and/or subdivision will take place and complete the Beaver County Planning Commission subdivision and land development application before a proposed plan can be submitted for review. If an applicant is uncertain or unsure about the process than the applicant/and or the municipality can schedule a pre-application conference with the staff here in the Office of Planning and Redevelopment (OPR) for guidance concerning the proposed development. Be advised that this conference will not be regarded as a review. An application will still have to be submitted. The guidelines in the application are to be followed by the applicant in order to avoid delaying development. This will help staff here in the OPR Department overcome any issues that may occur during the process. If you have any further inquiries pertaining to this matter you can contact this office at 724-770-4421.

Thank you



# BEAVER COUNTY

## PLANNING COMMISSION

### Subdivision and Land Development Review Application

Beaver County Office of Planning and Redevelopment  
Beaver County Courthouse 810 Third Street  
Beaver, PA 15009 Phone: 724-770-4421 Fax: 724-775-3915

This application must be completed by the applicant or his/her agent and submitted along with two (2) copies of the plan and required fee (see fee schedule) for subdivision and land development reviews mandated by the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended.

#### CONTACT INFORMATION

Name of property owner(s) of record, applicant(s), developer. If the owner of record is a corporation, the name of the Corporation:

\_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### PROPERTY INFORMATION

Subdivision Name: \_\_\_\_\_

Phase # and/or Name of Phase (if part of a Master Plan for Phased Development):  
\_\_\_\_\_

Address/Street Location of Property: \_\_\_\_\_

PIN Number(s) of Property to be Subdivided and/or Developed (Note attach separate pages for additional PIN Numbers):  
\_\_\_\_\_

#### Pre-Application Conference

If the applicant wants a pre-application conference completed prior to review/approval of a Subdivision/Land Development. Please call (724)770-4421 to schedule an appointment with a planner for a pre-application conference. At the conference, preliminary plans may be shown in order to receive general guidance but will not be submitted or accepted. General requirements of the Zoning Ordinance Requirements, Subdivision/Land Development Ordinance Requirements, Erosion Control, Stormwater Management, Flood Damage Prevention can be discussed

#### Planning Commission Schedule of Fees for Subdivisions and Land Developments review

Fees for subdivision plans: a \$75.00 base fee plus \$10.00 per lot based on the maximum total of lots associated with the subdivision [as examples, the subdivision of one lot into five lots would be a five lot subdivision and the fee due would be \$125.00 (base fee of \$75.00 plus \$50.00 {five lots at \$10.00 per lot}) and the subdivision (consolidation) of five lots into one lot would be a five lot subdivision and the fee due would be \$125.00 (base fee of \$75.00 plus \$50.00 {five lots at \$10.00 per lot})]

Fees for land development plans: a base fee of \$75.00 plus \$10.00 per acre and any increment thereof. As an example, for a land development of 25.50 acres, the fee due would be \$330.00 [base fee of \$75.00 plus \$255.00 (25.5 acres at \$10.00 per acre)].

**Water Supply**  
(Check one)

Public   
Community On-site   
Individual On-lot

**Sewerage**  
(Check one)

Public   
Community On-site   
Individual On-lot

**Public Water/Sewage Supplier:** \_\_\_\_\_

Residential Number of lots or units \_\_\_\_\_ Nonresidential Number of lots \_\_\_\_\_

Total Acres of the Site \_\_\_\_\_ Total Acres being disturbed \_\_\_\_\_ Each building(s) gross square feet (floor area) \_\_\_\_\_

Ownership and Property information agrees with Municipality and County Records **Yes**  **No**

A copy of any existing or proposed covenants, deed restrictions, modifications concerning this plan **Yes**  **No**  **Identified on the Plan**

Zoning designation of property: \_\_\_\_\_

Zoning Variances granted, that are applicable to the property. **Yes**  **No**

If yes, describe:

\_\_\_\_\_  
\_\_\_\_\_

If proposal is made by applicant or agent directly to the Beaver County Planning Commission, the following certification is required to assure that all plans submitted to the BCPC are also submitted to the municipal government for review.

I hereby certify that this plan has been submitted for review to the Township/Borough/City of \_\_\_\_\_ and that, if the plan is withdrawn from consideration by the municipality, it will also be withdrawn from the BCPC review process via written notification.

Members of the BCPC and OPR staff are authorized to enter land for site inspection if necessary.

\_\_\_\_\_  
**Print Name of Applicant**

\_\_\_\_\_  
**Date Received**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**BCPC/OPR OFFICE USE ONLY:**  
**TO BE COMPLETED BY THE OFFICE OF PLANNING AND REDEVELOPMENT**  
DATE THE PLAN WAS SUBMITTED ON:   /  /    
PERSON SUBMITTING THE PLAN: \_\_\_\_\_  
\_\_\_\_\_  
DATE THE PLAN received in the mail:   /  /    
DATE STAMP :   /  /

## IMPORTANT INFO BELOW PLEASE READ

The following is the Beaver County Planning Commission (BCPC) process associated with its review of a land development and subdivision

The local municipality must submit the following to the BCPC for a subdivision

- *A letter from the municipality requesting that the BCPC review the subdivision*
- *Two copies of the subdivision plan/drawing prepared by a Pennsylvania licensed/registered surveyor, with at least one copy bearing the seal and original signature of the surveyor*
- *The required fee paid in the form of a check or money order payable to the Beaver County Planning Commission*

The local municipality must submit the following to the BCPC for a Land Development

1. *A letter from the municipality requesting that the BCPC review the land development*
2. *Two copies of the land development plan/drawing prepared by a Pennsylvania licensed/registered surveyor/architect/landscape architect/engineer/geologist (Design Professional), with at least one copy bearing the seal and original signature of the Design Professional.*
3. *The required fee, paid in the form of a check or money order payable to the Beaver County Planning Commission.*

***NOTE ALL MULTI LOT PLANS AND LAND DEVELOPMENT PLANS MUST BE SUBMITTED BEFORE THE FIRST OF THE MONTH IN ORDER TO APPEAR ON NEXT MONTH MEETING AGENDA.***

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**After the BCPC Board takes action at its meeting on the staff's recommendations regarding subdivisions of more than two lots; or following staff review of two lot subdivisions, the BCPC staff issues its written review to the municipality and sends copies of its review to appropriate parties.**

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**ALL PLANS SHOULD BE SUBMITTED BY A MUNICIPAL OFFICIAL. IF A PLAN IS SUBMITTED BY ANYONE (I.E. PROPERTY OWNER/DEVELOPER) OTHER THAN A MUNICIPAL OFFICIAL THAN THE BCPC OPR DEPARTMENT WILL NEED ALL THE REQUIRED INFORMATION SUCH AS A CHECK FOR THE RIGHT FEE, A LETTER REQUESTING THE BCPC REVIEW ALONG WITH TWO COPIES OF THE PLAN WHICH HAS THE SURVEYOR ARCHITECT, OR ENGINEER SIGNATURE AND SEAL FAILURE TO PRODUCE THESE ITEMS UPON SUBMISSION WILL DELAY THE PROCESS. BEFORE RECORDING THE BCPC WILL ONLY SIGN A PLAN AFTER THE BCPC REVIEW AND AFTER THE PLAN WAS APPROVED AND SIGN BY THE MUNICIPALITY.**

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