

**BOROUGH OF ECONOMY  
SUBDIVISION AND LAND DEVELOPMENT APPLICATION**

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**TYPE OF APPLICATION:**      \_\_\_\_\_ MINOR SUBDIVISION      \_\_\_\_\_ LAND DEVELOPMENT  
(Check One)                      \_\_\_\_\_ MAJOR SUBDIVISION

**APPROVAL REQUESTED:**      \_\_\_\_\_ PRELIMINARY APPROVAL      \_\_\_\_\_ FINAL APPROVAL  
(Check One)                      \_\_\_\_\_ PRELIMINARY & FINAL APPROVAL

NAME OF PLAN \_\_\_\_\_

LOCATION OF PLAN \_\_\_\_\_

COUNTY ASSESSOR'S TAX PARCEL NUMBER FOR PROPERTY \_\_\_\_\_

LANDOWNER'S NAME \_\_\_\_\_

LANDOWNER'S ADDRESS \_\_\_\_\_

LANDOWNER'S PHONE NUMBER \_\_\_\_\_

APPLICANT'S NAME \_\_\_\_\_  
(If different from landowner)

APPLICANT'S ADDRESS \_\_\_\_\_

APPLICANT'S PHONE NUMBER \_\_\_\_\_

ENGINEER OR SURVEYOR'S NAME \_\_\_\_\_

ENGINEER/SURVEYOR'S ADDRESS \_\_\_\_\_

ENGINEER'S PHONE NUMBER \_\_\_\_\_

ZONING CLASSIFICATION \_\_\_\_\_

TOTAL CONTIGUOUS ACREAGE IN PLAN \_\_\_\_\_ TOTAL LOTS OR DWELLING UNITS \_\_\_\_\_

AVERAGE LOT AREA: \_\_\_\_\_ SQ. FT. AVERAGE LOT FRONTAGE: \_\_\_\_\_ FEET

NONRESIDENTIAL LAND DEVELOPMENT (Describe proposed construction)

UTILITIES AVAILABLE (Name Provider): WATER \_\_\_\_\_ GAS \_\_\_\_\_

ELECTRIC \_\_\_\_\_ SEWAGE \_\_\_\_\_

WATERSHED IN WHICH PROPERTY IS LOCATED \_\_\_\_\_

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HAVE ALL ITEMS LISTED IN APPLICATION CHECKLIST BEEN SUBMITTED?  YES  NO  
[In order for the application to be considered complete and properly filed, all the items listed on the APPLICATION CHECKLIST must accompany this application]

IS REZONING OF THE PROPERTY NECESSARY TO PERMIT PROPOSED USE?  YES  NO  
IF YES, HAS AN APPLICATION FOR REZONING BEEN FILED?  YES  NO

HAS A VARIANCE, CONDITIONAL USE OR USE BY SPECIAL EXCEPTION BEEN GRANTED FOR THIS PLAN?  YES  NO IF YES, GIVE DATE OF APPROVAL \_\_\_\_\_

ARE ANY WAIVERS OR MODIFICATIONS TO SUBDIVISION AND LAND DEVELOPMENT REGULATIONS BEING REQUESTED? (See Article XI of the Borough Ordinance)  
 NO  YES IF YES, PLEASE ATTACH LETTER OF REQUEST

APPLICATION FILING FEE:	\$ _____	DATE PAID _____	CHECK # _____
APPLICATION REVIEW FEE:	\$ _____	DATE PAID _____	CHECK # _____
COUNTY REVIEW FEE:	\$ _____	DATE PAID _____	CHECK # _____

I, \_\_\_\_\_, hereby depose and say that all the above statements and the statements contained in this application and the materials submitted herewith are true and that I understand that I must abide by all applicable Borough Ordinances.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

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**FOR OFFICIAL USE:**

Planning Commission Application No. \_\_\_\_\_  
Date(s) of Borough Engineer's Review(s) \_\_\_\_\_  
Date(s) of Planning Consultant's Review(s) \_\_\_\_\_  
Date(s) of County Planning Commission Review(s) \_\_\_\_\_

Official Date of Filing \_\_\_\_\_  
Deadline for Council's Action \_\_\_\_\_

Date(s) of Planning Commission Meeting(s) at which application is reviewed \_\_\_\_\_

Date of Planning Commission Recommendation \_\_\_\_\_  
Conditions Attached to Recommendation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Borough Council meeting(s) at which application is considered \_\_\_\_\_

Borough Council Action:

Approved  Approved with Conditions  Denied

Date \_\_\_\_\_

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## ECONOMY BOROUGH PLANNING COMMISSION APPLICATION PROCEDURES

1. The regular meeting of the Planning Commission is held on the first Monday of every month, except when rescheduled because of holidays. These dates are indicated on the Commission's Annual Calendar available from the Borough Secretary.
2. Applications must be submitted **21 calendar days** prior to the regular meeting of the Planning Commission. Deadlines for application submission are designated on the Commission's Annual Calendar. **Nine (9) copies** of the applications must be submitted to the Borough Secretary **by the close of business** on the designated deadline date.
3. **On the next day following** the submission deadline, the Borough Secretary will send copies of the application to the Beaver County Planning Commission, the Borough Engineer, the Borough Planning Consultant and the Chairman of the Planning Commission. One (1) copy will be retained for the file.
4. The Borough Engineer and Borough Planning Consultant will review the application and send review comments to the Borough Secretary with copies to the applicant **at least ten (10) calendar days prior** to the regular meeting of the Planning Commission.
5. If the applicant makes revisions to the plans to address the comments of the Borough Engineer and Planning Consultant, one (1) copy of the revised plans should be sent directly to the Borough Engineer and Borough Planning Consultant and nine (9) copies of the plans must be submitted to the Borough Secretary by the **Wednesday before the regular meeting**.
6. On the **Thursday before the regular meeting**, the Borough Secretary sends one (1) copy of the plans with copies of the first review prepared by the Borough Engineer and Borough Planning Consultant to each member of the Borough Planning Commission.
7. The applicant and the person who prepared the plan must be present at the regular meeting of the Planning Commission. It is possible that the application may be tabled if no one is present and there are unanswered questions.
8. The Planning Commission may hold an informational meeting ½ hour before the regular meeting to review the plans and the Consultant reviews. Any review comments from the Consultants regarding the revised plans will be presented to the applicant and the Planning Commission in time for the informational meeting. If an informational meeting is not held, the Consultants' comments will be presented at the regular meeting.
9. If the Consultants have not had ample opportunity to review the revised plans and/or their comments raise issues that are not appropriate for "conditional approval," the application will be tabled until the next month's meeting of the Planning Commission.

## Application Procedures

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10. If the Planning Commission attaches conditions to its recommendation for approval, the applicant is responsible for submitting revised plans that show compliance with the conditions recommended by the Planning Commission before the application will be considered by Borough Council.
11. Revised plans must be submitted at least three (3) working days prior to the meeting of Borough Council in order to be placed on Council's agenda. One (1) copy of the revised plans should be submitted directly to the Borough Engineer by this deadline.
12. Borough Council will consider an application for approval at its regular business meeting held on the second Tuesday or fourth Tuesday of each month.
13. If revised plans are not submitted in time for Borough Council to act within 90\* days from the date of the Planning Commission meeting at which the complete and properly filed application is first considered, the applicant must submit a written request to table the application, including a statement granting the Borough an extension of time to act on the application.
14. If the applicant does not request tabling the application and does not grant the Borough an extension of time to act and the conditions are not met before the 90\* day deadline for Council to act on the application, Borough Council will deny the application. If the application is denied, a new application must be submitted, subject to the payment of applicable fees.
15. Once Borough Council approves the plan, applicants for major subdivisions and land developments must execute a Developer's Agreement and post financial security, if applicable.
16. The officers of the Borough will not execute the plat for recording until the executed Developer's Agreement and financial security are provided.
17. The applicant must record the subdivision plat within 90 days of the date of the meeting when Borough Council approves the plan or within 90 days of the date on which all conditions of approval, including posting of financial security and executing the Developer's Agreement, have been met, whichever is later.

- \* The 90 day deadline applies to subdivisions and land development applications. In the case of conditional use and Planned Residential Development (PRD) applications Borough Council must commence a public hearing within 60 days of the applicant's request and then act on the application within 45 days of the conclusion of the hearing(s).

**BOROUGH OF ECONOMY  
MINOR SUBDIVISION**

**PRELIMINARY AND FINAL PLAN CHECKLIST**

<b>APPLICATION REQUIREMENT</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
Scale: 1" = 100' or greater			
Drawn on mylar or comparable material (24" x 36")			
Location Map			
Description of covenants, if any			
Title block including name of subdivision; municipality, County and State; name and address of owners; name and seal of plan preparer; North point, date, graphic scale			
Proposed use of the land			
Lot lines, dimensions and areas of proposed lots			
Existing alleys and existing and proposed streets and/or easements adjacent to the tract			
Available utilities; if public sewer and water, source and disposal system and letter re: availability of service			
PA DEP Planning Module			
Names of abutting property owners			
Statement by the owner dedicating streets, rights of way and sites for public use			
Sketch plan showing the remainder of the parcel from which the subdivision is made and relationship to surrounding streets and properties			
Significant environmental conditions, including wetlands and floodplains			
Certificates, affidavits and endorsements or dedications required by the County			

**BOROUGH OF ECONOMY  
MAJOR SUBDIVISION AND LAND DEVELOPMENT**

**PRELIMINARY PLAN CHECKLIST**

<b>APPLICATION REQUIREMENT</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
Scale: 1" = 100' or greater			
Existing use of subject property And adjacent property			
Location Map			
Draft of protective covenants, if any			
Title block including name of subdivision; municipality, County and State; name and address of owners; name and seal of plan preparer; North point, date, graphic scale			
Existing easements: location, width, distance			
Contours at 20 foot intervals; greater detail for slopes of 5% or less			
Datum to which contour elevations refer			
Bench marks			
Watercourses, culverts, bridges and drains			
Buildings, sewers, water mains, fire hydrants, water wells and septic facilities			
Streets on or adjacent to the tract, including names, right of way and cartway widths			
Telephone, electric power transmission and petroleum product lines, other significant man-made features			
Location, name and width of all proposed streets and paved cartways			
Purpose and location of all rights of way and easements			
Lot lines; building lines			
Reservations of land for public use, if any			
General stormwater drainage plan			

# PRELIMINARY PLAN CHECKLIST

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APPLICATION REQUIREMENT	YES	NO	COMMENT
Plan of proposed water distribution system or plan showing location of individual wells			
If public water, a letter from the water company indicating availability of service			
Plan of proposed sanitary sewerage system or a plan showing location and type of on-lot sewage disposal facilities			
Evidence of submission of PA DEP sanitary sewerage planning module			
Proposed use of the property			
Names and addresses of abutting property owners			
If plan is for a part of the entire tract, a sketch plan for the remainder showing the prospective street layout			
Street profiles showing existing ground elevations and proposed centerline street grades			
Typical cross-sections of streets and sidewalks			
Subsurface conditions of the tract			
Sizes of water pipes and location of valves and hydrants			
Location of manholes, invert elevations, grades and sizes of sanitary sewers			
Base flood elevation data, if property is located in designated floodplain or note that site is not in floodplain			
Identification of wetlands or note that none exist on the site; measures for protecting wetlands, if applicable			
Size location and use of structures on adjacent properties within 25 feet of the site boundaries			

**BOROUGH OF ECONOMY  
MAJOR SUBDIVISION AND LAND DEVELOPMENT**

**FINAL PLAN CHECKLIST**

APPLICATION REQUIREMENT	YES	NO	COMMENT
Scale: 1" = 100' or greater			
Existing use of subject property And adjacent property			
Location Map			
Draft of protective covenants, if any			
Title block including name of subdivision; municipality, County and State; name and address of owners; name and seal of plan preparer; North point, date, graphic scale			
Existing easements: location, width, distance			
Contours at 20 foot intervals; greater detail for slopes of 5% or less			
Datum to which contour elevations refer			
Bench marks			
Watercourses, culverts, bridges and drains			
Buildings, sewers, water mains, fire hydrants, water wells and septic facilities			
Streets on or adjacent to the tract, including names, right of way and cartway widths			
Telephone, electric power transmission and petroleum product lines, other significant man-made features			
Location, name and width of all proposed streets and paved cartways			
Purpose and location of all rights of way and easements			
Lot lines; building lines			
Reservations of land for public use, if any			
General stormwater drainage plan			



# FINAL PLAN CHECKLIST

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APPLICATION REQUIREMENT	YES	NO	COMMENT
Plan of proposed water distribution system or plan showing location of individual wells			
If public water, a letter from the water company indicating capacity is available			
Plan of proposed sanitary sewerage system or a plan showing location and type of on-lot sewage disposal facilities			
Evidence of approval of PA DEP sanitary sewerage planning module			
Proposed use of the property			
Names and addresses of abutting property owners			
If plan is for a part of the entire tract, a sketch plan for the remainder showing the prospective street layout			
Street profiles showing existing ground elevations and proposed centerline street grades			
Typical cross-sections of streets and sidewalks			
Subsurface conditions of the tract			
Sizes of water pipes and location of valves and hydrants			
Location of manholes, invert elevations, grades and sizes of sanitary sewers			
Base flood elevation data, if property is located in designated floodplain or note that site is not in floodplain			
Identification of wetlands or note that none exist on the site; measures for protecting wetlands, if applicable			
Size location and use of structures on adjacent properties within 25 feet of the site boundaries			