



DIRECTIONS FOR COMPLETING THE APPLICATION

1. Fill out the entire application. Print legibly or type the information. Sign and date the application.
2. A complete application, along with the appropriate number of copies of the plan, applicable reports, drawings, PDF/electronic copies of all documents, and any additional relevant information must be submitted to the Township’s Building & Codes Department at least 15 business days prior to the next meeting of the Planning Commission. The Township reserves the right to immediately deny any incomplete application and return it to the applicant without the Planning Commission’s and/or Board of Commissioner’s review and action.
3. The application and all materials must be original. The Township will not accept fax copies.
4. A copy of all plan sheets, pictures, concept drawings (including the elevations, façade, and building materials), and reports shall be submitted in PDF format at the time of plan submission. All PDF documents may be submitted on a flash drive or emailed to directorofpz@swataratwp.com.
5. All applicants are required to apply to the Dauphin County Planning Commission. The County’s online application submission procedure and fee schedule are all available on the county’s website at: <https://www.tcrpc-pa.org/dcpc-plan-application-and-fees>. A copy of the submission receipt or other proof of submission must accompany this application.
6. All applicable fees must be paid at the time of application submission, or the application will be deemed incomplete and not accepted. All checks are to be made payable to “Swatara Township” (separate checks are only required for any sanitary sewer, recreation fees, sidewalk fees, and/or other specialty fees). Additional fees may be required beyond the initial fee submission and escrow payments and must be paid by the applicant.
7. Submission of this subdivision/land development application authorizes the Township to hold money in an escrow account for this plan, per Chapter 253, Section 253-48. The funds shall be held until all reviews, improvements, and inspections are completed. Escrow accounts may only be closed, upon a written request by the applicant, and after all improvements associated with the plan/project have been deemed complete.
8. Any subdivision and/or land development application which requires a Variance, Special Exception, and/or Conditional Use shall be deemed incomplete until the necessary permit has been granted. All plans must meet applicable provisions within the Zoning Ordinance, Chapter 295, prior to the Planning Commission and/or Board of Commissioners taking any action to approve or disapprove the plan.
9. All applicants are encouraged to review the Codified Ordinances of Swatara Township, including but not limited to Chapters 231, 247, 249, 253, and 295 prior to applying. Township Ordinances are available online at www.swataratwp.com. Applicants are expected to comply with all applicable Township Ordinances, as well as any state and federal laws.
10. Once the application has begun the review process, revised plans will not be accepted unless staff, the Planning Commission, or the Board of Commissioners specifically ask for them. If revisions to the plan are necessary to comply with applicable Ordinances, the Township encourages applicants to withdraw the plan and resubmit once all necessary changes have been made.
11. I have read and understand the directions:

Signature of Applicant

Date

Print Name



Swatara Township
599 Eisenhower Boulevard
Harrisburg, PA 17111-2397
www.swataratwp.com

Building & Codes Department
Office Hours: Monday – Friday 8:00 AM – 4:30 PM
Phone: 717-564-2551 Fax: 717-564-5895
Email: directorofpz@swataratwp.com

Date Received: _____

Township File # : _____

GENERAL INFORMATION

Plan Name/Title: _____

Project Location/Address: _____

Tax Parcel ID #: _____

Zoning District: _____

PLAN CLASSIFICATION

- Subdivision
- Lot Add-On (Lot Consolidation)
- Land Development
- Combined Subdivision/Land Development

PLAN TYPE

- Sketch Plan
- Minor Plan
- Preliminary Plan
- Final Plan
- Combined Preliminary/Final Plan

Is this plan a revision to a previously approved and/or recorded plan?

If yes, approval/recording date or instrument #: _____

LAND USE

Current Use of Property: _____

Gross Acreage of Tract: _____ Developable Acreage of Tract: _____

Proposed Use of the Property – Describe the purpose of this project (attach additional sheets if necessary):

Indicate the applicable number of units or lots, square footage, and acreage of the proposed use(s).

- | | |
|---|-------------------------------------|
| _____ Single-Family (Detached) | _____ Commercial – Sq Ft: _____ |
| _____ Single-Family (Semi-Attached, Attached) | _____ Industrial – Sq Ft: _____ |
| _____ Multi-Family (3 or more attached units) | _____ Institutional – Sq Ft: _____ |
| _____ Mobile Home Park – No. of Lots: _____ | _____ Agricultural – acreage: _____ |
| _____ Open Space (acreage): _____ | _____ Other (please specify): _____ |

Will the development be completed in phases? Yes No

If yes, how many phases? _____ *If yes, submit a phasing schedule.*

UTILITIES

- Proposed Water: Public Semi-Private Individual
- Proposed Sanitary Sewer: Public Semi-Private Individual On-Lot
(check all that apply) Gravity Low Pressure

Number of grinder pumps proposed (if any): _____

Type/size of grease interceptor or grease/grit trap proposed (non-residential): _____

Sewer Facilities Plan Revision or Supplement Number: _____ Date Submitted: _____

STREET/SITE ACCESS AND OFF-STREET PARKING

1. Are any new public and/or private streets proposed? Yes No If yes, fill out the following:

Street Name	Total Linear Feet	Status/Type
_____	_____	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Both
_____	_____	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Both
_____	_____	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Both
_____	_____	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Both

2. Number of vehicle trips per day to the property: _____
A traffic control report and traffic impact report shall be submitted if applicable.

3. Off-street parking: Number of spaces required: _____
 Number of spaces being provided: _____
 Number of existing spaces (if any): _____

OPEN SPACE AND RECREATION

- 1. Is the applicant retaining any land for private/community open space? Yes No
If yes, how many acres? _____
- 2. Is the applicant dedicating any open space land to the Township? Yes No
If yes, how many acres? _____

ADDITIONAL INFORMATION

- 1. Have any Variances, Special Exceptions, or Conditional Uses been obtained for this property and/or for the proposed use associated with this application? Yes No
If yes, provide the case # / date in which the special permit was approved: _____
- 2. Are there any proposed easements or rights-of-way (to be offered for dedication)? Yes No
If yes, is it: Utility Stormwater Other _____
- 3. Is any portion of the property considered an environmentally sensitive area?
Steep Slopes Yes No How many acres/square feet? _____
Wetlands Yes No How many acres/square feet? _____
Floodplain/Floodway Yes No How many acres/square feet? _____
Rock Outcropping Yes No How many acres/square feet? _____
If yes, describe the area and if any current and/or proposed structures are in the environmentally sensitive areas: _____
- 4. Are there any nonconformities (e.g. lot, setback, building, use, etc.) on the property? Yes No
If yes, what is the nonconformity? _____
- 5. Does the property lie partially within the boundaries of another municipality? Yes No
If yes, which municipality? _____
- 6. Was this tract of land part of a prior subdivision? Yes No
If yes, what is the name of the subdivision? _____
Recording Date: _____ Book/Page or Instrument #: _____
- 7. Is the property located in an Agricultural Security Area? Yes No
- 8. Is this property enrolled in the Clean and Green Program? Yes No
If yes, contact the Dauphin County Assessment Office.
- 9. Are there any restrictive covenants placed on the property? Yes No
If yes, provide a copy of the document with your application.

CONTACT INFORMATION

Applicant (Contact Person)	Name:
	Company:
	Address:
	Telephone #:
	Email:
	How do you wish to receive correspondence? Method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Mail
	Financial responsible party? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Owner	Name:
	Company:
	Address:
	Telephone #:
	Email:
	How do you wish to receive correspondence? Method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Mail
	Financial responsible party? <input type="checkbox"/> Yes <input type="checkbox"/> No
Engineer	Name:
	Company:
	Address:
	Telephone #:
	Email:
	How do you wish to receive correspondence? Method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Mail
	Financial responsible party? <input type="checkbox"/> Yes <input type="checkbox"/> No

CONSIDERATION OF WAIVERS, DEFERRALS, AND/OR MODIFICATIONS

All requests for waivers, modifications and/or deferrals of the Township’s Codified Ordinances shall be submitted in writing at the time the plan is filed with the Township. The application shall state fully the grounds for which the waiver, modification, and/or deferral is/are being requested. For waivers and modifications, the Applicant must demonstrate a hardship as to why they cannot meet the specific requirements of the ordinance or demonstrate an alternative standard will provide equal or better results. *(Attach additional sheets if necessary).*

Chapter _____, Section Number: _____ Waiver Modification Deferral

Reason for the request and why the requirements of this Section cannot be achieved.

Chapter _____, Section Number: _____ Waiver Modification Deferral

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Chapter _____, Section Number: _____ Waiver Modification Deferral

Reason for the request and why the requirements of this Section cannot be achieved.

The following information shall be submitted with the subdivision and/or land development application. Failure to do so will delay the review process.

A minimum of eight (8) copies of the following information shall be submitted with the application. A PDF copy of all documents must also be submitted to the Township.

- _____ Subdivision and/or Land Development Plan (to include landscape and lighting plans)
- _____ Façade drawings (to include façade treatment, elevations, floor plans, lighting, and signage)
- _____ PDF copies of all plans, reports, documents, etc. submitted with this application. Information can be submitted electronically or on a flash drive.

A minimum of two (2) copies of all applicable reports, notifications, and certifications shall be submitted with the application.

- | | |
|--|--------------------------------|
| _____ Historical Features Narrative | _____ Sanitary Sewer Report |
| _____ Hydrogeologic/Water Facilities Study | _____ Steep Slope Report |
| _____ Hydrogeologic/Sewer Facilities Study | _____ Stormwater Drainage Plan |
| _____ Important Natural Habitats Report | _____ Traffic Control Report |
| _____ Park and Recreation Report | _____ Traffic Impact Report |

A minimum of two (2) copies of the following items, if applicable, shall be submitted with the application.

- | | |
|-------------------------------------|----------------------------------|
| _____ Construction Plans | _____ Sewer Facilities Plan |
| _____ Erosion/Sedimentation Plan | _____ Stormwater Management Plan |
| _____ Plan Module-Land Development | |
| _____ Other (please specify): _____ | |

Other Documents and Fees

- _____ Proof of application submission to the Dauphin County Planning Commission.
- _____ Copy of deed as proof of ownership, or applicable contract to purchase.
- _____ Copy of any deed and/or covenant restrictions.
- _____ Application Fee \$ _____
- _____ Escrow Fee \$ _____

Failure to submit a complete application or complete information may result in refusal to process the application and/or the application may be deemed incomplete. Additional fees may be incurred by the applicant.

I hereby authorize the Planning Commissioners, Board of Commissioners, Township staff, and any Township consultant to enter the exterior premises of this property between 8:00 AM and 8:00 PM, at their own risk, while this plan is being considered for approval, as needed to determine compliance with Township ordinances.

Signature of Property Owner

Date

I hereby authorize and request a review of this application. I hereby certify that the above statements, to the best of his/her knowledge and belief, are true and correct; that the plan submission represented by this application is complete and is prepared in conformance with the requirements of applicable ordinances and regulations of Swatara Township in effect on the date of this application. I also certify that the undersigned is the fee simple or equitable property owner or is authorized to submit this plan on behalf of the owner. By signing below, I certify that I have read and understand the instructions and application procedure and agree to pay all fees required to review and process this application.

Signature of Applicant/Authorized Representative (if different than owner)

Date

Signature of Owner

Date

Fee Schedule for Consideration of a Subdivision and/or Land Development Plan

Application fees and the establishment of a review/inspection escrow account are required for all applications. Fees are subject to change at any time by Resolution from the Board of Commissioners. A complete schedule of fees for Swatara Township may be viewed at the Township office. The fees are as follows:

Two checks made out to "Swatara Township" are required:

1. Application fee:

- \$750.00 base fee.
- \$20.00 per lot (UPI recording fee).

2. Inspection and Administration Escrow Account:

- \$2,500.00 for all new minor residential subdivision projects.
- \$5,000.00 for all new multi-family and all non-residential projects.
- All escrow accounts shall maintain a minimum balance of 50 percent of the original deposit.