



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	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many acres/square feet? _____
Wetlands	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many acres/square feet? _____
Floodplain/Floodway	<input type="checkbox"/> Yes <input type="checkbox"/> No	How many acres/square feet? _____
Rock Outcropping	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

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

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) fee & 2) general engineering escrow. The stormwater escrow will be determined and paid for at a later date.

Subdivision plans	Per plan	<p>Minor – \$850.00 + escrow + escrow account admin fee</p> <p>Lot add-ons - \$850.00 + escrow + escrow account admin fee</p> <p>Preliminary or final –\$850.00 base (up to 6 lots) + \$20.00 each lot (for 7 lots or more) + escrow + escrow account admin fee</p> <p>Waived preliminary or combined preliminary/final – \$850.00 base (up to 6 lots) + \$15.00 each lot (for 7 lots or more) + escrow + escrow account admin fee</p>
Land development plans	Per plan	<p>Preliminary or final – \$850.00 + \$20.00 per acre (round up to the next full acre) + escrow + escrow account admin fee</p> <p>Waived preliminary or combined preliminary/final - \$850.00 + \$20.00 per acre (round up to the next full acre) + escrow + escrow account admin fee</p>
Sketch plan	Per plan	\$500.00 + escrow + escrow account admin fee
Yield plan	Per plan	\$500.00 + escrow + escrow account admin fee
Sewage planning module, non-building waiver, or planning exemption.	Per request	\$150.00
General engineering escrow account	Per escrow account for a subdivision and/or land development plan or phase	<p>Residential: Initial deposit of \$2,500.00. The landowner shall establish with the Township a general engineering escrow account, as determined by the Township Engineer. The escrow account shall be used to pay for all review and inspection fees incurred by the Township. Any funds remaining in the escrow account shall be returned to the landowner upon the Township engineer’s certification that the onsite improvements were constructed by the landowner in accordance with the plans and specifications identified in the plan. All accounts must maintain a \$1,000.00 minimum balance.</p> <p>Non-residential - Initial deposit of \$5,000.00. The landowner shall establish with the Township a general engineering escrow account, as determined by the Township Engineer. The escrow account shall be used to pay for all review and inspection fees incurred by the Township. Any funds remaining in the escrow account shall be returned to the landowner upon the Township engineer’s certification that the onsite improvements were constructed by the landowner in accordance with the plans and specifications identified in the plan. All accounts must maintain a \$1,000.00 minimum balance.</p>
Stormwater BMP escrow account	Per escrow account for a subdivision and/or land development plan or phase	The landowner shall establish with the Township a BMP escrow account, as determined by the Township Engineer. The BMP inspection fee escrow account shall be used to pay for all review and inspection fees incurred by the Township. Any funds remaining in the BMP escrow account shall be returned to the landowner upon the Township engineer’s certification that the onsite BMP facilities were constructed by the landowner in accordance with the plans and specifications identified in the plan.
Escrow account administration fee	Per escrow account.	\$100.00 per year for each active escrow account.
Plan recording service fee	Per plan	\$100.00 administration fee + all costs required by the County.