

**DERRY BOROUGH PLANNING COMMISSION
CHECKLIST for the SUBDIVISION
of LAND in Derry Borough**

In order for the Borough of Derry to consider a request for the Subdivision or Redivision of Land steps must be taken.

1. An Application for Subdivision or Redivision of Land must be completed by the landowner(s) and presented to the Derry Borough Planning Commission for their review and consideration.
2. The Application must contain "complete" information and must be signed all property owners. Property owner's signatures may be affirmed either by a notary public or by the Owner/Applicant presenting proof of their identity at the Planning Commission meeting which will be held on the matter. Proof of approved legal representation must be submitted if actual owner or owners cannot be present.

Type of Subdivision requested:

Minor Subdivision	_____	Preliminary Subdivision	_____
Final Subdivision	_____	Preliminary Land Development	_____
Final Land Development	_____	Grading Permit	_____

The following information must be provided on the Application:

1. Name, address and phone number of all property owners
2. All developers names, addresses and phone numbers
3. All engineers names, addresses and phone numbers
4. Physical address of all the properties involved.
5. All tax map numbers
6. All lot numbers
7. Copies of Deed(s) or Agreement of Sale
8. Deed book volume and page numbers
9. Survey plat
10. Photos of property
11. Status of the property including:
 - a. The zoning district of the property
 - b. Current and future proposed improvements and/or structures and land features on the property
 - c. Current and proposed lot sizes (including sq. footage)
 - d. Current and proposed building setbacks and other building requirements meeting the current zoning regulations
 - e. Current and proposed use of the property, i.e., residential, industrial, municipal or other uses
12. Six (6) Sets of Preliminary or Final Plans showing:
 - a. Scale 1"=100' (or less)
 - b. Dimensions - feet and decimals
 - c. Surrounding streets, alleys, landmarks, railroads, water courses, sanitary sewers, storm drains, bridges, gas, electric, telephone, rights-of-way, etc.
 - d. Grading plan
 - e. Certificates from all certified engineers required to implement the Plan, including, but not limited to, such matters as traffic management studies, erosion and storm water management reports
 - f. Dates of beginning and ending of all construction/development on and/or surrounding the parcel(s)
13. If applicable, the name that property will be developed and/or marketed under.
14. Proposed new U.S.P.S. mailing addresses

The above items should be submitted at the same time in complete form to avoid any delays in the reviewing process. Your application will not be considered to be officially received until you have submitted all of these items. These requirements may vary and further information may be required for minor subdivisions and land developments.

If the affected property has ever had any prior action before the Derry Borough Zoning Hearing Board or Derry Borough Council you must provide copies of any such action,(i.e., Conditional Use Resolutions, Variances, Special Exceptions, etc.)

Upon completion of its review, the Planning Commission will make a determination of whether or not the Subdivision or Redivision should be approved and send their recommendations (and all documentation) to Derry Borough Council. Council will further review and deliberate the matter then have a vote for approval or disapproval.

There is no fee for presentation and review of any Subdivision or Redivision Plans by the Planning Commission. However, be advised that all "extraordinary costs" incurred by the Planning Commission or the Borough for things that may be necessary such as copying, certified postage and/or filing fees or court costs (if any) shall be borne by the Petitioners.

If you revise your plans, please be advised that any revisions must be submitted directly to the Borough Secretary and must be accompanied by a new Application form and a new review process by the Planning Commission and Council. You may call the Planning Commission or Council via the Borough office with any questions regarding the application procedure or plan review process.

*Note: The granting of approval by Council of any Subdivision or Redivision Plans does not imply that any proposed construction (if applicable) is automatically approved. Landowners must apply for a Zoning or Building Permit (if required) per Derry Borough's Zoning Ordinance and any other applicable Borough Ordinances.

I/we verify that the statements made relative to the application submitted are true and correct. I/we understand that false statements are made subject to penalties of 18PACS S4904 relating to unsworn falsification to authorities.

Date: _____

Owner or Owner's authorized agent:

Sign: _____

Print name & title: _____

Date: _____

Other party:

Sign: _____

Print name & title: _____

Date: _____

Other party:

Sign: _____

Print name & title: _____

Date: _____

Other party:

Sign: _____

Print name & title: _____

Date: _____

Other party:

Sign: _____

Print name & title: _____

DEFINITIONS

APPLICANT: The person making application according to the regulations contained in Derry Borough Ordinances and whose signature appears on any zoning application. The applicant may be someone other than the property owner if said person is duly authorized, in writing, to represent the owner.

APPLICATION FOR DEVELOPMENT: Every application, whether conceptual, preliminary, tentative, or final, required to be filed and approved prior to the start of construction or development, including but not limited to, an application for a zoning or building permit, or for the approval of a development plan.

BUILDING / STRUCTURE: A building is any structure having a roof supported by columns, walls, arches, or other devices and intended for the shelter, housing, or enclosure of persons, animals, or chattels of any nature. A structure includes, but is not limited to the above referenced description and any item permanently constructed, placed or set upon (or buried underneath, i.e. gas or liquid storage tanks) any parcel of land, the placement and/or use for which requires the issuance of all applicable permits.

LOT: A parcel of land occupied by, or which may be occupied by, buildings or structures, including the yards and other open spaces, as required by Derry Borough Ordinances, of the land shown as a separate lot or parcel on the records of Westmoreland County, Pennsylvania.

MINOR SUBDIVISION: The division of a single lot, tract or parcel of land (not a part of a prior subdivision) into not more than two (2) lots, tracts or parcels of land for the purpose, either immediate or future, of lease, transfer of ownership or the act of building structures and/or installing site improvements for residential use. All lots shall front on an existing public street or adequate means of access to a public street not involving any new street or road or the extension of municipal facilities or the creation of any public improvements and shall not adversely affect the development of the remainder of the parcel from which it is to be taken or adjoining property and shall conform with all provisions of the Derry Borough Ordinances and the rules and regulations promulgated thereunder.

RIGHT-OF-WAY: 1) A portion of land that is acquired by reservation, dedication, forced dedication, prescription, or condemnation, and is intended to be occupied by a road, crosswalk, railroad, electric transmission line, oil pipeline, gas pipeline, water line, sanitary sewer line, storm sewer line, and/or other similar use; 2) generally, the legal right of one to pass over or otherwise legally use the property of another.

SUBDIVISION / REDIVISION:

The division or redivision of a lot, tract or parcel of land by any means into two or more lots, tracts, parcels or other divisions of land including changes in existing lot lines for the purpose, whether immediate or future, of lease, partition by the court for distribution to heirs or devisees, transfer of ownership or building or lot development.

If you have any questions please do not hesitate to contact the Derry Borough Planning Commission.

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