



Subdivision & Land Development Review Application

- This application must be completed by the applicant in full
- Submit two (2) copies of the plan, a letter requesting review from the municipality, required fee (see fee schedule below)
- Please find additional information detailing the review process on page 3

Plan Type	Base fee	Additional cost
Subdivision	\$75	+ \$10 per lot
Land Development	\$75	+ \$10 per total acre (Round to nearest acre)

Example: 5-lot subdivision = \$125 total 5.3-acre land development = \$125

Step 1 of 3: Contact Information

Name of property owner(s), applicant, or developer: _____

Address: _____

Municipality: _____ State: _____

Phone: _____ Email: _____

Step 2 of 3: Plan Information

Plan Name: _____

Address of Plan: _____

PIN/parcel number(s): _____

Total acres of the site: _____ Total acres being disturbed: _____ Building gross square feet: _____

Existing number of lots: _____ Proposed number of lots: _____

Ownership and property information agrees with municipal and county records:
Yes No

A copy of any existing or proposed covenants, deed restrictions, modifications concerning this plan:
Yes No

Zoning designation of property: _____

Zoning variances granted: If yes, describe: _____
Yes No

Step 3 of 3: Property Utilities

Water Supply: Public Community on-site Individual on-lot
(Check one)

Sewerage: Public Community on-site Individual on-lot
(Check one)

Public water/sewage supplier: _____

If proposal is made by applicant or agent directly to the Beaver County Planning Commission (BCPC), 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certify that this plan has been submitted for review to the Township/Borough/City of _____ and that, if the plan is withdrawn from consideration by the municipality, it will also be withdrawn from the BCPC review process via written notification.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

Signature of Applicant

IMPORTANT INFORMATION BELOW PLEASE READ

Submission Deadline

All **major subdivisions** and **land developments** must be submitted to the Beaver County Planning Commission BCPC **by the close of the first business day of the month** to be placed on that month's meeting agenda.

Application & Submission Requirements

1. Applicants must first submit all required materials to the local municipality where the project is located.
2. The municipality will then submit the following to the BCPC:
 - a. A letter from the municipality requesting the County review the project
 - b. Two (2) copies of the plan prepared by a Pennsylvania licensed/registered surveyor, with at least one copy bearing the seal and original signature of the surveyor
 - c. The required fee paid in the form of a check or money order payable to Beaver County Planning Commission
 - d. Completed BCPC application form (this document)

Review Process Overview

Minor Subdivisions (2 lots):

3. Reviewed by BCPC staff
4. A written review letter mailed to the municipality, owner(s), and engineer

Major Subdivisions (3 or more lots) & Land Developments:

3. BCPC staff will review these plans at the BCPC board meeting held on the **third Tuesday of each month**
4. After Board approval of BCPC's recommendations, a written review letter will be mailed to the municipality, owner(s), and engineer.

After Review

5. After municipal approval and plan signature, the applicant must contact BCPC to arrange for final plan signing. (The BCPC and Recorder of Deeds must be the final steps in the approval process).
6. A member of the BCPC staff signs the plan.
7. The plan is then recorded by the Recorder of Deeds for an additional fee (located in the courthouse).