

CITY OF ST. MARYS
ELK COUNTY, PENNSYLVANIA
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

(814) 781-1718
(814) 834-1304 (FAX)



Application # _____
Date Received _____
Zoning District _____
Fee \$25.00 per lot _____
(\$10 County Fee) _____

APPLICATION FOR MINOR SUBDIVISION PLAN APPROVAL

APPLICATION OF:

NAME _____ ADDRESS _____
TELEPHONE _____ CITY, STATE, ZIP _____
NAME OF SUBDIVISION _____
APPLICANT'S INTEREST _____
OWNER NAME _____
DEED REFERENCE _____ TAX MAP # _____
ENGINEER NAME AND ADDRESS _____
CONTACT NAME AND PHONE NUMBER _____

PROPERTY
LOCATION _____ ROAD/STREET _____
SIZE BEFORE DIVISION _____ ACRES OR _____ SQ. FT.
NUMBER OF LOTS _____ SIZE OF LOTS _____
PROPOSED USE _____

UTILITIES:
 ON SITE SEPTIC SYSTEM WELL/SPRING
 EXTENSION OF CITY SANITARY SEWER CITY WATER
 GAS ELECTRIC TELEPHONE

ROAD/STREET: (if applicable) PUBLIC PRIVATE

APPLICANT MUST COMPLY WITH CHECK LIST PROVIDED WITH APPLICATION.

The undersigned hereby represents that, to the best of my knowledge and belief, all information listed above is true and complete.

SIGNATURE OF APPLICANT _____ DATE _____

THE APPLICATION AND ATTACHED PLANS HAVE BEEN REVIEWED BY THE CITY OF ST. MARYS ZONING OFFICER AND:

MEETS ALL APPLICABLE CITY REGULATIONS AND ORDINANCES

DOES NOT MEET APPLICABLE CITY REGULATIONS AND ORDINANCES

ZONING OFFICER

DATE

COMMENTS _____

ST. MARYS CITY PLANNING COMMISSION MEMBERS

REVIEWED AND APPROVED BY THE CITY PLANNING COMMISSION THIS _____ DAY OF _____, _____ SUBJECT TO ANY CONDITIONS LISTED BELOW.

CONDITIONS _____

ST. MARYS CITY COUNCIL

REVIEWED AND APPROVED THIS _____ DAY OF _____, _____ SUBJECT TO ANY CONDITIONS LISTED BELOW.

SECRETARY

MAYOR

CONDITIONS _____

CITY OF ST. MARYS

CHECK LIST

MINOR SUBDIVISION PLAT REQUIREMENTS

1. Reasonable scale _____
2. Name and address of developer/owner _____
3. Name of subdivision _____
4. Name, registration number, and raised seal of surveyor _____
5. North arrow _____
6. Margin of one inch on each side _____
7. Date _____
8. Location map _____
9. Tract boundaries with bearings and distances _____
10. Location, bearing, length of streets, ROW widths, existing and proposed _____
11. Names and deed references of adjoining property owners _____
12. Size of parcels in square feet, and/or acres _____
13. Correct setback requirements according to zoning district _____
14. Copies of proposed deeds for new and residual lots _____
15. Lot numbers _____
16. Draft of protective covenants or restrictions if applicable _____
17. Location of erosion and sedimentation controls (If applicable) _____
18. List of previous subdivisions of parcels and year it was subdivided _____
19. Stormwater management plan (If applicable) _____
20. DEP Planning modules (If applicable) _____
21. Utility line locations _____

22. Original property owner(s) signature(s) on plat and notarized . _____
23. All required signature blocks: City of St. Marys Planning Commission,
Elk County Planning Commission, City of St. Marys City Council, Elk
County Recorder's Office _____

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Application and plans are to be approved by the City Planning Commission, and City Council; plans are reviewed by the Elk County Planning Commission, Elk County Conservation District, PA Department of Environmental Protection and must comply with any other federal, state or local laws.

Return this check list along with completed application and fee to the City Permit Office EIGHT days prior (Monday) to the Planning Commission meeting (first Tuesday of every month). Any applications turned in after this time will be reviewed at the next meeting, and any incomplete applications will not be accepted.

20 copies of plan required. At least 3 **MUST** be originals with notary and surveyor raised seals.

- 9 – City Planning Commission
- 1 - Elk County Planning Commission
- 7 - City Council and Mayor
- 3 – Originals with ownership signatures notarized and raised surveyor's seals
 - 1 – To be retained at the Elk County Recorder's Office
 - 1 – To be retained by developer after recording
 - 1 – To be returned to City offices after recording

Additional copies and plans may be needed according to development type.
DEP (with planning module)

Signature

Date