

# Fallowfield Township

## APPLICATION FOR SUBDIVISION & CHECKLIST

**PLANS MUST FIRST BE SUBMITTED TO THE WASHINGTON COUNTY PLANNING COMMISSION FOR REVIEW AND APPROVAL. THE WASHINGTON COUNTY PLANNING COMMISSION CAN BE REACHED BY CALLING 724-228-6811.**

Applicant's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address \_\_\_\_\_

1. **For a Simple Subdivision, two lots or less, \$300.00. For a Subdivision over two lots, \$300.00 plus \$50.00 per parcel.**
2. Contact Washington County Sewage Council @ 724-223-0504 for sewage requirements.

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
• On lot system approval	_____	_____	_____
• Public sewage tap-in	_____	_____	_____
• Plan B nonbuilding waiver	_____	_____	_____
• Planning modules/sewage line extension	_____	_____	_____

3. Plan submittals for MAJOR subdivision (original and copies).

- One original (Mylar) \_\_\_\_\_
- Eleven copies \_\_\_\_\_

Plan submittals for MINOR subdivision (original and copies).

- One original (Mylar) \_\_\_\_\_
- Four copies \_\_\_\_\_

4. Registered surveyor seal and signature on all copies. \_\_\_\_\_
5. Applicant's adoption signed and notarized. \_\_\_\_\_
6. Certification of title and concurrence of mortgagee. \_\_\_\_\_
7. Municipal declaration. \_\_\_\_\_
8. Required municipal review and approval statements. \_\_\_\_\_
9. Required County Planning Commission review statement. \_\_\_\_\_
10. Proof of recording. \_\_\_\_\_
11. Plan requirements size 36" X 24". \_\_\_\_\_
  - North arrow and graph (min. scale 1" to 100' or greater). \_\_\_\_\_
  - Zoning district. \_\_\_\_\_

- Location map. \_\_\_\_\_
- Names of all adjacent property owners. \_\_\_\_\_
- Lot numbers of all property to be divided. \_\_\_\_\_
- Parcel acreage. \_\_\_\_\_
- Bearings and distances (all lots). \_\_\_\_\_
- Original tax parcel I.D. number. \_\_\_\_\_
- Location and description of survey monuments. \_\_\_\_\_
- Building setback lines. \_\_\_\_\_
- Location and dimension of all easements. \_\_\_\_\_
- Names and right-of-way widths of all streets. \_\_\_\_\_
- Recipient's proposed use of subdivided land. \_\_\_\_\_

PLEASE NOTE: For other required statements on Subdivision Plans, please refer to Appendix 1 "Required Certifications" of the Fallowfield Township Zoning Ordinance No. 120 of 1991. Also, your attendance at all meetings regarding this application is highly recommended and may help to expedite the process.

Major Subdivision distribution of copies: Original to applicant. Eleven (11) copies to Fallowfield Township as follows: Five (5) - Planning Commission; one (1) - Planning Commission Solicitor; three (3) - Supervisors; one (1) - Township Secretary; one (1) - Township Solicitor.

Minor Subdivision distribution of copies: Original to applicant. Four (4) – copies to Fallowfield Township as follows: one (1) – Board of Supervisors; one (1) – Zoning Officer; one (1) – Township Solicitor; one (1) – Township Engineer.

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#### OFFICIAL USE ONLY

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Received by: \_\_\_\_\_ Title: \_\_\_\_\_

Amount - \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Cash \_\_\_\_\_

Date: \_\_\_\_\_

NOTES

**APPENDIX 1**  
**REQUIRED CERTIFICATIONS**

The following certifications shall be placed on the plan for recording:

1. **OWNER'S ADOPTION.** The appropriate form of owner's adoption certification is required based on the type of owner or beneficial owner. It may be executed by any person or entity who falls within the MPC definition of landowner or developer. Please refer to definitions in Article III.

- a. **For an individual owner or owners.** All owners must sign. The owner's adoption may be repeated for multiple owners who cannot sign at the same time before a notary public.

(I/We), (owner(s) of beneficial owner(s)) of the land shown on the (Name of plan), hereby adopt this plan as (my/our) (plan of lots or land development) and irrevocably dedicate all streets and other property identified for dedication on the plan to the public. This adoption and dedication shall be binding upon (my/our) heirs, executors, and assigns.

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Signature of owner(s)

\_\_\_\_\_  
Date

- b. **For a partnership.** A general partner must sign.

The (name of partnership), (owner or beneficial owner) of the land shown on the (name of plan) here adopts this plan as its (plan of lots or land development) and irrevocably dedicates all streets and other property identified for dedication on the plan to the public. This adoption and dedication shall be binding upon the partnership and upon its heirs, executors, and assigns.

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Signature of general partner

\_\_\_\_\_  
Date

- c. **For a corporation.** A corporate officer must sign, and another officer must witness. The corporate seal must be affixed.

By resolution approved on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
the Board of Directors of the (Name of corporation), incorporated in the state of \_\_\_\_\_.

(Name of state), (owner or beneficial owner) of the land shown on the (Name of plan) adopted this plan as its (plan of lots or land development) and irrevocably dedicated all streets and other property identified for dedication on the plan to the public. This adoption and dedication shall be binding upon the corporation and upon its successors and assigns.

(Seal)

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
Signature and title of officer witnessing

\_\_\_\_\_  
Signature and title of authorized officer

\_\_\_\_\_  
Date

**2. ACKNOWLEDGMENT OF NOTARY PUBLIC.**

The owner's adoption and dedication must be acknowledged by a notary public. The black notary stamp must be affixed. The type of acknowledgment of notary must correspond to the type of owner's adoption.

**a. Acknowledgment of individual owner's adoption and dedication.**

Before me, the undersigned Notary Public in and for the Commonwealth of Pennsylvania and County of Washington, personally appeared the above named (Name of owner(s)), and acknowledged the foregoing adoption and dedication to be (his, her, their) act.

Witness my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

**b. Acknowledgment of partnership adoption and dedication.**

Before me, the undersigned Notary Public in and for the Commonwealth of Pennsylvania and County of Washington, personally appeared the above named (Name of General Partner), a partner in the firm of (Name of firm), and acknowledged the foregoing adoption and dedication to be the act of the partnership.

Witness my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_.

My commission expires the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

**c. Acknowledgment of corporate adoption and dedication.**

Before me, the undersigned Notary Public in and for the Commonwealth of Pennsylvania and County of Washington, personally appeared (Name and title of officer) of the (Name of corporation), who stated that (he/she) is authorized to execute the above adoption and dedication on behalf of the corporation and was present at the meeting at which the action of the corporation was taken to adopt the plan and dedicate public property contained therein to the public.

Witness my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

My commission expires the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

**3. CERTIFICATION OF TITLE AND CONCURRENCE OF MORTGAGEE WHERE APPLICABLE**

The owner or owners of all the property contained in the plan must certify to such ownership by signing a certificate of title on the plan for recording including the deed book volume and page numbers in which the title to all of the property contained in the plan is recorded. If there is no mortgage or encumbrance against the property, a statement to that effect is included. If there is a mortgage or encumbrance, the mortgagee must consent to the recording of the plan. Signatures must be witnessed.

**a. Certification of title (no mortgage)**

(I/We) hereby certify that the title to the property contained in the (Name of subdivision or land development) is in the name of (Name of owner) and is recorded in deed book volume \_\_\_\_\_, page \_\_\_\_\_. (I/We) further certify that there is no mortgage, lien, or other encumbrance against this property.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

b. **Certification of title (Mortgage clause and consent of mortgagee)**

(I/We) hereby certify that the title to the property contained in the (Name of subdivision or land development) is in the name of (Name of owner) and is recorded in deed book volume \_\_\_\_\_, page \_\_\_\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

(Name of mortgagee), mortgagee of the property contained in the (Name of subdivision or land development) consents to the recording of said plan and to the dedications and all other matters appearing on the plan.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name, title, and mortgagee

4. **SURVEYOR'S CERTIFICATION**

Every plan for recording must be prepared by or under the supervision of a registered surveyor, who must certify the accuracy of the survey and affix his seal.

I certify that, to the best of my knowledge, the survey and plan shown hereon are correct and accurate to the standards required.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of surveyor

(Seal)

\_\_\_\_\_  
Registration number

5. **MUNICIPAL DECLARATIONS**

- a. **No acceptance of dedication.** A declaration must be placed on any plan that shows dedication of streets or other property to the municipality that the dedication imposes no responsibility upon the municipality for acceptance of the dedication, or for the improvement or maintenance of any dedicated facility until the dedication is accepted by ordinance.

The Board of Supervisors of the Township of Fallowfield, hereby gives notice that in approving this plan for recording, the Township of Fallowfield has not accepted dedication of any streets, land or public facilities and has no obligation to improve or maintain such streets, land or facilities.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

- b. **No building permits without approved sewage facilities.** Although sewage facilities planning modules should be approved by the time of recording, this declaration clarifies that buildings may not be constructed without approval of sewage facilities. The municipal secretary may sign this declaration.

The Township of Fallowfield agrees not to issue building permits until the "Planning Module for Land Development" has been approved, the following statement must be placed on the plan for recording.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

6. **OTHER REQUIRED STATEMENTS**

- a. **For plans where sewage facilities are not required.** If a non-building waiver of sewage facilities requirements has been approved, the following statement must be placed on the plan for recording.

As of the date of this plan's approval by the approving authority, no development of any land contained in this subdivision or land development for any purposes requiring sanitary sewage facilities is planned. No portion of this property has been approved by the municipality or the Department of Environmental Protection for the installation of sewage disposal facilities. No sewage permit will be issued for the installation, construction, connection to or use of any sewage collection, conveyance, treatment, or disposal system unless the municipality and the DEP have both approved sewage facilities planning for the property included in this plan in accordance with the Pennsylvania Sewage Act (35 P.S. Sections 750.1 et. seq.) and regulations promulgated thereunder. Prior to the transfer of any lot or property included in this plan, any purchaser should contact appropriate officials of the municipality, which is charged with administering the Sewage Facilities Act, to determine what sewage facilities planning is required and the procedure and requirements for obtaining appropriate permits or approvals.

- b. **For plans requiring access to state highways.** Section 508(6) of the Municipalities Planning Code requires that no plat requiring access to a highway under the jurisdiction of the Department of Transportation shall be finally approved unless the plat contains the following statement.

A highway occupancy permit is required pursuant to Section 420 of the act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law" before driveway access to a State highway is permitted.

7. **REQUIRED MUNICIPAL REVIEW AND APPROVAL STATEMENTS**

- a. **For a minor subdivision or minor land development or plan adjustment.**

Reviewed by the Zoning Officer of the Township of Fallowfield, this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_.

_____ Witness	_____ Zoning Officer
Approved by the Board of Supervisors of the Township of Fallowfield, this _____ day of _____, 20____.	

_____ Secretary	_____ Chairman, Board of Supervisors
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(Seal)

8. **REQUIRED COUNTY PLANNING COMMISSION REVIEW STATEMENT**

The following review statement is required on all *subdivisions* and *land developments*:

Reviewed by the Washington County Planning Commission on this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

_____ Secretary	_____ Chairman, Washington County Planning Commission
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9. **PROOF OF RECORDING**

The plan must include a signature space for the recorder of deeds as follows:

Recorded in the office of the Recorder of Deeds of the County of Washington,  
Commonwealth of Pennsylvania, in Plan Book Volume, Page(s) \_\_\_\_\_.

Given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal)

\_\_\_\_\_  
Recorder of Deeds