



Plan N°: \_\_\_\_\_

# Halfmoon Township Subdivision & Land Development Plan Review Application

Plan Name/Title: \_\_\_\_\_

Site/Property Location: \_\_\_\_\_

Tax Parcel No: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Plan Type:	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Final	<input type="checkbox"/> Preliminary/Final
Classification:	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Land Development	<input type="checkbox"/> Other _____

Property Owner(s): \_\_\_\_\_

Property Owner(s) Address: \_\_\_\_\_

Applicant Name (if different from Owner): \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor/Engineering Firm: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Sewer System:  On-lot Individual Septic  Community Septic  Other: \_\_\_\_\_

Water System:  Private  Public Supplier Name: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ No. of Lots/Units: \_\_\_\_\_ Plan Date: \_\_\_\_\_

Is a Zoning Variance, Special Exception, Conditional Use, or Waiver approval necessary?  YES  NO

If yes, explain: \_\_\_\_\_

Please provide a general description of the project including the proposed use:

\_\_\_\_\_  
\_\_\_\_\_

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

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applications will not be deemed complete until the required number of plans, fees, escrows, supplemental information, and/or written modification request(s) have been properly submitted, as required by the ordinance. Any application considered incomplete will be returned to the Applicant. Applications must be received by close of business on the 15<sup>th</sup> day of the month to be placed on the Planning Commission agenda for the following month. Applicant is responsible for submitting plans and supporting documents directly to the Township Zoning Administrator. Any revisions to a submitted plan shall be distributed by the applicant in the same manner as a new submission.





Plan N<sup>o</sup>: \_\_\_\_\_

# Halfmoon Township Subdivision & Land Development Plan Review Timeline Checklist

Plan Name/Title: \_\_\_\_\_

Submission Date: \_\_\_\_\_ Application deadline: \_\_\_\_\_  
(90 days after completed application date)

**Distribution of Plan:**

Comments due within 14 days of receipt of plan	Distribution Date	Comments Due Date	Reply Date
Township Solicitor			
Township Engineer			
Township Zoning Officer			
Township Sewage Enforcement Officer			
Township Local Planner			
Local Fire Chief			
Centre Region Planning Agency			
Centre County Planning Commission			
Centre County Conservation District			
PA DOT District Office (if necessary)			
Other: _____			

**Development Review Notice Signs - Public Works Department:**

- Posting Date (Due within 10 days of completed plan submission) \_\_\_\_\_
- Sign Removal Date (within 7 days of conditional approval by BOS) \_\_\_\_\_

Township Planning Commission Review Due Date: \_\_\_\_\_  
Within & no later than 10 days after reviews received & comments addressed by applicant **AND** within 30 days from application.

Time Extension Requests: \_\_\_\_\_ New Plan Expiration Date: \_\_\_\_\_

Board of Supervisors Review Date: \_\_\_\_\_ Approval: \_\_\_\_ Denial: \_\_\_\_  
Written Decision to Applicant (due within 15 days of action): \_\_\_\_\_

Financial Security/Maintenance Bond Received: \_\_\_\_\_  
Request for Reduction/Release of Security: \_\_\_\_\_  
Engineer inspection of required improvements: \_\_\_\_\_

Final official submission Date: \_\_\_\_\_  
(includes five black- (or blue-) on-white prints of the plan for which the plan received preliminary approval, plus the financial security specified in Subsection A, all offers of dedication and deeds of easements to the municipality and all other required documents)

Plan Recording Date: \_\_\_\_\_ Plan Book, Page Number: \_\_\_\_\_