



BOROUGH OF MEDIA

CODE ENFORCEMENT DEPARTMENT
301 N JACKSON STREET

2nd floor

MEDIA, PA 19063

610-566-5210

Fax 610-566-0335

jim_jeffery@mediaborough.com

Application for land development or subdivision review

Important directions to the applicant:

1. The applicant or a representative who is capable of discussing with the planning commission any questions which may arise must attend the meeting. Questions which, due to the absence of a representative, cannot be answered will cause the application to be tabled until the next monthly meeting
2. Applications for consideration by the planning commission **must** be submitted to the code enforcement officer at the Media Municipal Center, 301 N. Jackson Street, 2nd floor government offices, by 09:00 a.m. on the Monday two weeks prior to the regularly scheduled monthly planning commission meeting. An annual schedule of the specific submission dates is appended to this application.
3. All land development and subdivision applications must be approved by the Media Borough planning commission which meets on the first Tuesday of each month at 7:30 p.m. and by the Media Borough Council which meets on the third Thursday of each month at 8:00 p.m. unless otherwise advertised.
4. All land developments and subdivisions must conform with the requirements of Media Borough Ordinance 823 (the Media Borough zoning ordinance) of 1989 and all amendments thereto and Media Land Subdivision Ordinances 495 of 1965 and 921 of 1997. Applicants are encouraged to purchase copies of these ordinances at the Media Municipal Center, 301 N Jackson Street, prior to submitting their application.

rev 03/05

**APPLICANT MUST SUPPLY ALL INFORMATION REQUESTED BELOW
IN ORDER FOR THE PLANNING COMMISSION
TO EVALUATE THE APPLICATION**

Date of application _____

Administrative information

Address at which land development or subdivision is proposed: _____	
Zoning district _____	
Tax folio(s) of parcels being improved	
Folio #1	_____
Folio #2 (if applicable)	_____
Folio #3 (if applicable)	_____
Name(s) of tax record owners	_____ _____
Name(s) of all parties with legal interest in project:	_____ _____ _____ _____
attach additional sheet if more than 4 parties in interest	
Legal name of business (if applicable)	_____
Proprietor(s) of business (if applicable)	_____

Tax record owner's authorization

owner _____	
owner address _____	
owner telephone _____	
Tax record owner's authorization for land development or subdivision application: _____ is authorized to act as my agent and represent my interests in my land development or subdivision application before the Media Borough Planning Commission and the Media Borough Council	
_____ (signature of owner)	_____ (date)

Statement of Intent

Writing “see attached plan” is not acceptable.

Existing and/or Proposed Use of Site/Buildings:

Check type of plan:	Check form of submittal:
SKETCH PLAN _____	LAND DEVELOPMENT _____
PRELIMINARY PLAN _____	SUB-DIVISION _____
FINAL PLAN _____	

• **PLAN PREPARATION**

1. All site plans must be prepared by a Pennsylvania Registered Surveyor and be signed and sealed by same.
2. Plans must be 24” x 36” or larger.
3. Twenty (20) copies of the plan(s) must be submitted.

• **PREPARERS INFORMATION**

Name _____

Address _____

City, State, Zip _____

Phone _____

Fax _____

E-mail _____

• **REQUIRED INFORMATION**

The Media Borough and County of Delaware Land Development and Sub-division Ordinances require an extensive quantity of information. To assist you in insuring that your application is complete, we have provided the checklists below. Please check off the blank to the left of the item to insure that it is included with your submission to the Planning Commission. The checklists must be submitted with your application.

BASIC INFORMATION CHECKLIST

The first checklist below is a basic information list. Following this basic information list are several checklists that insure you have provided the more detailed information necessary to evaluate your application for compliance with the County of Delaware Land Development and Subdivision Ordinance.

Check here
if enclosed

___ **SITE PLAN SHOWING:**

- ___ 1) Existing topography and proposed modifications thereto
- ___ 2) Proposed storm water management facilities
- ___ 3) Utility lines (water, sewer, electric, gas (as applicable))
- ___ 4) location of building(s) on the property
- ___ 5) street right-of-ways
- ___ 6) required setbacks from property lines
- ___ 7) location of and distance to adjacent buildings
- ___ 8) Off street parking requirements and manner in which they will be met
- ___ 9) curbing and sidewalks
- ___ 10) show location and coverage of exterior security lighting
- ___ 11) provide landscaping plan; demonstrate compliance with Ordinance 823 "green" ratio

___ Color photographs of site

___ Building frontage(in feet) _____

___ Indicate street which will be designated as front of building

(street)

___ Architectural renderings showing elevation views (all 4 sides) of proposed structure(s).

Must show color schemes, architectural detail, and landscaping

___ Completed "area and bulk regulations" spreadsheet (copy attached to application)

This form must be completed and submitted with subdivision or land development applications.

BOROUGH OF MEDIA

PROJECT FEES

Project Name: _____

Project Address: _____

Description: _____

Filing Fee/Date & Check No# _____

Review Fee/Date & Check No# _____

Escrow Fee Date & Check No# _____

Applicant/Developer Company Name _____

Address: _____

Contact Name: _____

Phone Number: _____

Bill To: _____

Additional Comments:

REQUIREMENTS FOR FINAL LAND DEVELOPMENT OR SUBDIVISION PLAN

# copies of required plans	YES	NO	N/A
Properly completed “Application for review” accompanies plans?			
Applicant has submitted twenty (20) copies for land development			
Applicant has submitted twenty (20) copies for final subdivision			
Applicant has submitted one (1) copy of road profiles			

DATES	
Date of filing @ DCPC	
Date upon which DCPC review must be completed	

Rev'd 4-05

**Contents of Final
plan drawings**

		YES	NO	N/A
	Plan drawing @ scale not smaller than of 1 inch equals 100 feet			
	Name & address of the record owner			
	Name of developer (if different from owner)			
	name & <u>seal</u> of registered engineer, surveyor, architect, or landscape architect responsible for the plan			
	North arrow			
	Scale of plan (if other than 1:100)			
	Date of the original plan (with date & purpose of all revisions)			
1	The tract boundary lines of the area being developed with distances accurate to hundredths of a foot and bearings to fifteen (15) seconds			
2	The location of all perimeter monuments and their relationship to benchmarks			
3	An accurate statement of the total acreage of the tract being developed			
	In addition to the significant physical features within/upon the tract and for 200 feet upon the adjacent area as required for the preliminary plan, plan shows contours	yes	no	n/a
	@ 2' intervals for slope < 8%			
	@ 5' intervals for slope >8%			
5	Notable trees which are not part of the tree mass (required in preliminary submission) are marked. For minor subdivisions			
5A	All notable trees or portions of tree masses to be cleared are noted.			
6	Plan shows property lines based upon a survey of the site performed by a registered Pennsylvania land surveyor.			
	dimensions to 1/100 foot if straight			
	length of radius & central angle to 15 seconds if curved			
8	Plan shows total number or lots/parcels, exact area of each lot, and lot number. All confirmed by survey			
9	Plan shows percentage of lot or tract coverage			
9A	Plan shows setbacks relative to zoning district in which development is located			
10	Plan shows the following data relative to streets:	yes	no	n/a

	the name, proposed name or number of the street			
	the right-of-way width and lines			
	the cartway width and lines			
	the location of all street monuments			
	the lengths of all straight lines			
	the radii and lengths of curves			
	the tangent bearings for each street			
11	Plan shows the proposed systems for drainage, water supply, and sewage disposal; including whenever practical:	Yes	No	n/a
a	location, size, & invert elevations of all sanitary sewer systems			
a	location, size, & invert elevations of all water distribution systems			
a	location, size, & invert elevations of all storm drainage systems			
b	final profiles			
b	typical cross sections			
b	specifications			
12	Plan shows the exact location:	yes	no	n/a
	fire hydrants			
	utility transmission lines			
13	Plan shows:	yes	no	n/a
	Location, width, and purpose of existing easements			
	Location, width, and purpose of existing utility rights-of-way			
	Location & purpose of any proposed easements			

14	Plan shows:	yes	no	n/a
	the location & height of all structures			
	the location & height of free-standing signs (if any)			
	Plan shows distance(s) between buildings			
	distance(s) between buildings and streets or property lines			
15	Plan shows the number of dwelling units:	yes	no	n/a
	by type			

	by number of bedrooms			
	by the location & square footage of floor space to be devoted to non-residential use			
15A	plan shows specifications for dwelling units			
16	Plan shows the following relative to parking facilities:	yes	no	n/a
	location			
	square footage			
	number of spaces			
	types of spaces			
	size of parking spaces			
17	Plan shows:	yes	no	n/a
	locations and widths of all private driveways			
	locations and widths of all pedestrian walkways			
	any controls proposed where above driveways or walkways intersect with streets carrying vehicular traffic			
18	Plan shows:	yes	no	n/a
	exact location & size of all public or common open space			
	exact location & size of all recreational areas & facilities			
	the ownership, proposed maintenance, offers of dedication, or covenants governing the above uses			