



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 Chapter 311-the Media Borough Zoning Ordinance 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 06/11

**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 four (24) 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)