



BOROUGH OF MEDIA

DEPARTMENT OF CODE ENFORCEMENT AND ZONING
301 N JACKSON STREET, 2ND FLOOR
MEDIA, PA 19063
610-566-5210
Fax 610-566-0335
jim_jeffery@mediaborough.com

1. The applicant or a representative who is capable of discussing the project with the planning commission must attend the meeting. Questions that cannot be answered due to the lack of a representative will cause the application to be tabled to the following month.
2. Applications for review by the planning commission must be submitted to the code enforcement department at the Media Municipal Center, 301 N. Jackson Street, 2nd floor by 3:30 p.m. on the Monday 3 weeks prior to the regularly scheduled monthly planning commission meeting. An annual schedule of specific submission dates is appended to this application.
3. All land development and subdivision applications are reviewed the planning commission who provides an advisory recommendation to the Media Borough Council. The planning commission meets on the first Tuesday of every month unless otherwise scheduled to accommodate holidays.
4. The Media Borough Council addresses land development/subdivision applications in three forums:
 - 1) The Community Development Committee (CDC), a three member sub-committee of the Borough Council that meets on the fourth Tuesday of each month at 4:00 p.m.
 - 2) The Borough Council workshop that occurs on the first Thursday of every month at 7:30 p.m. unless otherwise scheduled due to holidays.
 - 3) The Borough Council legislative meeting on the third Thursday of each month at 8:00 p.m. This is the meeting at which the Borough Council would take formal legislative action upon a land development/subdivision application.
5. All land development and subdivision applications must conform with the requirements of:
 - a. Chapter 311 of the Media Borough Code-the media Borough Zoning Ordinance
 - b. Chapter 257 of the Media Borough Code- the Media Borough Land Development and Subdivision ordinance.
 - c. Applicants are encouraged to access these two ordinances prior to submitting their application. Paper copies are available for purchase at the Media Municipal Center or they may be accessed on-line at <http://ecode360.com/6865923> for the land development/subdivision ordinance and <http://ecode360.com/6866878> for the zoning ordinance.

**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 owner(s) _____ _____	
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

Existing and/or Proposed Use of Site/Buildings (Writing "See Attached Plan" is not acceptable):

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 ensuring that your application is complete, we have provided the checklist below. Please check off the blank to the left of the item to ensure that it is included with your submission to the Planning Commission. The checklist 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 typography 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)