

BOROUGH OF MIDDLETOWN

Subdivision and Land Development Plan Submission and Recording Requirements

Overview:

Subdivision and Land Development Plans are initially submitted to the Middletown Borough Planning Committee for review. The purpose of this committee is to formally review the plans and identify those corrective actions required to ensure the final plans meet all ordinance requirements and to be able to make a recommendation to Borough Council in regards to the plans final disposition. Subdivision and Land Development Plans are governed by Borough Ordinance Chapter 238, titled SUBDIVISION OF LAND.

Plan Submission Requirements:

Five (5) sets of paper plans and miscellaneous documents; one (1) set of electronic plans on a DVD and the completed SALDO application are required to be submitted to the Zoning Officer / Planning Committee, at 60 W. Emaus Street Middletown, PA 17057.

Miscellaneous documents to be submitted with the plans include, (as applicable) a short Plan narrative; SALDO Ordinance waiver application; relevant Zoning Hearing Board Decisions effecting the property; Proof of ownership / equitable interest; copy of PENNDOT HOP applications; Storm Water Management reports*; utility service letters; sewage planning module or waiver; copy of erosion and sedimentation control plan submitted to county; required public improvements estimate; etc.

At the same time, the applicant must also submit a separate set of plans / documents to the Tri-County Planning Commission for their review and comments. Their mailing address and contact information is as follows:

Tri-County Planning Commission
112 Market Street - 2nd Floor
Harrisburg, PA 17101-2043 Phone: 717-234-2639

*Only two (2) copies of the SWM report are required

Fees:

All plan submissions must be accompanied by the applicable application fee. The current Fee Schedule is posted on the <http://www.middletownborough.com/> website. Separate fees are charged for each plan element. Example: A Subdivision and Land Development Plan will be assessed both a Subdivision and Land Development Plan fee.

In addition to the application fees, the applicant will also be invoiced for the reviews performed by the Borough's consultants. Ex. Borough Engineer.

Submission and Review Schedule:

Subdivision and Land Development Plans are reviewed by the Planning Committee at their normal scheduled meeting times and dates. Subdivision and Land Development Plans must be submitted 14 or more days before

the next scheduled Planning Committee meeting, in order to be placed on the Agenda of the next scheduled meeting. The Planning Committee meeting schedule is on the borough website and is typically held on the 3rd Wednesday of each month.

The applicant or designee must present the plan to the Planning Committee.

Plans having their final review completed by the Planning Committee will then be forwarded to Borough Council, for formal action at their next business meeting. This meeting is typically held on the first Monday of each month.

For submission to Borough Council, Five (5) sets of the final plans and miscellaneous documents must be submitted (Only two (2) copies of the final approved SWM plan are required). These plans must be received no later than 7 days before the scheduled Borough Council business meeting.

The applicant or designee must present the plan to Borough Council.

Final Plan signatures and recording information:

- Middletown Borough requires a set of “papers” and a set of “mylars” for Borough records.
- The Dauphin County Recorder of Deeds Office requires one (1) set of “papers” for their records.
- In addition to Borough’s and Recorder Office copies, the applicant should submit enough plan copies for their own records.
- After Borough Planning and Council personnel have signed off on the plans, prior to recording, the plans must first be taken to and signed by Tri-County Planning Commission, whose address is:
112 Market Street - 2nd Floor Harrisburg, PA
17101-2043
NOTE: Tri County Planning Commission personnel are located across the street from the Recorders Office.
- Plans are then required to be recorded in the Dauphin County Recorder of Deeds Office – 101 Market Street – Rm. 102 Harrisburg, PA 17101.
- All plan sheets are required to be recorded.
- Plans must be recorded no later than 90 days from the date Borough Council approved the plan.
- Note that Plan sheets are no longer stamped by the Recorders Office – a receipt is given to the applicant that identifies the plans have been recorded.
- A copy of this Recorder receipt must be forwarded to Middletown Borough for records purposes.