

**BOROUGH OF WHITEHALL
SIMPLE SUBDIVISION
PLAN SUBMISSION AND REVIEW PROCEDURES
GENERAL INFORMATION SHEET**

No person, firm, or corporation shall alter any street, right-of-way, lot line, or easement without the prior approval of Whitehall Borough Council (and proper recording) as required. A plan of subdivision must be accurately prepared to scale by a registered surveyor or engineer and must include complete information and detail as follows:

1. Complete names and addresses of the property owners and any developer involved.
2. Names of owners of all adjacent properties.
3. Date, directional indicator and graphic scale identification
4. Boundary lines of affected area including all bearings and distances.
5. Existing and proposed lot lines, including all bearings and distances, including identification of those to be extinguished.
6. Lot numbers, lot area summaries, zoning district identification and building lines.
7. All existing and proposed easements, including their uses, locations, widths and distances
8. Streets on or adjacent to the area, including their location, names and widths, including identification of all other right-of-ways and/or utilities located on or adjacent to the area.
9. Topographic features, including all existing structures, gas wells, streams, obstructions, etc.
10. Signature clauses and language for recording as approved for use by Whitehall Borough.

Items required for submission to begin a Plan Review include:

1. Residential – Subdivision Plan Review Application and fee -- \$175.00 + \$10.00 per lot.
2. Escrow account established with Whitehall Borough to cover engineering and legal fees associated with review (\$500.00 minimum initial deposit required). All actual legal, engineering and advertising costs must be paid in full by the Applicant
3. Ten (10) copies of the plan including detailed information as needed for presentation to the Planning Commission must be submitted at minimum ten (10) working days prior to the regular meeting for placement on agenda. (The Planning Commission meets the first Thursday of each month at 7:30 p.m.)
4. Pending Planning Commission approval and recommendation to Council; seven (7) copies of the Plan (including any necessary revision) are needed for presentation to Council for review and approval.
5. Pending approval of the proposed "Subdivision Plan" by Council, recording with Allegheny County is required within ninety (90) days.

Upon completion, two (2) mylars and five (5) copies of the recorded plan are submitted to the Borough as record of the approved subdivision. At this time any escrow remaining will be returned to the applicant.