



FreedomTownship

2184 Pumping Station Road ♦Fairfield, PA 17320

Phone: 717.337.2926

Fax: 717.337.3545

www.freedomtownship.us

Instructions for Subdivision and/or Land Development Applicants

1. Fill out the entire application (print legibly or type the information). Sign and date the application.
2. A **complete** application, along with copies of the plan, applicable reports, drawings, and any additional relevant information must be submitted to the Township's Manager by the second (2nd) Wednesday of each month. The Township reserves the right to immediately deny an incomplete application and return it to the applicant without the Planning Commission's and/or Board of Commissioner's review and action on the application.
3. The application and all materials must be originals. The Township will not accept fax copies of any materials associated with this application.
4. A copy of all plan sheets, pictures, and concept drawings (including the elevations, façade, and building materials) shall be submitted in PDF format at the time of plan submission. All PDF documents may be submitted on a CD or emailed to the Township at secretary@freedomtwp.org.
5. An Adams County Planning Commission application must be completed and all applicable fees paid. Applications are available online at: <http://www.adamscounty.us/Dept/Planning/Pages/SLD.aspx>.
6. All applicable fees must be paid at the time of application submission or the application will not be accepted. With the exception of Adams County review fees, all checks are to be made payable to Freedom Township. Additional fees may be required beyond the initial fee submission and must be paid in full by the applicant.
7. Any subdivision and/or land development application which requires a variance, special exception, and/or conditional use shall be deemed incomplete until the necessary permit has been granted.
8. All applicants are encouraged to review the Ordinances of Freedom Township prior to submitting an application. Applicants are expected to comply with all applicable Township Ordinances, state and federal laws.
9. Once the application has begun the review process, revised plans will not be accepted unless the Planning Commission or Board of Supervisors specifically asks for them. If revisions to the plan are necessary to comply with applicable Ordinances, the Township encourages applicants to withdraw the plan and resubmit once all necessary changes have been made.

I have read and understand the directions:

Applicant Signature

Print Name

Date



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APPLICATION FOR CONSIDERATION OF A SUBDIVISION AND/OR LAND DEVELOPMENT PLAN

Date: _____

Twp. File #: _____

GENERAL INFORMATION

Plan Name/Title _____

Project Location/Address _____

Tax Parcel ID # _____

Zoning District _____

Plan Classification

Plan Type

Subdivision

Sketch Plan

Land Development

Preliminary Plan

Combined Subdivision/
Land Development

Final Plan

Is this plan a revision to a previously approved and/or recorded plan? Yes No

Approval/Recording Date or Instrument #: _____

LAND USE

Current use of Property _____

Gross Acreage Tract _____

Develop-able Acreage Tract _____

Describe the proposed use of property below:

Indicate the applicable number of units or lots, square footage, and acreage of the proposed use.

_____ Single Family (Detached)

_____ Commercial - Square Ft. _____

_____ Single Family (Semi/Attached)

_____ Industrial - Square Ft. _____

_____ Multi-Family (3 or more attached units)

_____ Institutional - Square Ft. _____

_____ Mobile Home - Number of Lots _____

_____ Agriculture - Square Ft. _____

_____ Open Space - Acreage _____

_____ Other _____

SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

5. Is any portion of the property considered an environmentally sensitive area? Yes No

Steep Slopes Yes No How many acres/square feet?

Wetlands Yes No How many acres/square feet?

Floodplain/Floodway Yes No How many acres/square feet?

Rock Outcropping Yes No How many acres/square feet?

If yes, describe the area and if any current and/or proposed structures are located in the environmentally sensitive areas:

6. Are there any nonconformities (e.g. lot, setback, building, use, etc.) on the property? Yes No

If yes, what is the nonconformity?

7. Does the property lie partially within the boundaries of another municipality? Yes No

If yes, which municipality?

8. Was this tract of land part of a prior subdivision? Yes No

If yes, what is the name of the subdivision? _____

Recording Date: _____ Book/Page or Instrument # _____

9. Is the property located in the Agricultural Security Area? Yes No

10. Is this property enrolled in the Clean and Green Program? Yes No

If yes, contact the Adams County Assessment Office.

11. Are there any deed restrictive covenants placed on property? Yes No

If yes, provide a copy of the deed with your application.

SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

CONTACT INFORMATION

APPLICANT (Contact Person)	Name			
	Company			
	Address			
	Phone #		Fax #	
	Email			
	PREFERRED METHOD OF CONTACT EMAIL MAIL			
PROPERTY OWNER	Name			
	Company			
	Address			
	Phone #		Fax #	
	Email			
	PREFERRED METHOD OF CONTACT EMAIL MAIL INCLUDE ON ALL CORRESPONDANCE?			
ENGINEER	Name			
	Company			
	Address			
	Telephone #		Fax #	
	Email			
	PREFERRED METHOD OF CONTACT EMAIL MAIL INCLUDE ON ALL CORRESPONDANCE?			
OTHER	Name			
	Company			
	Address			
	Phone #		Fax #	
	Email			

SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

CONSIDERATION OF A WAIVER AND/OR MODIFICATION

All requests for waivers, modifications and/or deferrals of the Township's Ordinances shall be submitted in writing at the time the preliminary or tentative plan is filed with the Township. The application shall state fully the grounds and all the facts relied upon by the applicant and specific provisions or sections of the ordinance for which the waiver or modification is being sought (*Attach additional sheets if necessary*).

Chapter _____, Section Number: _____

Reason for the request and why the requirements of this Section cannot be achieved.

Chapter _____, Section Number: _____

Reason for the request and why the requirements of this Section cannot be achieved.

Chapter _____, Section Number: _____

Reason for the request and why the requirements of this Section cannot be achieved.

Chapter _____, Section Number: _____

Reason for the request and why the requirements of this Section cannot be achieved.

Chapter _____, Section Number: _____

Reason for the request and why the requirements of this Section cannot be achieved.

Chapter _____, Section Number: _____

Reason for the request and why the requirements of this Section cannot be achieved.

SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

The following information shall be submitted with the subdivision and/or land development application. Failure to do so will delay the review process.

A minimum of fifteen (15) copies of the following information shall be submitted with the application.

- _____ Subdivision/Land Development Plan *(to include a landscape and lighting plan)*
- _____ Façade drawings *(to include façade treatment, elevation, floor plans, lighting, and signage)*

A minimum of three (3) copies of all applicable reports, notifications, and certifications shall be submitted with the application. Write or type N/A if not required.

- | | |
|--|--------------------------------|
| _____ Historical Features Narrative | _____ Sanitary Sewer Report |
| _____ Hydrogeologic/Water Facilities Study | _____ Steep Slope Report |
| _____ Hydrogeologic/Sewer Facilities Study | _____ Stormwater Drainage Plan |
| _____ Important Natural Habitats Report | _____ Traffic Impact Report |
| _____ Park and Recreation Report | |

A minimum of three (3) copies of following items, if applicable, shall be submitted with the application. Write or type N/A if not required.

- | | |
|---|----------------------------------|
| _____ Construction Plans | _____ Sewer Facilities Plan |
| _____ Erosion/Sedimentation Plan | _____ Stormwater Management Plan |
| _____ Plan Module-Land Development | |
| _____ Other <i>(please specify)</i> : _____ | |

Other Applications and Fees

_____ Adams County Planning Department Application and applicable fees. *Checks shall be made payable to the Adams County Planning Department.*

Note: Failure to submit a complete application or complete information may result in refusal to process the application. Additional fees may be incurred by the applicant.

I hereby authorize the Planning Commissioners, Board of Supervisors, Township staff, and any Township consultant to enter the exterior premises of this property between 8:00 a.m. and 8:00 p.m., at their own risk, while this plan is being considered for approval, as needed to determine compliance with Township ordinances.

Signature of Property Owner

Date

I hereby authorize and request review of this application. I hereby certify that the above statements, to the best of his/her knowledge and belief, are true and correct; that the plan submission represented by this application is complete and is prepared in conformance with the requirements of applicable ordinances and regulations of Freedom Township in effect on the date of this application. I also certify that the undersigned is the fee simple or equitable property owner or is authorized to submit this plan on behalf of the owner. By signing below, I certify that I have read and understand the application procedure, and agree to pay all fees required to review and process this application.

Signature of Applicant/Authorized Representative
(if different than owner)

Date

Signature of Owner

Date

SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

Fee Schedule for Consideration of a Subdivision and/or Land Development Plan

Application fees and the establishment of an inspection escrow account are required for all applications. Fees are subject to change at any time by Resolution from the Board of Supervisors. A complete Schedule of Fees for Freedom Township may be viewed online or at the Township office. Current fees are as follows:

Plan Classification	Preliminary / Final	Fees
Sketch Plan	n/a	\$275.00 base fee + all additional costs incurred for Township review and comments. No escrow account fee required.
Subdivision Plan	Preliminary or Final	\$325.00 base fee (up to 6 lots) + \$20.00 per lot (7 lots or more) + escrow account administration fee + all additional costs incurred for Township review and comments.
Land Development Plan	Preliminary or Final	\$325.00 base fee + \$25.00 per acre (round up to next full acre) + escrow account administration fee + all additional costs incurred for Township review and comments.
Escrow Account Administration Fee	Per Escrow Account for a Subdivision and/or Land Development Plan or Phase	Initial Fee of \$1,500.00 per escrow account + \$100.00 per year for each active escrow account. The Board of Supervisors may increase the initial fee at their discretion. Any remaining escrow funds will be returned upon final approval and/or final inspection.

- Subdivision and/or Land Development Plans submitted as a final plan, where submission of a preliminary plan has been waived, shall pay the application fee for both preliminary plan and final plan.
- In addition to the above fees the cost for all Professional, Legal, Engineering or Consulting services incurred by the Township for review of any such Plan and all inspections shall be paid by the applicant.
- At time of application an escrow fee, as established by the Township Supervisors, and as estimated by the consultant and legal advisors, shall be given to the Township. If the consultants and legal fee exceeds the escrow amount, the applicant will be responsible for any additional review fee or inspection costs.