

**APPLICATION FOR SUBDIVISION OR LAND DEVELOPMENT**  
**GRATZ BOROUGH, DAUPHIN COUNTY, PENNSYLVANIA**

Project Name: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Property Physical Location: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Applicant/Developer (if different from owner) \_\_\_\_\_

**Type of Application:**

- |  |       |  |
|--|-------|--|
| <input type="checkbox"/> Subdivision         | _____ | Number of Proposed Lots                        |
| <input type="checkbox"/> Land Development    | _____ | Number of Proposed Buildings or Dwelling Units |
| <input type="checkbox"/> Preliminary         |       |  |
| <input type="checkbox"/> Final               |       |  |
| <input type="checkbox"/> Sketch/Concept Plan |       |  |

**Check/Fees Included:**

- Gratz Borough Application
- Dauphin County Planning Commission
- Dauphin County Engineering Office
- Dauphin Conservation District
- PA Department of Environmental Protection

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date: \_\_\_\_\_

Received by the Borough Planning Commission on \_\_\_\_\_

Date

Signature

**DEVELOPER'S AGREEMENT TO PAY ALL FEES**

By signing below the applicant or developer of the proposed subdivision/land development agreed to fully reimburse Gratz Borough for any professional consulting fees incurred by the Borough for the review of the plans, applications, and supporting information, data and/or reports or studies including, but not limited to, any site inspections of the property to ensure compliance with the terms of approval and required improvements, if any. I understand the application fee submitted to Borough is for the municipal processing of the application and that the application fee does not cover the professional consulting fees.

Agreed to on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature and Title

**CERTIFICATE OF OWNERSHIP AND**  
**ACKNOWLEDGEMENT OF APPLICATION**

COMMONWEALTH OF PENNSYLVANIA COUNTY OF \_\_\_\_\_

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_ who being duly sworn, according to law, deposes and says that \_\_\_\_\_ is the owner of the property described in this application and that the application was made with the owner's knowledge and consent.

\_\_\_\_\_  
Property Owner (s)

Signed before me a Notary Public this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
My Commission Expires: \_\_\_\_\_, 20\_\_\_\_

**SUBDIVISION/LAND DEVELOPMENT FEE SCHEDULE**

**DAUPHIN COUNTY APPLICATION FEES**

- Administrative Review Fees – payable to the Dauphin County Planning Commission**

See Dauphin County Fee Schedule

- Technical Review Fees payable to the Dauphin County Engineering Office**

See Dauphin County Fee Schedule

**GRATZ BOROUGH APPLICATION FEES**

**Minor Subdivision \$225.00**

**Major Subdivision/Land Development Plan \$450.00**

**AGENCIES INVOLVED IN SUBDIVISION/LAND DEVELOPMENT  
PROCEDURE**

Gratz Borough Planning Commission

Dauphin County Planning Commission

Dauphin County Engineering Office

Dauphin Conservation District

Highway Occupancy Permits From:

Pennsylvania Department of Transportation  
Dauphin County Engineer's Office

Pennsylvania Department of Environmental Protection

Pennsylvania Historical Society

Army Corps of Engineers

**ADDITIONAL AGENCIES MAY BE INVOLVED DEPENDING ON THE PROJECT.**

**REQUIRED ITEMS FOR COMPLETE SUBDIVISION AND  
LAND DEVELOPMENT SUBMISSION**

**NOTE:** The following are the minimum items required to deem an application complete. Any item not submitted (if applicable) is reason to return the submission package to the applicant and deem the submission incomplete. No engineering review will be conducted until a submission is deemed completed by Gratz Borough. All material required for Subdivision/Land Development and Stormwater Management must be forwarded by the Applicant to the appropriate agencies, including the Dauphin County Planning Commission and the Dauphin County Engineer's office.

**Application:** Completed application of Subdivision/Land Development and Stormwater Management Application (if applicable).

**Proof of Ownership:** (Copy of the Deed)

**Fees:** Application fees for the Gratz Borough Subdivision/Land Development Plan; and Stormwater Management Plan (if applicable) shall be submitted with the Application and Plans.

**Complete Site Plan Sets:** SIX complete sets of site plans for the Subdivision/Land Development certified by a surveyor and/or engineer must be submitted. The plan set must include Soil Erosion and Sediment Control Plan and Stormwater Management Plan (if applicable).

**Zoning Approvals** (if applicable)

***NOTE:*** *The applicant, property owner or agent of the applicant/property owner is strongly encouraged to attend the Planning Commission meeting prior to official action on the subdivision or land development plan. Attendance at the planning commission meeting will assist the members in understanding the nature of the project, and in making an appropriate recommendation.*