

# BOROUGH OF ROSSLYN FARMS

200 Rosslyn Rd.  
Carnegie, PA 15106  
412-279-8108

[RosslynFarms.Secretary@gmail.com](mailto:RosslynFarms.Secretary@gmail.com)

## APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

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### TYPE OF APPLICATION *(Check One)*

- |   |   |
|---|---|
| <input type="checkbox"/> Simple Subdivision / Lot Consolidation               | <input type="checkbox"/> Planned Residential Development<br>(Preliminary) |
| <input type="checkbox"/> Subdivision and/or Land Development<br>(Preliminary) | <input type="checkbox"/> Planned Residential Development (Final)          |
| <input type="checkbox"/> Subdivision and/or Land Development (Final)          | <input type="checkbox"/> Zoning Change                                    |
| <input type="checkbox"/> Combined Preliminary and Final Land<br>Development   | <input type="checkbox"/> Conditional Use                                  |

### APPLICANT INFORMATION

Applicant Name:		
Address:		
City:	State:	Zip:
Phone Number:	E-mail:	

### PROPERTY OWNER INFORMATION

Same as Applicant\*

Property Owner's Name:		
Address:		
City:	State:	Zip:
Phone Number:	E-mail:	

\*If the property owner is not the applicant, written authorization to act on the property owner's behalf must be submitted with the application.

### DESIGN PROFESSIONAL

Name of Design Professional:		
Address:		
City:	State:	Zip:
Phone Number:	E-mail:	

**PROJECT INFORMATION**

Project Name:		
Project Address:		
County Lot & Block No.:	Total Acreage of Project Site:	
Zoning District:	Is re-zoning requested?	
Proposed Land Use:		
Is a zoning variance or special exception required?		
Proposed No. of lots/units:	Are any new streets proposed?	
Proposed Water Supply:	Public:	Other:
Proposed Sewer Supply:	Public:	Other:

**REQUIRED SUBMISSION ITEMS**

Required Submission Items:	Copies	Yes	No
1. Completed Application	7 + 2**		
2. Site Plans and Reports/Documents (as required by SALDO Ordinance)	7 + 2**		
3. Copy of Property Deed	1		
4. Application Fee	1		
5. Escrow Fee	1		

\*\* In addition to the application package submitted to the Borough: Submit a copy of the application with a set of full-size plans and required reports to the Borough Engineer, along with an electronic copy of the Plans. Submit a copy of the application with a set of half-size plans to the Borough Solicitor.

<p><b><u>BOROUGH ENGINEER</u></b>                  Kevin Brett                  Lennon, Smith, Souleret Engineering, Inc.                  846 4<sup>th</sup> Ave.                  Coraopolis, PA 15108</p>	<p><b><u>BOROUGH SOLICITOR</u></b>                  Emily Mueller                  Goehring, Rutter, &amp; Boehm                  525 William Penn Place, Suite 3110                  Pittsburgh, PA 15219</p>
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NOTE: Applications must be filed with the Borough of Rosslyn Farms office not less than fifteen (15) working days prior to the next regular meeting of the Rosslyn Farms Planning Commission. Administratively incomplete packages will not be accepted.

I hereby certify that the above information and submitted documentation is true and correct:

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Printed Name (Applicant)	Signature (Applicant)	Date
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Printed Name (Owner)	Signature (Owner)	Date
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*For Borough Use Only*

Filing Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Check #: \_\_\_\_\_

Escrow deposit: \_\_\_\_\_ Check #: \_\_\_\_\_

# Borough of Rosslyn Farms

## Subdivision and/or Land Development Application fees

The fees and amounts set forth herein, along with the required number of plans and associated reports, shall accompany any "Application for Subdivision and/or Land Development" that is submitted to the Borough. Application Fees are nonrefundable and include the cost of advertising and court reporter services, if applicable, which are required to be paid by Applicant. Additionally, Applicant is required to pay all review fees and any other actual costs of the Borough's professional consultants, including but not limited to, the Borough Engineer, Borough Solicitor, traffic engineers, and planning consultants. With respect to an Application for a re-zoning or text amendment, Applicant is also responsible for paying the following actual costs incurred by the Borough: cost of posting, if needed, and the cost of revising the Borough Zoning Map and producing copies, if the amendment is approved.

The Escrow Amounts represent the anticipated review fees and other actual costs that will be incurred by the Borough for which the applicant is responsible. Additional escrow may be requested during the course of review. Additionally, if at any time during the progression of the project, the sum of all fees owed exceeds the amount in escrow, the Applicant shall pay over to the Borough an amount equal to the balance. Any required permits or bond money will be withheld until such time the balance is received. Any unused Escrow Amount, after all fees and costs are collected, will be returned to the Applicant at the completion of the project. Projects involving construction oversight/review will require an additional Construction Escrow, to be calculated on a project specific basis.

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### Simple Subdivision / Lot Consolidation

#### (2 or fewer lots)

Application Fee: \$200  
Escrow Amount: \$600

### Subdivision / Lot Consolidation

#### (3 or more lots)

Application Fee: \$300  
Escrow Amount: \$1,000 + \$100 per lot

### Land Development Plan

Application Fee: \$300  
Escrow Amount (<1 acre): \$5,000  
Escrow Amount (>1 acre): \$7,500

### Planned Residential Development

Application Fee: \$1,000  
Escrow Amount: \$4,000 + \$100 per lot

### Re-Zoning or Zoning Text Amendment

Application Fee: \$1,000  
Escrow Amount: \$2,000

### Conditional Use

Application Fee: \$1,000  
Escrow Amount: \$2,000