

**CITY OF ST. MARYS**  
**ELK COUNTY, PENNSYLVANIA**  
**SUBDIVISION AND LAND DEVELOPMENT ORDINANCE**

(814) 781-1718  
(814) 834-1304 (FAX)

Application # _____
Date Received _____
Zoning District _____
Fee \$25.00 per lot _____ (\$10 County Fee) _____

**APPLICATION FOR MINOR SUBDIVISION PLAN APPROVAL**

APPLICATION OF:

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

NAME OF SUBDIVISION \_\_\_\_\_

APPLICANT'S INTEREST \_\_\_\_\_

OWNER NAME \_\_\_\_\_

DEED REFERENCE \_\_\_\_\_ TAX MAP # \_\_\_\_\_

ENGINEER NAME AND ADDRESS \_\_\_\_\_

CONTACT NAME AND PHONE NUMBER \_\_\_\_\_

PROPERTY  
LOCATION \_\_\_\_\_ ROAD/STREET \_\_\_\_\_

SIZE BEFORE DIVISION \_\_\_\_\_ ACRES OR \_\_\_\_\_ SQ. FT.

NUMBER OF LOTS \_\_\_\_\_ SIZE OF LOTS \_\_\_\_\_

PROPOSED USE \_\_\_\_\_

UTILITIES:

<input type="checkbox"/> ON SITE SEPTIC SYSTEM	<input type="checkbox"/> WELL/SPRING
<input type="checkbox"/> EXTENSION OF CITY SANITARY SEWER	<input type="checkbox"/> CITY WATER
<input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC	<input type="checkbox"/> TELEPHONE

ROAD/STREET: (if applicable)       PUBLIC       PRIVATE

APPLICANT MUST COMPLY WITH CHECK LIST PROVIDED WITH APPLICATION.

The undersigned hereby represents that, to the best of my knowledge and belief, all information listed above is true and complete.

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

THE APPLICATION AND ATTACHED PLANS HAVE BEEN REVIEWED BY THE CITY OF ST. MARYS ZONING OFFICER AND:

MEETS ALL APPLICABLE CITY REGULATIONS AND ORDINANCES

DOES NOT MEET APPLICABLE CITY REGULATIONS AND ORDINANCES

\_\_\_\_\_  
ZONING OFFICER

\_\_\_\_\_  
DATE

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

**ST. MARYS CITY PLANNING COMMISSION MEMBERS**

REVIEWED AND APPROVED BY THE CITY PLANNING COMMISSION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ SUBJECT TO ANY CONDITIONS LISTED BELOW.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ST. MARYS CITY COUNCIL**

REVIEWED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_ SUBJECT TO ANY CONDITIONS LISTED BELOW.

\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
MAYOR

CONDITIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
ZONING OFFICER

\_\_\_\_\_  
DATE

COMMENTS \_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
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CONDITIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
SECRETARY

\_\_\_\_\_  
MAYOR

CONDITIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# CITY OF ST. MARYS

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## CHECK LIST

### MINOR SUBDIVISION PLAT REQUIREMENTS

1. Reasonable scale \_\_\_\_\_
2. Name and address of developer/owner \_\_\_\_\_
3. Name of subdivision \_\_\_\_\_
4. Name, registration number, and raised seal of surveyor \_\_\_\_\_
5. North arrow \_\_\_\_\_
6. Margin of one inch on each side \_\_\_\_\_
7. Date \_\_\_\_\_
8. Location map \_\_\_\_\_
9. Tract boundaries with bearings and distances \_\_\_\_\_
10. Location, bearing, length of streets, ROW widths, existing and proposed \_\_\_\_\_
11. Names and deed references of adjoining property owners \_\_\_\_\_
12. Size of parcels in square feet, and/or acres \_\_\_\_\_
13. Correct setback requirements according to zoning district \_\_\_\_\_
14. Copies of proposed deeds for new and residual lots \_\_\_\_\_
15. Lot numbers \_\_\_\_\_
16. Draft of protective covenants or restrictions if applicable \_\_\_\_\_
17. Location of erosion and sedimentation controls (If applicable) \_\_\_\_\_
18. List of previous subdivisions of parcels and year it was subdivided \_\_\_\_\_
19. Stormwater management plan (If applicable) \_\_\_\_\_
20. DEP Planning modules (If applicable) \_\_\_\_\_
21. Utility line locations \_\_\_\_\_

- 22. Original property owner(s) signature(s) on plat and notarized . \_\_\_\_\_
- 23. All required signature blocks: City of St. Marys Planning Commission,  
Elk County Planning Commission, City of St. Marys City Council, Elk  
County Recorder's Office \_\_\_\_\_

Application and plans are to be approved by the City Planning Commission, and City Council; plans are reviewed by the Elk County Planning Commission, Elk County Conservation District, PA Department of Environmental Protection and must comply with any other federal, state or local laws.

Return this check list along with completed application and fee to the City Permit Office EIGHT days prior (Monday) to the Planning Commission meeting (first Tuesday of every month). Any applications turned in after this time will be reviewed at the next meeting, and any incomplete applications will not be accepted.

20 copies of plan required. At least 3 **MUST** be originals with notary and surveyor raised seals.

- 9 – City Planning Commission
  - 1 - Elk County Planning Commission
  - 7 - City Council and Mayor
- 3 – Originals with ownership signatures notarized and raised surveyor's seals
  - 1 – To be retained at the Elk County Recorder's Office
  - 1 – To be retained by developer after recording
  - 1 – To be returned to City offices after recording

Additional copies and plans may be needed according to development type.  
DEP (with planning module)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date