



COLLEGE TOWNSHIP
MUNICIPAL OFFICES

1481 E COLLEGE AVE, STATE COLLEGE, PA 16801 ■ TELEPHONE: (814) 231-3021 ■ WWW.COLLEGETOWNSHIP.ORG

Minor Plan Application

For office use

Name of ORIGINAL Land Development Plan:

Type of Plan: _____

Tax Parcel No. _____

Name of MINOR Land Development Plan: _____

Type of Plan: _____

Owner's Name: _____ Address: _____

Phone Number: _____

Project Engineer/Applicant's Name: _____

Address: _____

Phone Number: _____ Email: _____

Plan Drawings Prepared by: _____

Plan Architectural Designed Certified by: _____

Fee: \$ 200.00

Date Paid: _____

I/We certify that the above information is true and correct and further agree to reimburse College Township for the cost of engineering services and other site inspections as required by College Township throughout the course of our development.

Signature: _____

Date: _____

Print Name: _____

Phone: _____

MINOR PLANS FOR LAND DEVELOPMENTS AND SUBDIVISIONS

Provisions for minor plan submission were adopted in 1996 by College Township. Those provisions can be found in Chapter 180-6 of the College Township Code. These can be found at our website at www.collegetownship.com under E-Codes. Questions can be directed to the Township Engineering Department at 814-231-3021 or email at lmagro@collegetownship.org.

Initial submission should include the following:

5 full sets of the plan

1 half size (11 x 17)

3 copies of any other documentation

Digital copy (may be emailed to lmagro@collegetownship.org).

Submission application and fee (\$200.00)

Please follow the following steps:

- 1) The applicant must provide the following once a proposed project has been deemed appropriate for a minor plan review process:
 - ✓ A completed minor plan application with a \$200.00 application fee. Checks can be made payable to "College Township."
 - ✓ A copy of the recorded cover sheet for the approved land development plan
 - ✓ A completed plan review checklist as well as any other supporting documents.
- 2) Submit plan to the engineering department. The plan will be distributed to staff and possibly outside agencies, i.e. fire director for review. Comments will be emailed to the project engineer.
- 3) Final plan submission for signatures can be made once final comments are addressed.
- 4) If the minor is a replot or consolidation, remember to also record a revised deed.

CHECKLIST FOR MINOR PLAN APPLICATION

- Completed application for minor plan review
- \$200.00 application fee payable to “College Township”
- One (1) copy of the original recorded land development plan cover sheet
- Five (5) copies (Full Sized) of the proposed Minor Plan
- 1(1) 11 x 17 copy of the plan
- Completed checklist and other supporting documentation

Frequently omitted plan information:

- Owner(s) of record
- Tax Parcel Number
- Centre County deed book and page number
- Assignee of Declarant rights (if applicable)
- Zoning district
- Lot Size
- Building setback lines
- Packing setback lines (if applicable)
- Impervious coverage (structures and overall)
- Parking Calculations
- Utility/Act 187/287 Information
- Listing of historical plan
- North Arrow
- List of proposed changes that correspondence with denoted areas of change on the actual site plan
- Signatures blocks for Zoning officer, Engineer, Architect, Owner(s), Recorder of Deeds, Assignees (if applicable)
- Project Narrative (usually listed on the cover sheet of the plan)