



# Freedom Township

2184 Pumping Station Road ♦Fairfield, PA 17320

Phone: 717.337.2926

Fax: 717.337.3545

[www.freedomtownship.us](http://www.freedomtownship.us)

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## 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](mailto:secretary@freedomtwp.org).
5. An Adams County Planning Commission application must be completed and all applicable fees paid. Applications are available online at the [Adams County Office of Planning and Development website](#).
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

Subdivision  
Land Development  
Combined Subdivision/  
Land Development

#### Plan Type

Sketch Plan  
Preliminary Plan  
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**

Will the development be completed in phases?    Yes    No                  If yes, how many phases? \_\_\_\_\_  
*If yes, submit a phasing schedule*

**ACCESS/PARKING**

Are any new public and/or private streets proposed?    Public    Private    Both    None

Total linear feet and name of new public street(s):

<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
Linear Ft 1	Street Name 1	Linear Ft 2	Street Name 2
<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>	<hr style="border-top: 1px solid black;"/>
Linear Ft 3	Street Name 3	Linear Ft 4	Street Name 4

Number of vehicle trips per day to the property: \_\_\_\_\_

Off-street Parking                  No. of spaces required \_\_\_\_\_  
    No. of spaces being provided \_\_\_\_\_  
    No. of existing spaces (if any) \_\_\_\_\_

**ADDITIONAL PLAN INFORMATION**

1. Is a Zoning Variance, Special Exception, or Conditional Use required?    Yes    No  
If yes, provide the date in which the special permit was approved. \_\_\_\_\_
  
2. Are there any proposed easements or rights-of-way (to be offered for dedication)?    Yes    No  
If yes, is it:    Utility                  Stormwater                  Other \_\_\_\_\_
  
3. Is the applicant retaining any land for private/community open space?    Yes    No    \_\_\_\_\_  
Indicate acreage
  
4. Is the applicant dedicating any open space land to the Township?    Yes    No    \_\_\_\_\_  
Indicate acreage

**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**

<b>APPLICANT</b> (Contact Person)	Name			
	Company			
	Address			
	Phone #		Fax #	
	Email			
	PREFERRED METHOD OF CONTACT    EMAIL    MAIL			
<b>PROPERTY OWNER</b>	Name			
	Company			
	Address			
	Phone #		Fax #	
	Email			
	PREFERRED METHOD OF CONTACT    EMAIL    MAIL    INCLUDE ON ALL CORRESPONDANCE?			
<b>ENGINEER</b>	Name			
	Company			
	Address			
	Telephone #		Fax #	
	Email			
	PREFERRED METHOD OF CONTACT    EMAIL    MAIL    INCLUDE ON ALL CORRESPONDANCE?			
<b>OTHER</b>	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 and submitted directly to them.*

**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:

- 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.