

**Cumberland County Planning Department
2020-Application Checklist**

A PDF file of the plan and supporting documentation must be emailed to the following address: planningreviews@ccpa.net. The plan should be optimized and compressed to reduce file size. Paper and/or scanned copies of the plan will NOT be accepted.

Please include a completed Application for Plan Review. Available on page 2 and at <https://www.ccpa.net/3185/Plan-Submission-Recording-Procedures>. Paper or scanned applications will NOT be accepted. The application must be completed electronically and emailed to planningreviews@ccpa.net.

Payment should be made in the form of a check made payable to, "Cumberland County Planning Department." Payment should reflect the Fee Schedule (see page 4, or the planning calculator provided at <https://www.ccpa.net/3185/Plan-Submission-Recording-Procedures>). A copy of the application and a check should be mailed to:

**Cumberland County Planning Department
310 Allen Road, Suite 101
Carlisle, PA 17013**

**Cumberland County Planning Department
2020-Application for Plan Review**

Municipality: _____ (1) Tax Parcel #: _____ (2)
Plat Title: _____ (3)

Surveyor/Engineer: _____ (4) Phone #: _____ (5)
Email: _____ (6)
Owner/Developer: _____ (7) Phone #: _____

Plan Type - Please make a selection (8):

Plan Status - Please Make a Selection (9):

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Total Tract Acreage: _____ (10)	Total # of Lots: _____ (14)
New Acreage Subdivided: _____ (11)	# of New Lots Proposed: _____ (15)
Acreage Dedicated Open Space: _____ (12)	# of New Dwelling Units Proposed: _____ (16)
Non-Residential Building Footprint (sf): _____ (13)	Non-Residential Floor Area (sf): _____ (17)

Number of Units by Type (18):

_____ Single Family	_____ Industrial
_____ Multi Family	_____ Commercial
_____ Townhouses	_____ Agricultural
_____ Lot Addition	_____ Public/Semi-Public

Zoning District: _____ (19)
Existing Land Use: _____ (20)
Proposed Land Use: _____ (21)

Date plan to be reviewed by Municipal Planning Commission: _____ (22)

Purpose of Plan (23):

Review Fee: \$ _____ (24)
Check Number: _____ (25)
Check Name: _____ (26)

To be Completed by Staff:

Date Received: _____ (27)
Date Due: _____ (28)
Reviewer: _____ (29)
Plat Num: _____ (30)

Email this application and a PDF of the plan and supporting documentation to:

planningreviews@ccpa.net

Send a copy of the application and a check for the review fee to:

**Cumberland County Planning Department
310 Allen Rd., Suite 101
Carlisle, Pennsylvania 17013**

**www.ccpa.net/planning
(717) 240-5362**

**Checks should be payable to,
"Cumberland County Planning Department"**

Instructions to Complete Application for Plan Review

1. Municipality(s) of subdivision or land development project
2. Tax parcel number. Tax parcel numbers are available at <https://gis.ccpa.net/propertymapper/>
3. Title of subdivision or land development project-as it is shown on the plan
4. Name of surveyor/engineer
5. Phone number of surveyor/engineer
6. Name of owner/developer
7. Phone number of owner/developer
8. Check plan type: Subdivision, Land Development or Subdivision & Land Development?
9. Check plan status: Preliminary, Final or Preliminary/Final?
10. Total acreage of the tract(s)
11. New acreage to be subdivided (do not include residue) (area of land being transferred)
12. Acreage of dedicated open space/recreation land
13. Proposed non-residential building footprint (square footage)
14. Total number of lots
15. Number of new lots proposed
16. Number of new dwelling units proposed
17. Proposed non-residential floor area (square footage) (includes multiple stories)
18. List total number of lots or dwelling units by land use type
19. Municipal zoning district of tract
20. Existing land use of tract
21. Proposed land use of tract
22. Enter the date of the municipal planning commission meeting
23. Describe the purpose of the subdivision or land development plan
24. Plan review fee
25. Check number, if applicable
26. Name on check, if applicable

NOTICE OF PLAN REVIEW FEE INCREASES EFFECTIVE OCTOBER 1, 2003

At their July 28, 2003 the Cumberland County Commissioners authorized an increase in the fees charged for county review of subdivision and land development plans and sewage facilities planning modules. **The following fee structure will be effective, October 1, 2003.**

Subdivision

Residential Subdivision	\$100.00 base fee plus \$10.00 per lot
Non-Residential	\$100.00 base fee plus \$10.00 per lot
Total Fee not to exceed	\$3,000.00

Residential Land Development

\$100 base fee, plus;
\$10.00 per dwelling unit

Total fee not to exceed \$3,000.00

Non-Residential Land Development

\$100.00 base fee, plus;
\$5.00 per 1000 square feet of building area (footprint).

Total fee not to exceed \$3,000.00

Combined Subdivision and Land Development Plans

Residential:	\$100.00 base fee, plus; \$10 per lot \$10 per dwelling unit
Non-Residential:	\$100.00 base fee, plus \$10.00 per lot \$5.00 per 1,000 square feet of building area (footprint).

Total fee not to exceed \$3,000.00

Sewage Facilities Planning Module

\$50.00 per module review fee

✓ **Please make checks payable to, "Cumberland County Planning Department"**