



BOROUGH OF NEWVILLE

4 West Street, Newville PA 17241 · (717) 776-7633

SITE PLAN SUBMISSION REQUIREMENTS

1. The Newville Borough Planning Commission meets on the second Wednesday of each month at 7:30pm in the Newville Borough Office. *THE DEADLINE FOR THE SUBMISSION OF THE SITE PLAN APPLICATIONS IS SEVEN (7) DAYS PRIOR TO THE REGULAR MONTHLY MEETING.*
2. Applicants MUST hold a pre-submission conference with the Zoning Officer prior to submitting their Site Plan application form. The purpose of the pre-submission conference is to determine conformability with the Zoning ordinance as well as other pertinent Borough ordinances. Applicants are also welcome to meet informally with the Planning Commission prior to the formal submission of a site development plan to present a conceptual plan for comment.
3. Standard site development plans affecting a parcel of less than one (1) acre must be prepared on forms provided by the municipality. Supplemental drawings and attachments must be submitted on 8½" x 11" white paper.
4. Drawings should be prepared as close to scale as possible. Applicants are urged to provide as much detail as possible when completing drawings. All measurements should be exact. No approximation will be accepted.
5. Applicants wishing to develop a parcel larger than one (1) acre must follow the Site Development Plan requirements set forth in Section 8.3 of the Newville Zoning Ordinance.
6. Subdivision and Land Development Plans must follow the provisions of Ordinance 2002-01.
7. Should new water or sewer services be required, or if a modification to existing water and/or sewer services is required, the applicant must first secure approval of the Newville Water and Sewer Authority prior to the submission of a site plan.
8. All site plan applications must include the name, address and telephone number of the applicant. If the property is owned by someone other than the applicant, the name, address and telephone numbers of each property owner must be provided.
9. The Newville Borough Planning Commission is a recommending body. ALL Site Development Plans reviewed and recommended for approval shall not be deemed formally approved until acted on by the Newville Borough Council. The Borough Council meets on the last Tuesday of each month at 7:00pm in the Newville Borough Office.
10. Site Plan Conditions shall be binding upon the applicant once approved by the Newville Borough Council.



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SITE PLAN REVIEW APPLICATION

APPLICANT INFORMATION

Applicant Name(s): _____ Owner Name(s): _____

Street Address: _____ Owner Phone: _____
City, State, Zip: _____
Telephone: _____

PROPERTY INFORMATION

Parcel # _____ Zone District: _____
Total Lot Area: _____ Current Use: _____
Flood Plain Yes No Proposed Use: _____
Demolition Required Yes No

DEVELOPMENT PROPOSAL

Please explain in detail the proposed development of this property.

STAFF REVIEW

Set Backs	Req'd by Ord	Shown on Plan	Req'd	Available
Front	_____	_____	Parking _____	_____
Rear	_____	_____	Right of Ways _____	_____
Side 1	_____	_____	Open Space _____	_____
Side 2	_____	_____	Utilities	
Lot Size	_____sf.	_____sf.	Water _____	Sewer _____
			Electric _____	

Review Prepared By: _____ Title: _____



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SITE PLAN REVIEW APPLICATION (cont.)

GENERAL COMMENTS

RECOMMENDED CONDITIONS OF APPROVAL

FINAL APPROVED CONDITIONS

Planning Commission (Chairman): _____ Date: _____

Secretary: _____ Date: _____

Applicant Signature: _____ Date: _____

Reviewed and Approved by Newville Borough Council _____

Date



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SITE PLAN REVIEW APPLICATION (cont.)

Applicant: _____

Address: _____

SITE PLAN