

1301 12th Street, Suite 103
Altoona, PA 16601
Phone (814) 949-2456
Fax (814) 949-2203



DEPARTMENT OF CODES AND INSPECTIONS

APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

(instructions located on reverse side)

PROPERTY ADDRESS: _____

PROJECT NAME: _____

APPLICATION TYPE: Staff Level Reviews

- _____ Low Impact Land Development (\$100)
- _____ No Impact Subdivision (\$100)
- _____ Determination of adequate access (\$100)

APPLICATION TYPE: Altoona City Planning Commission Level Reviews

- _____ Land Development (\$800)
- _____ Land Development Amendment (\$400)
- _____ Unified Review (\$1,000)
- _____ Mobile Home Park/Campground (\$500)
- _____ Standard Subdivision (\$600)
- _____ Standard Subdivision Amendment (\$400)

Please fill in all portions below, "same" and "non-applicable" if needed

PROPERTY OWNER INFORMATION

Name: _____
Address: _____
Phone: _____ Email: _____

DEVELOPER INFORMATION

Name: _____
Address: _____
Phone: _____ Email: _____

ENGINEERING FIRM OR SURVEYOR INFORMATION

Name: _____
Address: _____
Phone: _____ Email: _____

ATTORNEY INFORMATION

Name: _____
Address: _____
Name: _____

Owner's Signature: _____ **Date:** _____

SUBDIVISION AND/OR LAND DEVELOPMENT INSTRUCTIONS

SUBDIVISION regulations address how parcels of land may be broken into pieces or merged together. Our subdivision regulations can be found in Chapters 640-7 through 640-37 of the Code of the City of Altoona. City Staff and the City Planning Commission administer these regulations using the procedures detailed there. But in general, a lot plan prepared by a licensed professional must be submitted to the Department of Codes and Inspections with the required fee. We will then respond with comments about any necessary changes. Once all necessary changes have been made, our staff or the Altoona City Planning Commission will approve the plans (depending on how substantial the plans are). The plans must then be recorded at the Blair County Courthouse, security for any public improvements posted, and a developer's agreement signed. The applicant is responsible for the City's review fees as well as those of its consulting engineer, when applicable. Questions about subdivision should be directed to the Codes and Inspections Department at [814-949-2456](tel:814-949-2456) or inspections@altoonapa.gov. Pre-application meetings with City staff are highly encouraged to simplify the process.

LAND DEVELOPMENT regulations address how a new business or multi-unit apartment building is designed. Land development attempts to minimize neighborhood conflicts and maximize the impact of private and public investment. Land development review, which is handled by staff and the Altoona City Planning Commission, is only triggered when a building permit is pulled for a business that could impact public infrastructure. Land development regulations address lot layout, traffic generation, parking, pedestrian infrastructure, landscaping, lighting, and noise. Our land development regulations may be found in Chapters 640-38 through 640-72 of the Code of the City of Altoona. City Staff and the City Planning Commission administer these regulations using the processes detailed there. But in general, a land development plan prepared by a licensed professional must be submitted to the Department of Codes and Inspections. We will then respond with comments about any necessary changes. Once all necessary changes have been made, our staff or the Altoona City Planning Commission will approve the plans (depending on how substantial the plans are). The plans must then be recorded at the Blair County Courthouse, security for any public improvements posted, and a developer's agreement signed. The applicant is responsible for the City's review fees as well as those of its consulting engineer, when applicable. Questions about land development should be directed to the Codes and Inspections Department at [814-949-2456](tel:814-949-2456) or inspections@altoonapa.gov. Pre-application meetings with City staff are highly encouraged to simplify the process.

UNIFIED REVIEW is a project that requires both subdivision and land development review.

Seven (7) sets of plans are required for all reviews, as well as a digital copy of the site plans in a .PDF or similar format that can be transmitted electronically. Any requested waivers from our regulations should be made in writing with a narrative about the project. Please fill out this form, provide the necessary review fees, and submit the required drawings and documentation to the City of Altoona Department of Codes and Inspections, 1301 12th Street Suite 103, Altoona PA 16601.

Please contact this Department if you have any questions completing this form at 814-949-2456 or inspections@altoonapa.gov.