



- *Meeting Dates and Submission Requirements*
- *Subdivision and Land Development Plan Checklist*
- *Subdivision and Land Development Plan Application*
- *Fee Schedule*
- *Zoning Hearing Board Application*
- *Application to Make a Cut or Excavation in Borough Streets*
- *Building and Demolition Permit*

Telephone: 717-486-7613
Fax: 717-486-4135
Monday – Friday 8:00AM - 4:30PM

Mount Holly Springs Borough Meeting Dates*	
Borough Council	Second Monday of the month at 7:00 PM. Committee meeting the last Thursday of the month (except November when it is the 3rd Thursday) at 6:30 PM.
Planning Commission	Third Wednesday of the month at 7:00 PM.
Municipal Authority	Second Thursday of the month at 6:30 PM.
Zoning Hearing Board	Second Tuesday of every month at 7:00pm, as needed. <i>Information must be submitted 30 days before ZHB Meeting.</i>
Parks and Recreation Commission	Third Tuesday of the month at 6:30 PM.

NOTE: All meeting dates are subject to change because of holidays. Verify dates at the Mount Holly Borough website: <https://www.mhsboro.org/>, or the Borough office.

SUBDIVISION AND/OR LAND DEVELOPMENT PLAN SUBMISSION REQUIREMENTS:

- All required information must be submitted **21 days prior** to the Planning Commission meeting date.
- All Borough plan submissions must include a completed checklist and application (enclosed).
- All Borough plan submissions must include **10 copies*** of all plans and **2 copies** of all reports to be distributed as follows:

Copies Required	Applicant shall deliver to:
5 copies of the plan, 1 copy of application, checklist and check	Planning Commission and Borough Council (Borough Office)
1 copy of the plan and 2 copies of all reports	Municipal Engineer (Borough Office)
1 copy of the plan	Borough Codes Enforcement Officer (Borough Office)
1 copy of the plan	Municipal Authority (Borough Office)
1 copy of the plan and application/check for the county	Cumberland County Planning Commission (County Office)
*Minimum of 1 copy of the E&S plan, PCSM plan, drawings and narrative. Contact Conservation District to see if additional copies are required.	Cumberland County Conservation District (County Office) (if applicable)

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Mount Holly Springs Borough Plan Submission Checklist (the completed checklist should accompany the submission)		
Have you provided the following?	Check Box:	Applicable (N/A)
Check for Subdivision and Land Development Review. Fee is based on schedule found in Subdivision and Land Development Booklet.	<input type="checkbox"/>	
Subdivision and Land Development Application and this checklist, each signed by the applicant	<input type="checkbox"/>	
Copies of the plan and reports as required in the Subdivision and Land Development Booklet	<input type="checkbox"/>	
A plan, application, and check (to be delivered by the applicant) for the Cumberland County Planning Department for review and comment	<input type="checkbox"/>	
Review of signature block for the Director of Planning of the Cumberland County Planning Department	<input type="checkbox"/>	
NPDES permit / E&S plan (to be delivered by the applicant) for the Cumberland County Conservation District (if applicable). Should include accompanying information as required by the Conservation District.	<input type="checkbox"/>	
Written request of waivers and a summary of variances, conditional uses, and special exceptions associated with the submission	<input type="checkbox"/>	
Signature blocks for the Borough Planning Commission and the Borough Council	<input type="checkbox"/>	
Plan title including a designation of Preliminary, Preliminary/Final or Final Plan	<input type="checkbox"/>	
Metes and bounds description of entire tract(s)	<input type="checkbox"/>	
Surveyor and Engineer certification	<input type="checkbox"/>	
Stormwater plan and report	<input type="checkbox"/>	
Grading plan	<input type="checkbox"/>	
Utility plan	<input type="checkbox"/>	
Landscape plan	<input type="checkbox"/>	
Zoning Requirements table	<input type="checkbox"/>	
Parking calculations	<input type="checkbox"/>	

Applicant Signature

Date

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Mount Holly Springs Borough Subdivision and Land Development Application	
Plan Type (select one if applicable):	
<input type="checkbox"/> Sketch	<input type="checkbox"/> Preliminary
<input type="checkbox"/> Preliminary / Final	<input type="checkbox"/> Final
Plan Designation (select all that apply):	
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Land Development
<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential
Applicant:	Property Owner:
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Surveyor:	Engineer:
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Size of Tract (acres):	Zoning District:
County PIN:	Number of Residential Units:
Date of Preliminary Approval:	Square Footage of Non-Residential:
Requested Waivers (include Subdivision Ordinance section):	
Purpose Statement (include Zoning Ordinance section, if applicable):	

Signature of Applicant / Owner*

Date

*Applicant / Owner must be present at all meetings.

Borough Use Only:	
Date of Submission:	Extension Length (days):
90-Day Review Begins:	Date of Extension:
90-Day Review Ends:	Extension Begins:
File Number:	Extension Ends:

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Mount Holly Springs Borough Fee Schedule*		
Subdivision and Land Development Plan Fees		
Preliminary, Preliminary/Final, or Final Subdivision and/or Land Development Plan	\$350 (base fee)	The greater of <ul style="list-style-type: none">• Plus \$20 per lot• Plus \$20 per unit• Plus \$20 per every 5,000 square feet of building
Zoning Fees		
Rezoning Requests and Zoning/Subdivision Ordinance Amendment Applications		\$750
Zoning Hearing Board Fee		\$750
Conditional Use Request Application		
Other Fees		
Parking Lot Plan Application	\$150	
Fee in Lieu of Recreational Land	\$300 per every lot or dwelling unit (whichever is greater)	

**Fees are adjustable and subject to change by resolution of the Mount Holly Springs Borough Council.*

Additional fees pursuant to Section 401 of the Subdivision and Land Development Ordinance may apply.



Mount Holly Springs Borough Zoning Hearing Board Application		
Applicant Name:	Application Fee:	\$750
Address:	Date Paid:	
Telephone:	Select All That Apply: <input type="checkbox"/> Special Exception <input type="checkbox"/> Variance <input type="checkbox"/> Appeal of a Determination of the Zoning Officer Date of Determination: _____	
Address of Property:		
*The application and all information must be submitted 30 days prior to the Zoning Hearing Board meeting.		
Submit all 9 copies of all information to the Borough Office, to be distributed as follows:		
<ul style="list-style-type: none"> • 3 copies—ZHB Members • 1 copy—Alternate Member • 1 copy—Borough Office File 	<ul style="list-style-type: none"> • 1 Copy—Solicitor • 1 Copy—Zoning Officer • 1 Copy—Borough Manager • 1 Copy—Borough Authority (if applicable) 	
Zoning Ordinance Sections:		
Signature of Applicant		Date



Mount Holly Springs Borough		
Application for Permit To Make Cut or Excavation in Borough Street or Avenue		
Applicant:		
Name:	Date of Opening:	
Address:	Time of Opening:	
	Date of Closing:	
	Time of Closing:	
Telephone:	Approx. Length:	
	Approx. Width:	
	Approx. Depth:	

What type of work is proposed? (Additional information may be requested by Public Works department.)

Location of Work:

Note: It is the responsibility of the contractor or individual doing the street cut to comply with Traffic Control Publication 203. Additional time or surface to be disturbed must be endorsed by Public Works department. Emergency repairs are permitted so long as permit is secured within 24 hours.

The Applicant agrees to comply with Chapter XX, Part 1-B (Street Excavations) Sections 21, 22, 23, 24, 25, 26, 27, and 28 of the Mount Holly Springs Borough Ordinances (as amended). Said ordinances are available for review at the Borough Office during regular business hours.

Signature of Applicant

Permit Approved by

Fees: Application Fee \$20

Street Cut: \$50 per Street Cut

Total Cuts Made: _____

Paid By: Check Number: _____

Cash: \$ _____

Date Paid: _____

Total Paid: \$ _____

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Building and Demolition Permit – PAGE 1 OF 3			
Mount Holly Springs Borough Building and Demolition Permit*			
Municipality:		County:	
Site Address:		Application #:	
City:		Tax Parcel #:	
State:		Zip Code:	
Subdivision / Land Development:		Section and Phase #:	
Property Owner*:		Principal Contractor*:	
Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	
Design Professional / Architect:		Engineer:	
Name:		Name:	
Address:		Address:	
Telephone:		Telephone:	

*Owner and/or Contractor should use the Pennsylvania One-Call notification system: Dial 8-1-1 or 1-800-242-1776 prior to excavation.

Type of Work or Improvement (select all that apply):

- | | | | | |
|---------------------------------------|-------------------------------------|--|--|-------------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Repair | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Energy | <input type="checkbox"/> Foundation Only | <input type="checkbox"/> Change of Use | <input type="checkbox"/> Other |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire Protection | <input type="checkbox"/> Plumbing | |

Description of Work:

Estimated Cost of Construction (reasonable fair market value must be entered)

Structural Cost	\$
Installation(s) not included in structural cost above:	
Electrical	\$
Plumbing	\$
Heating, Air Conditioning	\$
Other (explain)	\$

Total Project Cost (total of above): \$

**Demolition and Construction fees are located under separate resolution, available at the Borough Office.*

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Building and Demolition Permit – PAGE 2 OF 3	
Description of Building Use (select one)	
Residential	Non-Residential
<input type="checkbox"/> Single Family Dwelling	Specific Use:
<input type="checkbox"/> Two-Family Dwelling	Use Group:
<input type="checkbox"/> Multi-Family	Change in Use: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other (explain):	If yes, indicate former use:
	Max Occupancy Load:
	Max Live Load:

Building/Site Characteristics

Number of Residential Dwelling Units: _____ Existing _____ Proposed _____

Mechanical: Indicate the type of heating ventilating, air conditioning
(i.e., electric, gas, oil, etc.): _____

Water Service ☐ Yes ☐ No

Sewer Service ☐ Yes ☐ No Septic Permit # _____

Does or will your building contain any of the following:

Fireplace(s):	Number:	Type of Fuel:	BTU's:	Type Vent:
Elevator/Escalators/Lifts/Moving Walks:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Sprinkler System:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Automatic Fire Alarm System:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Pressure Vessels:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Refrigeration Systems:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Building Dimensions:

Existing Building Area:	Sq. ft.	Number of Stories:
Proposed Building Area:	Sq. ft.	Height of Structure Above Grade: Ft.
Total Building Area:	Sq. ft.	Area of Largest Floor: Sq. ft

Floodplain

Is the site located within an identified flood-prone area or floodplain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will any portion of the flood-prone area or floodplain be developed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant / Owner shall verify that any proposed construction activity complies with the requirements of the National Flood Insurance Program and the Pennsylvania Flood Plain Management Act (Act 166-1978), specifically Section 60.3(d).		

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Building and Demolition Permit – PAGE 3 OF 3

Historic District

Is the site or structure listed on the National Register of Historic Places?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If any construction will impact a site or structure listed on the National Register of Historic Places, an approval may be required by the borough.		

The Applicant / Owner certifies that all information on this application is correct and the work will be completed in accordance with the approved construction documents and PA Act 45 (Uniform Construction Code) and any additional approved building code requirements adopted by the Borough. The property owner and Applicant / Owner assumes the responsibility of locating all property lines, setback lines, easements, rights-of-way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel, or set aside any provisions of the codes or ordinances of the Borough or any other governing body. The Applicant / Owner certifies their understanding all the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either, or by the registered design professional employed in connection with the proposed work.

I certify that the zoning officer or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant / Owner:	Print Name of Applicant / Owner:

Address:	Date:

Designated Municipal Official:	Date:

Directions to Site:



The provisions contained within the Mount Holly Springs Borough Subdivision and Land Development (SLDO) Booklet are incorporated and enforceable as part of the Subdivision and Land Development Ordinance. The provisions contained in the SLDO Booklet may be amended from time to time by resolution of Borough Council.

Language of Resolution

ENACTED AND ORDAINED this ____ day of _____, 2019.

ATTEST:

BOROUGH OF MOUNT HOLLY SPRINGS

Sara E. Jarrett
Borough Secretary

James J. Collins II
Borough Council President

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