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Carl Fischer
Deputy Director

- * Planning and Zoning
- * Community Development
- * Housing Rehabilitation
- * Fair Housing
- * Shade Tree
- * GIS

DEPARTMENT OF COMMUNITY DEVELOPMENT

APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

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 Community Development 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 Community Development Department at [814-949-2470](tel:814-949-2470) or planning@altoonapa.gov. Pre-application meetings with Community Development 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 Community Development. 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 Community Development Department at [814-949-2470](tel:814-949-2470) or planning@altoonapa.gov. Pre-application meetings with Community Development staff are highly encouraged to simplify the process.

Unified Review is a project that requires subdivision and land development review at the same time.

Seven 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 Community Development on the 4th Floor (Suite 400) of Altoona City Hall (1301 12th Street, Altoona PA 16601).

(PLEASE PRINT NEATLY)

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)

Address of Subdivision
and/or Land Development: _____

Current usage of lot: _____

Applicant: Name*: _____
 Address: _____
 Phone #: _____
 E-mail: _____

Attorney: Name: _____
 Address: _____
 Phone #: _____
 E-mail: _____

Developer: Name: _____
 Address: _____
 Phone #: _____
 E-mail: _____

Engineering Firm: Name*: _____
 Address: _____
 Phone #: _____
 E-mail: _____

Property Owner: Name*: _____
 Address: _____
 Phone #: _____
 E-mail: _____

Surveyor Owner: Name: _____
 Address: _____
 Phone #: _____
 E-mail: _____

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

**Or authorized signature and title for corporation or partnerships. Please fill in all portions of the form, "same" and "non-applicable" if needed*