

**Borough of Montrose**  
**Application Instructions & Procedures**  
**Subdivisions**

**Procedures:**

1. Request for subdivision: Before you submit a request for a subdivision review the Subdivision and Land Development Ordinance of the Borough of Montrose located on the website: [montroseborough.com](http://montroseborough.com).
2. Forms: Application form for a subdivision is titled: ***Application for Zoning Permit Requiring Action by Planning and Council*** located on the website and at the borough office.
3. Submission Process: See Section 306, page 16 in the SALDO

**The Application**

- ✓ The application must be filled out completely. “N/A” or “Not Applicable” will not be accepted. If the item does not apply explain why.
- ✓ If information or submittal items are missing, the application will be deemed incomplete and returned to the applicant.
- ✓ The application MUST be signed by the property owner.
- ✓ Supply all sections required of the SALDO concerning you minor or major subdivisions
- ✓ The following items must be included with the completed application:
  - A detailed narrative of the subdivision.
  - Twelve (12) copies of all plans and exhibits.
  - A check made payable to “Montrose Borough” in the amount of \$100.00

**General Information You Should Know**

- The Planning Commission or Zoning Officer cannot give legal advice.
- Montrose Borough Planning Commission: Meets the 3<sup>rd</sup> Monday of the month. All paperwork MUST be delivered to the Montrose Borough office the previous Thursday morning.
- The following notifications/postings of consideration by Council are performed by the Borough
  - Mailings sent to all properties within 250’ of the subject property
  - Subject property will have a notice posted on their property
  - Notice of the Public Hearing will be published in the local newspaper(s)
- Road frontage minimum requirement is 100’.
- Minimum requirement for lot is 15,000 square foot.