

MIDDLESEX TOWNSHIP

350 N. MIDDLESEX ROAD, SUITE 1, CARLISLE, PA 17013

Phone Number 717-249-4409 or 844-256-7024 - Fax Number 249-8564

Board of Supervisors: Donald S. Geistwhite Jr., Philip A. Neiderer, William H. Goodhart

Date: May 6, 2026

To: Applicant for Plan Approval:
Petri Ottavainen, by email for
Carlisle Development Partners, LLC
1660 International Drive, Suite 500
McLean, VA 22102

Re: Notification of Conditional Plan Approval of
Final Land Development Plan for Pennsylvania Digital 1 (PAX-1) Phase 1-A
Plan prepared by: Livic Civil
Plan dates: 11/21/2025; last revised 03/04/2026
Township File No. 26-5

Dear Applicant,

I write to you on behalf of the Board of Supervisors of Middlesex Township in my capacity as Township Zoning Officer.

This letter will notify you that, at their meeting on May 6, 2026, the Board of Supervisors of Middlesex Township approved relief from the following sections of the Middlesex Township Subdivision and Land Development Ordinance No. 8-2017 (SALDO), and the Middlesex Township Stormwater Management Ordinance No. 6-2011 (SWMO), for the Final Land Development Plan for Pennsylvania Digital 1 (PAX-1) Phase 1-A, subject to providing written request and justification for each relief sought and listing the relief sought on the cover sheet of the plan set.

1. SALDO § 501.A.2. Modification of requirement for plan scale not smaller than one inch to one hundred feet (1"=100').
2. SALDO § 501.A.6. Modification of requirement for location map scale not smaller than one inch to one thousand feet (1"=1000').
3. SALDO § 703.A.10. Waiver of requirements for curbing and sidewalk along Country Club Road abutting the development property, with required note on plan. This waiver does not include requirements for roadway drainage facilities including road pavement base drains along abutting portions of Country Club Road.
4. SALDO § 703.I.4. Waiver of requirement for depressed curb at driveway entrance openings along PA Data Drive.

5. SALDO § 703.M., § 703.M.2. Waiver of requirements for grading of street right-of-way areas to a point 2 foot beyond the right-of-way line, which are not part of the paved cartway or shoulder along PA Data Drive.
6. SALDO § 703.M.2. Modification of requirements for grading of street right-of-way areas which are not part of the paved cartway or shoulder along Country Club Road.
7. [SLDO § 707.] – Deferral of requirement for installation of sidewalks and pedestrian paths along both sides of PA Data Drive, with required note on plan.
8. [SALDO § 703.C.1. & Table 703.1] Modification of requirement for minimum street cartway and shoulder width for Country Club Road, which is classified as a Collector Road, to allow alternate street cartway and shoulder width.
9. [SALDO § 703.H.2.] Modification of requirement for minimum street horizontal curve centerline radius along existing portion of Country Club Road.
10. [SALDO § 718.D.3.A., § 718.D.4.A., § 718.D.4.B., § 718.D.4.C., § 718.D.4.D.] Modification of requirements for minimum plan scale of not more than one inch to one hundred feet (1"=100') for required maps of physical resources within the Environmental Impact Assessment Report.
11. [SALDO § 718.D.3.B.] Deferral of requirements for submission of plans and elevations depicting the proposed size, square footage, height, number of rooms of buildings and/or other structures.
12. [SWMO § 303.J.3.] – Modification of requirement for stormwater detention basin side slopes to not be steeper than four (4) units horizontal to one (1) unit vertical and for stormwater detention basin bottom slopes not to be less than two percent (2%).
13. [SWMO § 303.K.9.] – Modification of requirement for stormwater drainage swales at a minimum grade of two percent (2%).
14. [SWMO § 303.H.17.] – Modification of requirement for all stormwater infiltration practices to infiltrate the stored volume within forty-eight (48) hours.
15. [SWMO § 303.B.2.] – Modification of requirement for infiltration of surface water runoff at its source as the primary mechanism for stormwater management.

This letter will further notify you that, at their meeting on May 6, 2026, the Board of Supervisors of Middlesex Township approved the Final Land Development Plan for Pennsylvania Digital 1 (PAX-1) Phase 1-A, subject to the following conditions:

1. That the applicant satisfies all comments and conditions of the Township Engineer, Bud Grove, P.E. in written review of J. Michael Hess, PE of Herbert, Rowland & Grubic, Inc. dated 03/27/2026 (copy enclosed) in a manner acceptable to the Township Engineer, subject to his final review.
2. That the applicant satisfies all comments of the Cumberland County Planning Department, in written report dated 03/13/2025 for Plan Number P26-107 (copy enclosed), subject to final review by the Township Zoning Officer.
3. That per Section 710.E.2.b. of the Subdivision and Land Development Ordinance No. 8-2017, as amended, the applicant pays to Middlesex Township the required fee in lieu of dedication of park and recreation areas for the subdivision of \$1,000 per disturbed acre of development area, prior to the final plans being signed by the Township and released for recording.
4. That the applicant enters into a developer's agreement with Middlesex Township regarding required public improvements and posts financial security for required public improvements, as-built plans and engineering inspection fees for this plan with the Township in an amount acceptable to the Township Engineer and form acceptable to the Township Solicitor, prior to the final plans being signed by the Township and released for recording.
5. That, when plans are released by Middlesex Township for recording at the Cumberland County Office of the Recorder of Deeds, the applicant records all plan sheets of the plan set; and provide both a digital PDF file and at least one paper copy of the plan as recorded and the Recorder of Deeds Certification Page for township records.

The above referenced waivers and conditions of plan approval were agreed upon by your representative, Charles M. Courtney, Esquire, at the meeting on May 6, 2026, and must be verified in writing upon receipt of this notification of conditional plan approval.

Sincerely,



Mark D. Carpenter
Middlesex Township Zoning Officer

cc: Board of Supervisors
Township Solicitor
Township Engineer
Nick Long, Livic Civil, by email
Justin Ross, Livic Civil, by email
Mike Hess, HRG
Charles M. Courtney, Esquire, by email



Herbert, Rowland & Grubic, Inc.
369 East Park Drive
Harrisburg, PA 17111
717.564.1121
www.hrg-inc.com

PHASE 1A FINAL LAND DEVELOPMENT PLAN REVIEW LETTER #1

MIDDLESEX TOWNSHIP, CUMBERLAND COUNTY, PA

Attn: Mr. Bud Grove, Township Engineer

Final Land Development Plan for Pennsylvania Digital 1 (PAX-1) Phase 1-A

Middlesex Twp Plan No. TPF 26-2

March 27, 2026

We have completed our review of the following information for the above-referenced project:

Submission:	Dated:	Last Revised:
Land Development Plan Sheets 1-115 of 115 [Plan]	3/04/2026	
E&S Plan Set Sheets 1-20 of 20	11/21/2025	01/07/2026
PCSM Plan Set Sheets 1-25 of 25	11/21/2025	01/07/2026
Water Main Relocation Plan Set Sheets 1-11 of 11	December 2025	--
Roadway Plan Set Sheets 1-25 of 25	1/8/2026	2/6/2026
PCSM Report	August 2025	January 2026
Infiltration Report	10/24/2023	1/23/2026
Waiver Request Letter	2/13/2026	
Environmental Impact Assessment	February 2026	
Letter of Transmittal and Application	2/13/2026	

The applicant has submitted the following requests for relief:

Requested Modification[s]:	Ordinance Section:	Type
Plan Sheet Scale > 1" = 50 ft	SALDO 501.A.2	Modification
Location Map Scale > 1" = 1,000'	SALDO 501.A.6	Modification
Curb and Sidewalk along Country Club Road	SALDO 703.A.10	Waiver
Depressed Curb at Driveway Entrance	SALDO 703.I.4	Waiver
Grading Within a Street Right of Way (See Modification Note 1)	SALDO 703.M	Waiver
Provide Sidewalk along interior streets (See Modification Note 2)	SALDO 707	Waiver
Sight Lighting – Fixture Height of 25' (See Modification Note 3)	SALDO 711.D.4.K	Modification
Street Width	SALDO 703.C.1, table 703.1	Modification
Street Horizontal Curve Radius	SALDO 703.H.2	Modification
Grading within Street ROW for Country Club Road	SALDO 703.M.2	Modification
Plan Scale for Maps Within the EIA	SALDO 718.D.3.A, 718.D.4.A, 718.D.4.B, 718.D.4.C, 718.D.4.D	Modification
Provide Building Plans and Elevations (See Modification Note 4)	SALDO 718.D.3.B	Deferral
Detention Basin Slopes	SWMO 303.J.3	Modification
Swale Grades	SWMO 303.K.9	Modification
Dewatering	SWMO 303.H.17	Modification
Infiltration of Stormwater	SWMO 303.B.2	Modification

We offer the following comments [* - Indicates comments not addressed from previous review letters]:

MODIFICATION NOTES

1. The applicant should clarify if this request pertains only to PA Data Drive, as a similar waiver is also requested specific to Country Club Road. Also, if this modification pertains solely to grading within the Street ROW, it should be revised to reference only subsection 703.M.2 instead of the entire section 703.M.

2. Plan Note 17 has been added to sheet C1A 002, which reads, "*THE OWNERS OF THESE LOTS, UPON NOTIFICATION BY MIDDLESEX TOWNSHIP, SHALL BE RESPONSIBLE FOR THE CONSTRUCTION OF SIDEWALKS TO TOWNSHIP SPECIFICATIONS WITHIN SIX (6) MONTHS OF THE DATE OF SUCH NOTIFICATION.*" The applicant should clarify where this note applies (Country Club Road versus PA Data Drive) to prevent a potential contradiction with the waiver request.
3. The waiver request for 25' light mounting heights was denied for the preliminary plan and should be withdrawn.
4. The applicant has requested deferral of this requirement until the building permit application. Doing so would prevent the Planning Commission and Board of Supervisors from reviewing this information before making a decision on plan approval. However, it should be noted that the subject plan (Phase 1A) is for the PPL substation only.

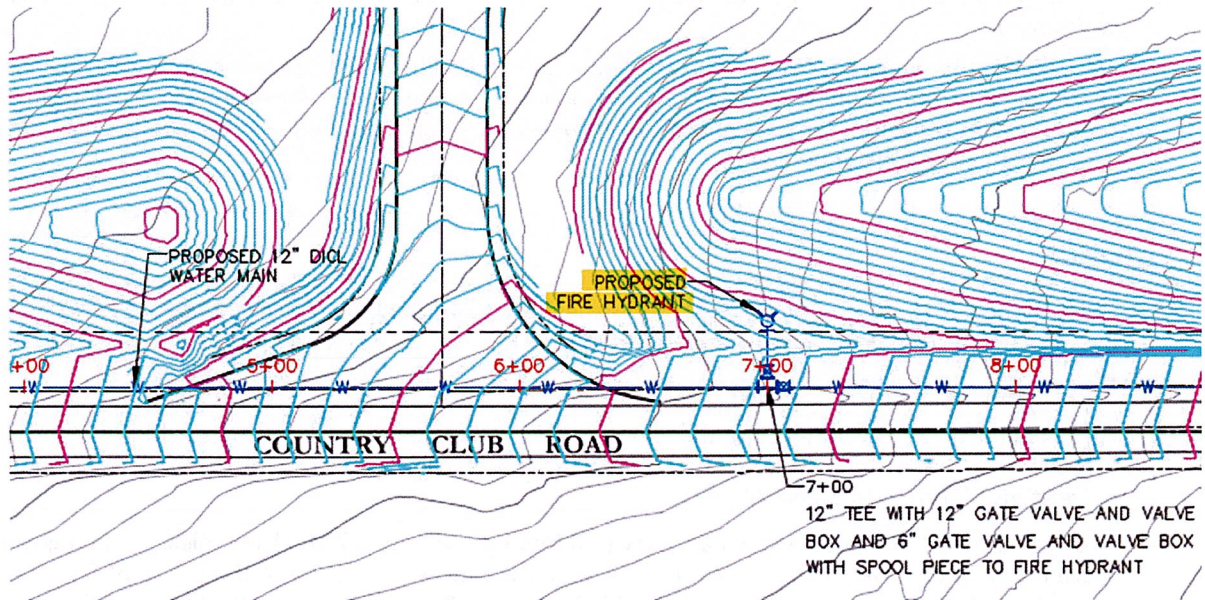
ZONING

1. Confirm the Lot 1A Area. Zoning regulations (sheet 3 – 124.13 ac), tract map (sheet 3 – 124.13 ac) and overall site plan (sheet 8 – 124.14 ac) differ [Ord 3-2025 24.03]. Revise sheet(s) for consistency.
2. Label the required 1,000-foot façade setback line on C1A 205 [Ord 3-2025 24.04.A.1].
3. A Noise Study was not provided in the current application. Confirm that the noise study submitted in association with the Phase 1A Preliminary plan remains applicable to the final plan or provide an updated noise study. [Ord 3-2025 24.09].
4. The light mounting height is shown as thirty (25) feet on sheet C1A 701. The typical mounting height is twenty (20) feet. A 25-foot height may be permitted at the discretion of the Board of Supervisors when full cutoffs are provided [12-2008, 711.D.4.k]. If a 25 height is planned, provide a lighting cut sheet confirming that full cutoffs are provided and note this in the luminaire schedule description. The applicant should note that the request for a 25-foot height was rejected in the Phase 1A Preliminary Plan.
5. The Cover Sheet drawing index includes sheet numbers (C1A 001-921). Include the sheet numbers (1-115) in the index to facilitate the plan review. [General]
6. Ensure the plan complies with Section 703.I for any proposed driveways [703.I] **Applicant is requesting a waiver of Section 703.I.4 to allow flared curbs.**
7. Ensure that the design complies with Section 703.M regarding Designs within Street Right-of-Way [703.M] **Applicant is requesting a waiver of this requirement.**
8. Sidewalks must be installed along both sides of all new interior streets in all commercial and industrial land developments within the Township unless otherwise waived by the Township. Sidewalks must also be constructed along the side of all exterior streets upon which the land development fronts [707.A.1] **Applicant is requesting a waiver of this requirement.**

SUBDIVISION AND LAND DEVELOPMENT

1. All plan sheets shall not exceed a scale of 1":50' [501.A.2] **Applicant is requesting a waiver of this requirement.**
2. Final sheet of the Landscaping Plan appears to be named incorrectly and is not numbered. Please reconcile [501.A.9]
3. Final sheet of the Photometric Plan appears to be named incorrectly and is not numbered. Please reconcile [501.A.9]

4. Provide a Table of Site Data that contains all information required by this section [501.A.15] Complete the Source of Title information following recording of the subdivision plan.
5. Show all hydrant locations, structure and pipe locations, pipe sizes, slope and type of material, and other related information for the proposed water extension. Show location of all hydrants on the Land Development plan at the locations that are shown on the JHA Water Main Relocation plans [501.C.13]



6. Provide a completed PADEP Sewage Planning Module [503.A.3] Provide a copy of the approved Non-building waiver once received, or other sewage planning approval as applicable.
7. Provide the seals, registration numbers and telephone numbers (specifically for ECS) for all Registered Design Professionals responsible for preparation of the plan [601.B].
8. Provide a signed certification on the final landscaping plan [719.B.3].
9. Clarify on the plans all streets or parts thereof and other lands intended to be offered for public use [601.I]
10. Provide a copy of the E&SPC Plan approval from CCCD [602.E]
11. Provide a copy of the approved NPDES permit for the project [602.F]
12. Ensure the plan complies with Section 703.I for any proposed driveways [703.I] **Applicant is requesting a waiver of Section 703.I.4 to allow flared curbs.**
13. Ensure that the design complies with Section 703.M regarding Designs within Street Right-of-Way [703.M] **Applicant is requesting a waiver of this requirement.**
14. Sidewalks must be installed along both sides of all new interior streets in all commercial and industrial land developments within the Township unless a waiver is granted. Sidewalks must also be constructed along the side of all exterior streets upon which the land development fronts [707.A.1] **Applicant is requesting a waiver of this requirement.**
15. Non-residential developments shall dedicate a minimum of ten percent [10%] of gross land area for park or recreation use. The developer is electing to provide a fee-in-lieu of dedication, per Section 710.E. The developer has offered a fee-in-lieu of dedication in the amount of \$1,000 per disturbed acre as stated in SALDO Section 710.E.2.b. [710.A.3.b]

16. Indicate how disturbance to perennial streams including stream riparian buffers, natural drainageways, and drainage swales is avoided. Provide evidence of PADEP approval for any permits which are required for the land development. [1202.C.1.a].

ENVIRONMENTAL IMPACT ASSESSMENT (SUBSECTIONS OF SALDO)

1. *Provide a Geological Plan at a scale of no more than one inch to one-hundred feet (1" = 100'). (Note the provided plan scale is 1" = 500'). **A waiver has been requested for this requirement [§718.D.4.a].**
2. *Provide a Site Development Plan at a scale of not more than one inch to one-hundred feet (1" = 100'). **A waiver has been requested for this requirement [718.D.3.a].**
3. *Provide a Topographical Plan at a scale of no more than one inch to one-hundred feet (1" = 100'). (Note the provided plan scale is 1" = 500') **A waiver has been requested for this requirement [718.D.4.b].**
4. *Provide Soil Plan at a scale of no more than one inch to one-hundred feet (1" = 100'). (Note the provided plan scale is 1" = 500'.) **A waiver has been requested for this requirement [718.D.4.c].**
5. *Provide the Hydrogeological Plan and Wetlands Exhibit at a scale of no more than one inch to one-hundred feet (1" = 100'). (Note the provided plan scales are 1" = 500'.) **A waiver has been requested for this requirement [718.D.4.d].**

STORMWATER MANAGEMENT

1. The minimum inside side slopes for a detention basin is 4:1 and the bottom of the basin shall be sloped at a minimum of 2%. **A waiver has been requested for this requirement [303.J.3].**
2. The minimum longitudinal slope of a swale is 2%. **A waiver has been requested for this requirement [303.K.9].**
3. The SWM Ordinance defines Retention/ Wet Ponds as an impoundment designed to maintain a permanent pool of water standing longer than 48 hrs. Retention basins/wet ponds are prohibited in the Township. [303.I] **A waiver has been requested allowing a dewatering time of 72 hours rather than 48 hours.**
4. Provide documentation that all infiltration practices or alternative volume mitigation measures such as evapotranspiration move all surface ponding sub surface within 48 hours. [303.H.17].* **A waiver has been requested for this requirement.**
5. Provide clarification of review status of MRC designs with PaDEP some conditions in the spreadsheet appear to be out of compliance with DEP guidance and DEP cautions against marking approved without reviews. **Comment is a follow up to preliminary plan comment and will remain till submission of CCD/DEP concurrence or comment letter status.*
6. Ensure the Grading & Stormwater Plan sheets have no overlapping storm structure labels. See FES-C1.4 within the SCM 5 – MRC Basin C1 for an example [302.A.10].
7. The soils legend on the bottom right of sheet C1A 302 is blocking portions of the grading and storm sewer. Revise accordingly [302.A.10].
8. Clarify the location of the oil containment system on the Site Layout Plan [303.K.14].
9. The maximum pipe size that can go into the short side of a standard inlet box is approximately an 18" SLCPP. For example, storm inlets I-16.6 to I-16.10, I-34.1 to I-33.1, I-59.1 and I-32.4 to I-32.3 will require a larger inlet box. Revise the Civil Details sheet C1A 808 accordingly. [302.A.13].
10. Provide a storm profile for I-16.13 to I-16.12 [302.A.12].
11. Revise the C1 MRC Cell Profile on sheet C1A 519 to specify a managed release orifice diameter of 1.5" to be consistent with the detail and PCSM report [302.A.23].

12. Easement comments [SALDO 501.C.19, SWM 303.J.12 & 303.K.12]:

- a) The easement plan sheet C1A 413 does not depict the entirety of the easement area for MRC Basin R2.
- b) Revise the drainage easement to follow the Country Road dedicated right-of-way. Also, confirm whether any easement is needed for Channel 1 and Channel 13 outside of the dedicated right-of-way.
- c) A drainage easement should be provided on all permanent conveyance channels. Extend the drainage easement on sheet C1A 417 to continue the FES-38 and EW-19.1 easement to the existing sediment basin or to where the permanent channel ends.
- d) Clarify whether the easement around the existing sediment basin is an existing feature from the prior LD Plan associated with this site or a new feature proposed with this plan. From previous discussions with the Engineer, our understanding is that the sediment basin to be removed during Phase 2 construction. If this is still the case, then this should be a temporary construction easement as opposed to a permanent drainage easement.

13. Provide a Final Phase 1A Post-Construction Stormwater Management Report and a Final Phase 1A Post-Construction Stormwater Management Plan that are consistent with the Final Land Development Plan for Phase 1A and the emailed responses (dated 2/20/2026) to the interim check-in meeting held on 2/18/2026 [302.A.10 and 302.B.10].

14. With the submission of infiltration testing locations and test pit locations a detailed review has been completed and the following items require additional clarification [303.H.12]. **Comment a and Comment b are follow ups on comments from preliminary review. A review of revised submission indicated no update to provided information, so comment remains.*

- a. With use of PaDEPs MRC guidance please provide documentation that DEP has accepted the number of test pits and infiltration tests as adequate. PaDEP MRC guidance August 15, 2025 indicates that a minimum of 1 test per 40,000 sf of disturbed area is required. Provided PDSC sheets indicate a ratio of .4 and show a large amount of site area excluded as upland area.

Based on the Applicant's response on 02.06.26 it appears that combination of updated guidance and 2006 DEP guidance are being used. Either option is acceptable to the Township but it should be clarified which method is proposed. Noted difference would be test placement, test number, Ksat, and factor of safety.

- b. Please provide documentation of how a design infiltration rate of 1.71 was derived (provided DEP spreadsheet). ECS report summary indicates in TP-129 and TP-131 a rate of .25 and .13 in/hr. Given that these are the only tests reported inside the basin footprint the design rate should be based on these tests.

Based on the Applicant's response on 02.06.26 it appears that combination of updated guidance and 2006 DEP guidance are being used. Either option is acceptable to the Township it should be clarified which method ECS and Livic are proposing to use. If double ring infiltration testing and traditional factors of safety are proposed 4 to 6 test per acre of infiltration surface shall be provided in accordance DEP PCSM Spreadsheet Instruction rev. 01-26-26. Or if basin flood test and other future guidance methods are proposed Ksat calculations and the associated adjustments shall be followed.

COUNTRY CLUB ROADWAY IMPROVEMENTS

1. The property abuts both sides of Country Club Road in several areas where its horizontal curves do not meet the minimum radius requirement for collector streets. Clarify how these horizontal curves will be corrected within the project area. [703.A.10 and 703.H.2]. *** A modification has been requested for this requirement.**

2. A minimum pavement width of 36' (18' each side of centerline) is required for collector roads. The plan proposes 24' (12' each side of centerline.) Please revise. [Table 703.1]* The applicant has proposed an alternate configuration for Country Club Road that includes a 16' paved width from centerline on the side of Country Club Road facing the development and 12' from centerline on the opposite side of the road. The proposal also includes the full reconstruction of both lanes of Country Club Road as opposed to widening on one side only. **A modification of this requirement has been requested.**
3. Provide sight distances for the proposed intersections [703.K.1 and 501.C.15].* Sight distances have been added to the plan. However, the ordinance requires a report documenting the sight distance calculations, and the report must be signed and sealed by an engineer. [703.K.1].
4. Provide clear sight triangles for the proposed intersections.* [703.K.3 and 501.C.15] The plan set has been revised to provide a sight distance exhibit, but clear sight triangles at the dimensions specified in 703.K.3 have not been provided. Please note that the clear sight triangle requirement is different from the sight distance requirement.

This review is based solely on the documents referenced above and does not relieve the design professional of any responsibility, nor does it imply any design responsibility by Herbert, Rowland & Grubic, Inc. HRG reserves the right to make additional comments in the future based on newly-supplied or revised information as provided by the applicant or their representative[s].

Sincerely,

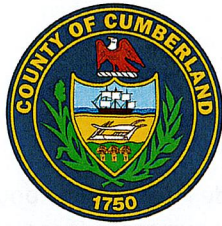
Herbert, Rowland & Grubic, Inc.



J. Michael Hess, PE
Team Leader

JMH

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PLANNING DEPARTMENT

Cumberland County

Cumberland County Subdivision and Land Development Review Report

Cumberland County Planning Department
310 Allen Road, Suite 101
Carlisle, PA 17013
Telephone: (717) 240-5362

Municipality:	Date Received:	Date Reviewed:	Reviewed By:	Plan Number:
Middlesex Township	2/19/2026	3/13/2026	SH, EG, KS	P26-107
Plan Title:				
Pennsylvania Digital 1 (PAX-1) – Phase 1A				
Plan Status:		Plan Type:		
Final		Land Development Plan		
Comments and Recommendations:				

1. Each plan sheet that includes match lines should be accompanied by a key map that shows the entire site and the extent of what is shown (SLDO 501.A.14).
2. The instrument number, parcel number and property address should be added to the site data block on sheet C1A 002 (SLDO 501.A.15.e).
3. The phasing plan should include a schedule and the area of each phase (SLDO 501.B.3).
4. Each proposed intersection should include the following:
 - a. The required and provided sight distance (SLDO 703.K.1).
 - b. A clear sight triangle (SLDO 703.K.3).
5. The landscaping plan shows riparian buffer enhancement areas 1 and 2. It appears that most of these enhancement areas will maintain the existing trees. The plan should indicate the location of the plantings shown in the enhancement schedule.

The landscaping plan should be reviewed by a registered landscape architect to verify the spacing proposed and the goal for these planting areas (SLDO 719.B.3). The township should consider a forestry professional review of the plan as the concentration of trees in the riparian buffer enhancement areas will require extensive thinning over time. CCPD recommends that all proposed trees are spread out to a larger defined area that will support the trees at full maturity (SLDO 719.C.2).
6. The modification request of section 703.A.10 (curb and sidewalk on Country Club Road) should include the following statement "The owners of these lots, upon notification by Middlesex Township shall be responsible for the construction of sidewalks and curbing to township specification within six months of the date of such notification".

In addition, the township should consider terming this as a "deferral" rather than a modification.
7. The plan should address a dedication of recreation land or a fee in lieu of dedication (SLDO 710).
8. The geologist certificate block on the cover sheet should include the name of the geologist under the signature line.

9. Project note 10 on sheet C1A 003 should include a permit number.
10. Sheet C1A 005 includes a master plan keymap but does not provide information about the overall development. The submission should include a master plan with a summary of zoning requirements and proof of compliance for the overall data center development.
11. Sheet C1A 010 includes a note at the proposed stream crossing at PA Data Drive "eligible for Waiver 2" and no further detail is provided in the plan. PA DEP Section 105 Waiver 2 is a waiver of permit requirements dependent upon site characteristics and lack of impacts to wetlands. Plan should specify basis of waiver eligibility.
12. Please work with the municipal addressing authority to determine addresses as soon as possible. Providing complete and accurate addressing information to Cumberland County GIS when plans are finalized, but before construction, ensures that they can be added to the Master Street Address Guide (MSAG). An up-to-date MSAG is critical to ensure that addresses validate in the 9-1-1 system. Other utility providers also depend on the MSAG to validate installations in new developments. If you have any questions regarding addressing or the MSAG, please contact Garrett McKinney, MSAG Coordinator, at (717)240-6418 or ghmckinney@cumberlandcountypa.gov.
13. Cumberland County strives to create the most accurate public records possible. The following electronic AutoCAD files (.dwg) are **required** by the Planning Department prior to or at the time of recording any plan. Please note that the Planning Department **will not sign the plan for recording** until this information is emailed to planningreviews@cumberlandcountypa.gov. Links to online file downloads are acceptable. Applicants are required to provide the following information:
 - a. **Parcel boundaries**
 - b. **Lot lines**
 - c. **Building footprints**
 - d. **Road rights-of-ways**
 - e. **Edge of pavement**
 - f. **Declaration of planned communities/condominiums documents (including amendments)**

MIDDLESEX TOWNSHIP

350 N. MIDDLESEX ROAD, SUITE 1, CARLISLE, PA 17013

Phone Number 717-249-4409 or 844-256-7024 - Fax Number 249-8564

Board of Supervisors: Donald S. Geistwhite Jr., Philip A. Neiderer, William H. Goodhart

Date: May 6, 2026

To: Applicant for Plan Approval:
Petri Ottavainen, by email for
Carlisle Development Partners, LLC
1660 International Drive, Suite 500
McLean, VA 22102

Re: Notification of Plan Recording Procedures for
Final Land Development Plan for Pennsylvania Digital 1 (PAX-1) Phase 1-A
Plan prepared by: Livic Civil
Plan dates: 11/21/2025; last revised 03/04/2026
Township File No. 26-5

Dear Applicant,

See enclosed form letters from the township and county planning describing the process for recording the above plan.

Please feel free to contact me if you have questions about this matter.

Sincerely,



Mark D. Carpenter
Township Zoning Officer

cc: Board of Supervisors
Township Solicitor
Township Engineer
Nick Long, Livic Civil, by email
Justin Ross, Livic Civil, by email
Mike Hess, HRG, by email
Charles M. Courtney, esquire, by email

MIDDLESEX TOWNSHIP

350 N. MIDDLESEX ROAD, SUITE 1, CARLISLE, PA 17013

Phone Number 717-249-4409 or Toll Free 844-256-7024 Fax Number 249-8564

To: All Applicants for Plan Approval
From: Mark D. Carpenter, Township Zoning Officer
Subject: Recording Of Approved Subdivision and/or Land Development Plans

You should have been notified if Board of Township Supervisors approved your Final Subdivision and/or Land Development Plan. Section 304 of the Township Subdivision and Land Development Ordinance No. 8-90 requires that, upon the approval of a final plan, the applicant shall record the plan in the Office of Recorder of Deeds for Cumberland County, Pennsylvania. If the plan approval was conditional upon certain items, they must be resolved before recording the plan. Typical conditions of approval include plan revisions to satisfy Township staff comments, Pennsylvania Department of Environmental Protection approval of Sewage Facilities Planning module, Developer's Agreement executed with the Township for required public improvements, posting sufficient financial security with the Township to cover estimated costs of constructing proposed public improvements as shown on the plan and required by Ordinance, and satisfying requirements of the Township Subdivision and Land Development Ordinance No. 8-90 pertaining to the dedication of park and recreation areas and fees in lieu thereof.

When all conditions of plan approval have been resolved, the plan is ready for recording. Before the plan is recorded, the applicant shall submit two signed copies of a Developer's Agreement with the Township for required public improvements and the applicant shall post financial security for required public improvements. The Township Solicitor and Township Engineer shall approve the amount and form of financial security proposed by the applicant. Upon request, the Township will supply form Developer's Agreement and Letter Of Credit documents for use by the applicant. The applicant shall provide the Township with signed, notarized and sealed versions of at least the following sets of all approved plan sheets:

- At least four (4) copies of the entire plan set printed at maximum 30" X 42" sheet size for recording.

The Board of Supervisors will sign approval verification on the plan as soon as possible after receipt, and will notify the applicant to pick up the plan for recording. The applicant must have Cumberland County Planning Department sign and date the review verification on the plan before recording, and must provide a CD with digital AutoCAD files of the plan in .dwg or .dxf format. The County Planning Department is located at 310 Allen Road, Suite 101, Carlisle, PA 17013 (phone no. 717-240-5362).

After obtaining a certified tax parcel number(s) at the Cumberland County Tax Assessment Office at room 110 in the old Courthouse building at One Courthouse Square, Carlisle PA, plans shall be recorded at their cost by the applicant at the Office of Recorder of Deeds for Cumberland County, in the new Courthouse building at One Courthouse Square, Carlisle PA (phone no. 717-240-6370). The Office of Recorder of Deeds will keep two copies of the recorded plan. Please make sure all recorded plans returned to the applicant include the assigned tax parcel number(s) and a recorded document certification page from the Recorder of Deeds to verify the Date of Recording and Instrument Number for the recorded plan.

Within ten days after recording, the applicant shall return properly recorded copies of the plan to the Township in the number and format as follows:

- At least two copies of the entire plan set as recorded.
- One copy of the recorder of deeds 8 1/2" x 11" certification page verifying that the plan was recorded.
- Electronic PDF files of the entire plan set as recorded, including the recorder of deeds certification page.

Please contact the Township Office if you have questions about this process.

Cumberland County Plan Recording Procedures

Posted on: February 7, 2022

<https://www.ccpa.net/CivicAlerts.aspx?AID=2178>

ATTENTION!!! Plan Recording Guidelines

The Cumberland County Uniform Parcel Identifier (UPI)/Mapping office and the Recorder of Deeds Office, continue to accept Subdivision Plans for recording by appointment only. Here are guidelines that must be followed in order to record a plan.

GUIDELINES FOR PLANS

MASKS MUST BE WORN WHILE INTERACTING WITH OTHERS IN THE RECORDER OF DEEDS OFFICE.

- Prior to recording, please visit the Cumberland County Planning site: <https://www.ccpa.net/3185/Plan-Submission-Recording-Procedures>. Their direct phone is 717.240.5362. The Planning Department will be open daily, no appointment required to obtain signatures prior.
- Cumberland County strives to create the most accurate public records possible. The following electronic AutoCAD files (.dwg) are **required** by the Planning Department prior to or at the time of recording any plan. Please note that **the Planning Department will not sign the plan for recording** until this information is emailed to planningreviews@ccpa.net. Links to online file downloads are acceptable. Applicants are required to provide the following files:
 1. **Parcel boundaries**
 2. **Lot lines**
 3. **Building footprints**
 4. **Road rights-of-ways**
 5. **Edge of pavement**
 6. **Declaration of planned communities/condominiums documents (including amendments)**
- All filers must make an appointment for filing through the Recorder of Deeds' Office by email at recorderofdeeds@ccpa.net. The Recorder's Office will coordinate this appointment with the UPI office. Subdivision Plans will only be accepted by appointment only through the UPI Office and the Recorder's Office.
- YOU WILL NEED TWO SETS OF PLANS FOR RECORDING THAT WILL BE RETAINED BY
 1. THE UPI OFFICE AND 2. THE RECORDER'S OFFICE.
- Once a plan is signed by the Planning office, a copy should be taken to the UPI office at the Old Courthouse at the scheduled appointment time. Filers will be asked to give one copy to the UPI office to retain for their records.
- After the UPI office approves the plan, the filer should then proceed to the New Courthouse to take a second copy to the Recorder of Deeds office.
- After going through security at the New Courthouse, you will need to sign in inside the Recorder's Office.
- Filers should have checks made payable to "Recorder of Deeds" or we accept credit cards for payment -there is an additional \$2.50 convenience fee (or 2.25% over \$100; 3.00% for business cards) by the vendor.
- Plan images will be available on Landex within a week of recording.