

# PENN FOREST TOWNSHIP

## PLANNING COMMISSION APPLICATION REQUIREMENTS

**Application Deadline:** 21 days prior to meeting

**Monthly Meetings:** 4<sup>th</sup> Monday of each month

1. To be placed on the next Planning Commission meeting agenda, all submissions must be received a minimum of 21 days prior to the next regularly scheduled meeting.
2. The Township will only review complete submissions that include the following:
  - a. Five (5) copies of the completed SALDO application.
  - b. Seven (7) complete copies of the proposed plan(s) on the required sheet size of 24" x 36" or 36" X 48".
  - c. Three (3) copies of all required supplementary data, reports, and studies.
  - d. Review and escrow fees made payable to Penn Forest Township (see fee schedule below).
3. All submissions must be made to the Penn Forest Township Office. No plans may be sent directly to the Engineer.
4. One (1) copy of the proposed plans should be submitted, by the applicant, to the Carbon County Planning Commission for review and comment.
5. For re-submissions, if an applicant has not paid their bill(s) nor properly disputed the fees in accordance with the Pennsylvania Municipalities Planning Code, then the applicant will be notified that their submission is incomplete and will not be processed.
6. If an application is deficient and cannot be approved within the required timeframe, the applicant must agree to an indefinite time extension or the application will be denied.
7. All materials for Planning Commission, including handouts for presentations, must be submitted to the Penn Forest Township Planning designee prior to the meeting at which the project will be discussed.

### PLANNING COMMISSION FEE SCHEDULE

- A) Subdivision or Land Development which consists of three (3) lots or less, and there are no improvements required by the regulations, the applicant shall deposit the sum of \$500.00 (Five Hundred Dollars).
- B) Subdivision or Land Development which consists of four (4) lots or more, the applicant shall deposit the sum of \$1,000.00 (One Thousand Dollars) plus \$100.00 (One Hundred Dollars) for each additional lot in excess of four (4).
- C) In all other instances, the applicant shall deposit the sum of \$750.00 (Seven Hundred Fifty Dollars).

NOTE: The fee submitted will be held in an escrow account. When the balance falls below 50% (Fifty percent) of the initial deposit, Penn Forest Township may require that additional funds be deposited to bring the account back to the initial deposit. If any amount of the fee remains after the plan has been approved, it may be refunded to the applicant.



**Code Services**

**BARRY ISETT & ASSOCIATES**  
Multidiscipline Engineers & Consultants

ALLENTOWN, PA | FORTY FORT, PA | HAZLETON, PA | PHOENIXVILLE, PA | PHILLIPSBURG, NJ

www.barryisett.com

**\*\* OFFICE USE ONLY \*\***

Date Received: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Tax Parcel No.: \_\_\_\_\_  
Zoning Permit No.: \_\_\_\_\_

## APPLICATION FOR SUBDIVISION AND LAND DEVELOPMENT

### I. PROPERTY INFORMATION

Residential  Non-Residential

Municipality: \_\_\_\_\_ Development: \_\_\_\_\_ Lot: \_\_\_\_\_ Section: \_\_\_\_\_  
Proposed Work Site Address: \_\_\_\_\_ Tax Parcel ID: \_\_\_\_\_  
Proposed Subdivision Name: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
Deed Book & Page No.: \_\_\_\_\_ Property within Floodplain  Yes  No

### II. CONTACT INFORMATION

**Property Owner:** \_\_\_\_\_ email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Interest of Applicant  Owner  Equitable Owner  Other (please explain): \_\_\_\_\_

*(If different than Owner)*  
**Developer/Applicant:** \_\_\_\_\_ email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Legal Counsel:** \_\_\_\_\_ email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*(Company Name)*  
**Project Engineer/Architect/Surveyor:** \_\_\_\_\_ PA License: \_\_\_\_\_  
Person in Charge of Work: \_\_\_\_\_ email: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### III. TYPE OF REVIEW REQUESTED

Subdivision Plan  Annexation  
 Land Development Plan  Zoning Amendment  
 Lot Line Adjustment  Curative Amendment  
 Planned Residential Development  Conditional Use

### IV. TYPE OF SUBMISSION

*(Check One)*  New Proposal  Revised Prior Submission  
*(Check One)*  Sketch  Preliminary  Final  
Name of Plan: \_\_\_\_\_

### V. LAND DESCRIPTION

Total Acreage of Parent Tract: \_\_\_\_\_ Acreage to be Developed: \_\_\_\_\_ No. of Proposed Lots: \_\_\_\_\_  
Sq. Ft. of All Structures: \_\_\_\_\_ Sq. Ft. of Impervious Areas: \_\_\_\_\_ Combined Total: \_\_\_\_\_  
Proposed Land Use  Residential  Commercial  Industrial  Institutional  Office  Other (specify): \_\_\_\_\_

**VI. UTILITIES**

Choose one of the following for each system below: **Public** (Municipal); **Private** (Community); **Onsite** (Well); **N/A** (No Existing/None Proposed)

**Water System** Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Sanitary Sewer System** Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_

Check All Applicable Other Proposed Improvements  Streets  Stormwater  Sidewalks/Curbs  Other (specify): \_\_\_\_\_

**VII. AGREEMENTS / WAIVERS / ZONING APPROVALS**

Right-of-Ways or Easements with Adjacent Properties  Yes  No (Attach copy of all agreements/deeds)

List any Modifications or Waivers Requested:

List any relevant Zoning Variances/Special Exceptions/Conditional Use Approvals on this tract with dates:

**VIII. STATEMENT OF INTENT: Existing and/or Proposed Use of Site/Building (See Attached Plan is not acceptable)**

I (We) hereby agree to reimburse the Municipality for fees and expenses the Municipality or its consultants may incur for the review of any Subdivision and Land Development Plan or requested changes to any Zoning Ordinance.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BOTH SIGNATURES ARE REQUIRED IF APPLICANT IS DIFFERENT THAN OWNER**

**\*\* OFFICE USE ONLY \*\***

Date of Acceptance as Completed Submittal: \_\_\_\_\_ Fee: \_\_\_\_\_ Check No.: \_\_\_\_\_

Delivered to Municipal Engineer Date: \_\_\_\_\_ Review Received: \_\_\_\_\_

Delivered to County Planning Commission Date: \_\_\_\_\_ Review Received: \_\_\_\_\_

Delivered to Sewage Enforcement Officer Date: \_\_\_\_\_ Review Received: \_\_\_\_\_

Required No. of Applications Received: \_\_\_\_\_  Required No. of Plans Received: \_\_\_\_\_

Planning Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_