

**PENN FOREST TOWNSHIP
2010 STATE ROUTE 903
JIM THORPE, PA 18229**

PHONE: 570-325-2768 OR 570-325-2769 FAX: 570-325-8230

PLANNING COMMISSION FEE SCHEDULE

Penn Forest Township requires an application fee when submitting a Subdivision and Land Development Plan to the township.

FINAL SIGNED PLANS WILL NOT BE GIVEN TO APPLICANT UNTIL ALL INVOICES ARE RECEIVED BY THE ENGINEER FIRM AND ALL FEES ARE PAID IN FULL.

- A) All other plans, **the administration and application fee is \$800.00**
Sketch Plans or Pre-Application meeting for SALDO Developments
- B) If the SALDO Plan consists of two (2) Lots or less, and there are no improvements required by the regulations, **the cost for administration and application fees is \$1250.00.**
- C) If the SALDO Plan consists of three (3) Lots or more, the administration and application fee is **\$1,250.00 PLUS \$200.00 for each additional lot over (2)**
- D) Minor SALDO of five (5) lots or less/units, no new streets
The administration and application fee is \$1500.00

The Township Engineering Firm will notify the township office of any additional costs associated with the reviewing plans within thirty (30) days by invoicing the Township.

By signing below, the applicant accepts the terms of the application and fees associated with the SALDO review and planning development.

Applicant

Date

PENN FOREST TOWNSHIP

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

Application Deadline: 21 days prior to meeting

Monthly Meetings: 4th 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.

SEE ATTACHED FEE SCHEDULE FOR ALL COST ASSOCIATED WITH PLANNING COMMISSION

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

**** 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: _____