

**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. Five (5) 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 application fee submitted will be held in an escrow account. Any additional fees due are made payable to *Penn Forest Township* and are required to be paid before the plans are released. If any amount of the fee remains after the plan has been approved, it may be refunded to the applicant.

_____ Initial Here



Penn Forest Township •
2010 State Route 903 • Jim Thorpe, PA 18229
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**** 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. UTILITIESChoose 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: _____