

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

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

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## **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 \$1,250.00**  
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 \$1,750.00.**
  
- C) If the SALDO Plan consists of **three (3) Lots or more**, the administration and application fee is **the cost for administration and application fees is \$2,150.00**
  
- D) Minor SALDO of five **(5) lots or less/units, no new streets**  
**The administration and application fee is \$1,750.00**

**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.**

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**Applicant**

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**Date**

# PENN FOREST TOWNSHIP

## SUBDIVISION AND LAND DEVELOPMENT APPLICATION

**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. 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. 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: \_\_\_\_\_