

**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 \$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.

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.

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