

PINE CREEK TOWNSHIP

SUBDIVISION AND LAND DEVELOPMENT SUBMISSION PROCEDURES

The first step to be completed in the required Plan Review and Approval process is the submission of an application to the Planning Commission's monthly work session conducted on the second (2nd) Wednesday of each month from 6:00 - 6:30 p.m. in the township's municipal building. Applications for preliminary or final review shall include **nine (9) copies** of all proposed preliminary or final subdivision/land development plans and **three (3) copies** of all other materials and information as required by the township's Subdivision and Land Development Ordinance.

While a sketch plan is not required, it is strongly recommended that it be filed to allow the applicant to consult early and informally with the members of the Planning Commission work session before preparing a Preliminary Plan. This will often avoid expensive redesign and/or delay to the applicant. Plans deemed complete and ready for review may be submitted to the Planning Commission at their formal meetings which are held at 7:00 p.m. on the last Wednesday of each month in the township's municipal building.

APPLICATION FOR REVIEW

(Check Applicable Spaces)

_____ **Sketch** _____ **Preliminary** _____ **Final**
_____ **Subdivision Plan** _____ **Land Development Plan**

Complete the following items by printing legibly in the applicable spaces. Write "NA" where item is not applicable.

1. Name of Subdivision/Land Development _____
2. Date of application _____
3. Location of Subdivision/Land Development _____
Parcel Number _____
Address _____
4. Name of Property Owner _____
Address _____ Phone _____
5. Name of Registered Surveyor or other Professional who prepared the Plan _____

Address _____ Phone _____

6. Total Acreage _____ Number of Lots or Units _____
7. Proposed Land Use: _____ Single-Family Dwelling _____ Multi-Family
_____ Commercial _____ Industrial _____ Other _____
8. Method of Sewage Disposal _____
9. Amount of Acreage Proposed for Recreation or Open Space Use _____
10. Lineal Feet of New Streets _____
11. Plans and Other Required Materials Submitted (three {3} copies of each):

(Fill in or check appropriate items. Write "NA" if item is not applicable)

- a. In the case of a final plan, date preliminary plans were submitted _____
Date preliminary plans approved _____
- b. Date of submission of sketch plan _____
- c. Approved DEP planning module(s), Component(s) # _____
- d. Sewage Disposal Agreement _____
- e. Water Supply Agreement _____
- f. Centerline road profile(s) and cross section(s) _____
- g. Private right - of - way agreement/road maintenance agreement _____
- h. Erosion and Sediment Pollution Control plan _____
- h. Stormwater management plans and facility designs _____
- i. Township Driveway Permit/PA DOT Highway Occupancy Permit _____
- j. Proposed deed covenants and restrictions (CC&R's) _____
- k. Letters from applicable utility companies _____
- l. Use and Maintenance Agreement(s) for all undedicated facilities _____

m. Plan processing, Design Review or Inspection Fees _____

n. Other _____

All items submitted will be reviewed for completeness. If complete, the plans are submitted to the Planning Commission and the plan evaluation process begins. If incomplete, all items will be returned to the applicant.

TELEPHONE NUMBERS THAT MAY APPLY:

| | |
|---|----------------|
| Pine Creek Township | 753-5671 |
| Pine Creek Township Zoning Officer (Dave Winkleman) | 971-0007 |
| Pine Creek Township Sewage Enforcement Officer (Jeff Kreger) | 725-2158 |
| Pine Creek Municipal Authority | 753-3168 |
| Clinton County Planning Department | 893-4080 |
| Clinton County Recorder | 893-4010 |
| Clinton County Conservation District (Tom Bittner) | 726-3798 |
| Clinton County Communications Center | 748-2936 |
| State of PA Environmental Protection Department | 662-0830 |
| PPL Electric Utilities | 1-800-342-5775 |
| Verizon | 1-800-660-2215 |
| Comcast Cable | 1-800-266-2278 |

FEE SCHEDULE

| | |
|--------------------------------|---|
| Sketch Plans | No Charge |
| Preliminary Plans | |
| a. Subdivisions | \$100.00 two lots \$110.00 three lots \$120.00 four lots \$130.00 five lots \$150.00 over five lots \$10.00 each additional lot over five lots |
| b. Land Developments | |
| Residential | \$150.00 per plan plus \$10.00 for each dwelling unit per plan. |
| Non-Residential | \$150.00 per plan plus \$10.00 for each 1,000 square feet of floor area, or portion thereof, up to a maximum of \$1,000. |
| Preliminary/Final Plans | When submitted together, the fee shall be the same as that for a preliminary plan |
| Final Plans | No charge |
| Improvement Design Review Fees | The applicant shall reimburse Pine Creek Township for all reasonable and necessary charges by the Township engineer and/or consultant for review of site improvement or development designs and report thereon to the township in accordance with the Pine Creek Township Subdivision and Land Development Ordinance. |
| Improvement Inspection Fee | When improvements are required by the township to be installed as a condition of final approval of a Subdivision or land development plan, said improvements must be inspected by the township engineer as established by the Pine Creek Township Subdivision and Land Development Ordinance upon their completion. |