

# PINE CREEK TOWNSHIP

## SUBDIVISION AND LAND DEVELOPMENT SUBMISSION PROCEDURES

The first step to be completed in the required Subdivision and Land Development Review and Approval process is the electronic submission, preferably a .pdf, of the application and the preliminary or final subdivision/land development plans to the Planning Commission at [pinecreektwp@comcast.net](mailto:pinecreektwp@comcast.net). Submissions should be made two weeks prior to the monthly Planning Commission meetings which are held on the last Wednesday of each month.

Applicant shall provide for review, **six (6) copies** of all proposed preliminary or final subdivision/land development plans and **three (3) copies** of all other materials and relevant information to the Planning Commission at the monthly meeting 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 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 located at 31 Municipal Drive, in Avis, Pennsylvania.

### 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 another 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 \_\_\_\_\_  
(NPDES or mall project plan)

i. Stormwater management plans and facility designs \_\_\_\_\_

j. Township Driveway Permit/PA DOT Highway Occupancy Permit \_\_\_\_\_

- k. Proposed deed covenants and restrictions (CC&R's) \_\_\_\_\_
- l. Letters from applicable utility companies \_\_\_\_\_
- m. Use and Maintenance Agreement(s) for all undedicated facilities \_\_\_\_\_
- n. Plan processing, Design Review or Inspection Fees
- o. Other \_\_\_\_\_

The plan evaluation process begins at the monthly Planning Commission meeting.

**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	726-3798
Clinton County Communications Center	748-2936
State of PA Environmental Protection Department	662-0830
PPL Electric Utilities	1-800-342-5775
Comcast Cable	1-800-266-2278
Verizon	1-800-660-2215

## 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 for 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 \$1,000.00.
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.