

**PAUPACK TOWNSHIP, WAYNE COUNTY
PENNSYLVANIA**

**MAJOR SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION
MAJOR SUBDIVISION
(More than 11 Lots)**

Applicant's Name: _____ Date: _____

Development Name: _____ # Initial Lots _____ # Final Lots _____

Applicant Mailing Address: _____

Tax Map# of Initial Lot: _____ - _____ - _____

Applicant Telephone Number: _____ Applicant Signature: _____

Surveyor/Engineer _____

TOWNSHIP FEES: Sub. Appl. Fee \$200.00 additional fees: (Including mobile home and recreational lots)

(\$70 for 11 Lots up to 50 Lots; \$65 for 51-100; \$60 for 101- 200 Lots; \$55 for 201 - 250 Lots; \$50 for 251 —»)

COUNTY FEES: Sub. Appl. Fee: \$200 (additional review fees are established by the County)

APPLICATION FILING

A complete application is required to be submitted to the Township Secretary ten (10) business days prior to the Paupack Township Planning Commission meeting date (1st Thursday of the month)

APPLICATION INFORMATION REQUIRED

Seven (7) individual packets including the following:

- > Plat (Checklist on Page 2)
- > Supporting Materials (Checklist on Page 3)

Date of filing: _____ Township Secretary, Signature: _____

Date filing rejected: _____ Township Secretary, Signature _____

(If filing is rejected, provide the reasons for the rejection): _____

Township Application Fee: _____ Date Paid: _____ Check Number: _____

County Application Fee: _____ Date Paid: _____ Check Number: _____

PLAT SPECIFICATIONS

Must complete this checklist prior to submission

Major Subdivision comprised of 11 lots or more

of Newly created lots this application ____

YES NO N/A

- _____ Location map
- _____ Tract, subdivision or land development name, if any
- _____ Name of landowner
- _____ Mailing address of landowner
- _____ Name of applicant if different from the landowner
- _____ Name of the township and county
- _____ Tax map and parcel number
- _____ Deed book and page number
- _____ Boundaries of the tract and approximate location of abutting properties
- _____ Name of abutting property owners) & tax meg) numbers
- _____ Graphic scales
- _____ Reference meridian
- _____ Date map was drawn and all revisions
- _____ Existing and proposed lot lines
- _____ Accurate bearings and distances
- _____ Lot number/letter
- _____ Area of each proposed lot
- _____ Total remaining acreage
- _____ Location of new and existing streets and rights-of-way, type of street surface & street names of new and existing Building setback lines.
- _____ Location, dimension and purpose of all easements including any limitations on their use.
- _____ Contour lines, stating whether derived from a field survey or based on U.S.G.S.
- _____ Name, mailing address, signature and title of person who prepared die map (if other than land surveyor)
- _____ 3 'A" X 5" block for Paupack Township use to stamp any approval
- _____ Flood plain location, if any
- _____ Site data table including; total acreage, number of lots, zoning districts)
- proposed water/sewage service facilities
- _____ Location and type of all comer markers
- _____ Name and address of the land surveyor
- _____ Certification (by stamp or seal) and Signature of land surveyor
- _____ Location of all existing improvements including wells (pg. 2)

SUPPORTING MATERIALS

Must complete this checklist prior to submission

YES NO N/A

- _____ Letter of intent signed by applicant/agent indicating which lots are to be included for consideration
- _____ Deed Description - covenants/ restrictions/easement rights
- _____ Planning module
- _____ Completed Planning Module for Land Development by SEO
- _____ Letter from central sewer provider
- _____ Sewage system agreement, if required
- _____ Letter from central water provider
- _____ Water system agreement, if required
- _____ Erosion and Sedimentation Control Plan Review by Wayne County Conservation District
- _____ Floodplain plan, if required
- _____ Newly created lots
- _____ Addition

LOCATION OF (IF ANY)

(Applicant completes this checklist prior to submission)

- | | | |
|--|-------------------|-------------|
| Water bodies | Water wells | Oil wells |
| Watercourses with direction with flood level | Gas wells | |
| Buildings | Gas lines | Power lines |
| Drain pipes | Telephone lines | Structures |
| Culverts | Public Facilities | |
| Sewer lines | | |
| Sewage Systems | | |
| Waterlines | | |
| Any other significant man-made or natural features | | |

ADDITIONAL ITEMS TO REVIEW

(FOR PLANNING COMMISSION REVIEW PURPOSES)

- Wetlands
- Meets lot dimensions and lot area criteria
- Highway occupancy permit Penn Dot/Township
- Site investigation reports
- Test pit and percolation holes on plan/plat
- Soil type and boundaries
- Township lines as applicable

(REV. 11052022)

The Planning Commission Secretary will accept Applications for the Paupack Township Planning Commission **ten (10) BUSINESS DAYS (not calendar days)** before the next scheduled Planning Commission meeting. Applications are available at the Township Office Monday – Friday 7:30 AM – 3:30 PM. All Applications must include the required documentation and fees applicable to the Application. If an Application is incomplete, it will not be considered to be accepted until the requirements are complete. **If there are Federal, State, County or Township Holidays within the ten (10) business day deadline, the deadline will be backed up by one (1) BUSINESS day for each Federal, State, County or Township Holiday and the deadline will be that many BUSINESS days earlier. THERE WILL BE NO EXCEPTIONS TO THIS RULE** because the Township Secretary is required to forward the Application, proper fee and supporting documentation to the Wayne County Department of Planning for review and comment. Notwithstanding the aforesaid, if the Wayne County Department of Planning does not return their review and comment to the Township by the date of the Planning Commission meeting, the Applicant will then be moved forward to the next subsequent regularly scheduled Planning Commission Meeting. Wayne County Department of Planning's review and comment letter is one of the requirements to be heard at any given Planning Commission Meeting. The Township does not guarantee that Wayne County Department of Planning will return its review and comment letter to the Township within the ten (10) business day time period.

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Major Subdivision / Land Development Application

This application shall be submitted to The Paupack Township Planning Commission along with a filled out checklist, drawings and maps at the time of the submission to The Paupack Township Planning Commission which meets on the 1st Thursday of each month. Submissions to the Planning Commission need to be submitted ten (10) business days prior to the Planning Commission meeting.

- Name of Property Owner: _____
- 911 Address of the property: _____
- Mailing Address of owner: _____
- Phone number of owner: : _____
- Name of Applicant: : _____
- Phone number of applicant: : _____
- Relationship to the Lot Owner: _____
- **Attach a Transmittal Letter explaining in detail the scope of the Subdivision or Land Development.**
- **Check as applicable:**
 - ___ Major Subdivision ___ Land Dev (res.) ___ Land Dev (comm..)
 - ___ Courtesy Review ___ Sketch Review
 - ___ Preliminary Approval ___ Final Approval
 - ___ Request for Variance

Seven (7) Complete Copies of all drawing, maps, and supporting documentation shall be enclosed. All of the items listed on the attached list shall be included on the Plat or in the Submission Packet for Preliminary Review. Omission of an item may be cause for the Planning Commission to recommend disapproval. In addition to the above, provide one (1) copy of plans on 11 x 17 size paper.

Signature of Owner: _____

Date: _____

Signature of Applicant: _____

Date: _____

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SUBDIVISION / LAND DEVELOPMENT ORDINANCE CHECKLIST FOR SUBDIVISION AND LAND DEVELOPMENT PLANS

SUPPORTING MATERIALS:

1. Letter of intent: [] received
 - a. Signed by the applicant or his/her agent.
 - b. Indication which lots are included for consideration.
2. Submission fees: [] received

Checks made out to "Paupack Township" as indicated on the cover, and "Wayne County" as adopted by the Wayne County Commissioners.

Seven (7) copies of all the following: plus (one copy on 11 x 17 paper)

- a. D.E.R. "Planning Module for Land Development," fully completed and notarized.
- b. Seven copies of any deed restrictions and protective covenants if any are proposed.
- c. A statement from the applicant indicating how he intends to comply with PA. Code, Title 25, Environmental Resource Chapter 102, Erosion Control.
- d. If the developer is acting through an agent, a letter authorizing that person shall be submitted.
- e. Written proposed offers of dedication and reservation of right-of-ways and land area with conditions attached, or if none are proposed, a statement to that effect.
- f. Cross-section drawings for all proposed streets showing right-of-ways, cart ways, shoulders, materials, ditches, and proposed cuts and fills; including accurate dimensions, and slopes; also showing curbs, sidewalks, planting strips, etc., when proposed.
- g. Centerline profile drawings of all proposed streets showing both existing and proposed grades.
- h. Drawing of existing and proposed facilities for storm water management, including grades, dimensions, materials, calculations, etc.
- i. If the developer proposes to install or create private amenities and/or facilities (for example, new roads to remain private, recreation facilities, open space, etc.), the developer shall submit a narrative statement describing who shall have ownership of, and who shall be responsible for, the maintenance of those amenities and/or facilities. If a property owner's association (POA) is required, or intended to be established, the developer shall submit a detailed statement; the nature, structure, and functions of the proposed POA.
 - i.1. If the developer proposes to dedicate all or some portion, of the amenities and/or facilities to the local municipality at some future date, the developer shall submit a narrative description of how responsibility for maintenance and care of those amenities and/or facilities shall be handled during the period before the offer of dedication to the municipality.
- j. The developer shall provide evidence of the availability of an adequate supply of potable water to each site.
- k. The developer shall submit evidence that sewage service for each site shall be provided by the most effective type of facility.

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- l. Preliminary designs of proposed bridges and culverts, or a statement that there are none proposed.**
- m. A letter shall be provided from the electric company**
 - (1) Stating they will provide electric service.**
 - (2) Preliminary electric plans approved by the electric company shall be submitted.**
- n. A letter shall be provided from the telephone company**
 - (1) Stating they will provide telephone service.**
 - (2) Preliminary telephone plans approved by the telephone company shall be submitted.**
- o. A letter from the gas company, if gas is proposed, stating that:**
 - (1) The company will provide the service.**
 - (2) Preliminary gas plans approved by the gas company.**
- p. A letter from the cable television company, if proposed, stating that:**
 - (1) The company will provide the service.**
 - (2) Preliminary cable television plans approved by the cable television company.**
- q. A storm water management plan and erosion and sediment control plan is required for all land developments.**
- r. Where the land development lies partially or completely in any flood prone area, the developer shall submit plans showing the relationship of the land development with respects to the elevations and extent of flood prone areas as shown on the municipality's flood plain maps provided by the Federal Emergency Management Agency.**
- s. Designation of any U.S. Army Corps of Engineers Wetlands in the project area.**
- t. State and/or Township Road Occupancy Permits.**
- u. Copies of Deeds, if necessary.**

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INFORMATION REQUIRED ON SURVEY MAPS SEVEN (7) COPIES OF WHICH SHALL BE SUBMITTED

1. ___ Key/Location Map of subject property.
2. ___ Tract or Subdivision/Development name, if any.
3. ___ Name and address of present owner.
4. ___ Address of tract, if different from owner(s).
5. ___ Name and address of subdivider / land developer, if different from owner(s).
6. ___ Municipality and County in which tract is located.
7. ___ Tax map and parcel identification number of tract.
8. ___ Deed Book and page identification number of tract.
9. ___ Boundaries of the tract and approximate location of abutting properties.
10. ___ The names of adjoining property owners (including those located across roads).
11. ___ Graphic and numerical scales
12. ___ Reference Meridian – North arrow indicating true magnetic or other source.
13. ___ Date map was drawn
14. ___ All existing and proposed lot lines, with dimensions of straight lines and radii of curved lines.
15. ___ Each lot or site identified by number.
16. ___ Approximate area of each proposed lot.
17. ___ Seal and signature of surveyor.
18. ___ All applicable setbacks & setback lines, easements and zoning lines.
19. ___ Highway Occupancy Data as applicable
20. ___ Any applicable wetlands data.
21. ___ Location of any existing buildings, sewage, wells and/or water systems.
22. ___ Topographic data.
23. ___ Existing drives, roads, and right-of-ways.
24. ___ Lot improvement / restrictive language.
25. ___ Approved areas.
26. ___ Revision block (not in the border), indicating revision # or letter and reason for the revision
27. ___ Notes explaining reason for the map
28. ___ Legend as applicable