

PLANNING COMMISSION APPLICATION DEADLINE REQUIREMENTS

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.