

MILFORD TOWNSHIP PLANNING COMMISSION

Application for Submissions

See attached definitions page prior to completing this form.

Owner _____	Developer _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Telephone _____	Telephone _____
Email _____	Email _____
Attorney _____	Engineer _____
Telephone _____	Telephone _____
Email _____	Email _____

*All agents of the owner, as named above, are authorized to act on behalf of the owner in any capacity relative to this application. No documents will be released for any purpose without the approval of the Planning Commission unless the application is withdrawn or rejected. **Submit the required applicable materials as listed below.***

Applicant's Signature _____ Date _____
 Print Name (legible) _____ Phone _____

The PA Municipalities Planning Code requires Pike County Planning to review ALL Subdivisions & Land Development applications; this is a separate review from Milford Township. Please complete the attached application and submit it along with the required plans, documentation and a separate check made payable to Pike County Planning.

FOR PLANNING COMMISSION USE ONLY. PLEASE DO NOT WRITE BELOW THIS LINE

TYPE OF SUBMISSION: Lot Improvement Subdivision Land Development

Required Material for Submission

Application Type:	Required Materials:	Submitted:	
<u>Sketch Plan (must be submitted 15 days before Planning Commission meeting)</u>			
<u>Informal review</u>	1 paper print (ord. sect. 302.3)	<input type="checkbox"/> yes	<input type="checkbox"/> no
<u>Detailed Review</u>	Letter requesting detailed review and 8 paper prints (ord. sect. 302.4)	<input type="checkbox"/> yes	<input type="checkbox"/> no
<u>Minor Subdivisions &</u> (may be submitted at any regular meeting, recommend being added to agenda)			
<u>Lot Improvements</u>	11 Paper prints (ord. sect. 305.1.2.A)	<input type="checkbox"/> yes	<input type="checkbox"/> no
If a state road abuts/traverses	1 additional copy (ord. sect. 305.1.2.B)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Zoning Compliance Report	2 Copies (ord. sect. 305.1.2.C)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Sewage Disposal Report	2 Copies (ord. sect. 305.1.2.D)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Other Supporting Docs	4 Copies (ord. sect. 305.1.2.E)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Filing Fee	See last page of this application	<input type="checkbox"/> yes	<input type="checkbox"/> no
For filing and recording when final corrections are made	4 Paper prints (ord. sect. 305.1.2B.1)	<input type="checkbox"/> yes	<input type="checkbox"/> no

Major Subdivision/Land (must be submitted 5 days before Planning Commission meeting)

<u>Development (Preliminary)</u>	11 Paper prints (ord. sect. 303.1.2A)	<input type="checkbox"/> yes	<input type="checkbox"/> no
If a state road abuts/traverses	1 additional copy (ord. sect. 303.1.2B)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Zoning Compliance Report	6 Copies (ord. sect. 303.1.2C)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Sewage Disposal Report	6 Copies (ord. sect. 303.1.2D)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Other Supporting Docs	5 Copies (ord. sect. 303.1.2E)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Filing Fee	See last page of this application	<input type="checkbox"/> yes	<input type="checkbox"/> no

Major Subdivision/Land (must be submitted 5 days before Planning Commission meeting)

<u>Development (Final)</u>	11 Paper prints (ord. sect. 304.2A)	<input type="checkbox"/> yes	<input type="checkbox"/> no
If a state road abuts/traverses	1 additional copy (ord. sect. 304.2A)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Zoning Compliance Report	6 Copies (ord. sect. 304.1.2C)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Sewage Disposal Report	6 Copies (ord. sect. 304.1.2D)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Other Supporting Docs	5 Copies (ord. sect. 304.1.2E)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Filing Fee	See last page of this application	<input type="checkbox"/> yes	<input type="checkbox"/> no

For filing and recording when

final corrections are made 6 Paper prints (ord. sect. 304.2B.1) yes no

Plan submittal verification:

Application Received by: _____ Date: _____

Is Application complete: Yes (If yes, plans and application shall be accepted, provide applicant a copy of this application)
 No (If no, notify applicant of deficiencies or omissions, list below)

List of deficiencies or omissions: _____ Date Notified: _____

Completed Application received by: _____ Date: _____

Applicable Filing Fee Received Date: _____ Amount: \$ _____ Check #: _____

Accepted Application forwarded to Planning Commission on: _____ Date: _____

THIS PLAN SUBMISSION VERIFICATION SHALL ONLY VERIFY THAT THE CORRECT NUMBER OF COPIES OF ALL PLANS AND DOCUMENTATION HAS BEEN SUBMITTED ALONG WITH THE APPLICABLE FEES AND SHALL IN NO WAY BE CONSTRUED TO BE A PLAN SUBMISSION RECEIPT OR APPROVAL!

PIKE COUNTY PLANNING REVIEW APPLICATION

This application must be completed and submitted by the municipality/applicant to the address at right, along with one copy of the plan & accompanying documents and the required fee (see fee schedule on back).



PIKE COUNTY OFFICE OF
COMMUNITY PLANNING
837 Route 6, Unit 3
Shohola, PA 18458
(P) 570-296-3500
planning@pikepa.org

To Be Completed By Municipality

Date: _____
Municipality: _____
Official's Name: _____
Municipal Official's Signature: _____

MEETING DATES:

Planning Commission _____ Supervisors/Council _____

PCPC Use Only

Tracking # :	_____
Review Fee: \$	_____
Fee Received:	<input type="checkbox"/>

To Be Completed By Applicant

PLAN NAME: _____
Applicant's Name: _____ Phone: _____
Applicant Address: _____
Surveyor/Engineer Name: _____ Phone: _____

REVIEW TYPE (Check all appropriate boxes)		PLAN TYPE	SUBMISSION TYPE
<input type="checkbox"/> Lot Combination	<input type="checkbox"/> Comprehensive Plan	<input type="checkbox"/> Unofficial Sketch	<input type="checkbox"/> New Proposal
<input type="checkbox"/> Lot Improvement	<input type="checkbox"/> Zoning Ordinance	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Revision to Prior (1 or more years prior requires complete new submission)
<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> SALDO Ordinance	<input type="checkbox"/> Final	<input type="checkbox"/> Phase of Prior Proposal
<input type="checkbox"/> Major Subdivision	<input type="checkbox"/> Other: _____	<i>Please submit electronic copy in addition to paper copy</i>	
<input type="checkbox"/> Land Development			

PLAN INFORMATION

Water Supply	Sewage	Zoning	Parcel Information
<input type="checkbox"/> Public	<input type="checkbox"/> Public	<input type="checkbox"/> Existing District _____	Tax Parcel #: _____
<input type="checkbox"/> Community on-site	<input type="checkbox"/> Community on-site	<input type="checkbox"/> Proposed District _____	_____
<input type="checkbox"/> Individual on-lot	<input type="checkbox"/> Individual on-lot	Conditional Use Granted <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	<input type="checkbox"/> Non-Building Waiver	Variance Granted <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Area (acres): _____

ADDITIONAL INFORMATION

Ownership of Roads: <input type="checkbox"/> Public <input type="checkbox"/> Private	Is the property enrolled in Clean & Green? <input type="checkbox"/> Yes <input type="checkbox"/> No	This Plan has been submitted to: <input type="checkbox"/> PennDOT Date: _____ <input type="checkbox"/> Conservation District Date: _____ <input type="checkbox"/> PA DEP Date: _____ <input type="checkbox"/> Other Date: _____
	Is the property in an Agricultural Security Area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Does the property have easements/Deed Restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No (if so, please provide)	

I/We authorize the Pike County Office of Community Planning and any authorized agent of the Office to visit/enter this property between 8am and 4pm at their own risk while this Plan is being reviewed.

Landowner Signature _____

Date _____

Applicant Signature _____

Date _____

(If the Applicant is different than the Landowner, the Applicant must sign above)

SPECIAL NOTES

REQUESTS FOR COPIES OF REVIEW LETTER Copies of the Pike County Office of Community Planning review of this proposal will be sent to the Municipality and Surveyor/Engineer. If you wish to have a copy faxed or emailed to another person, please list name and fax/email: _____

MEETINGS WITH THE STAFF of the Pike County Office of Community Planning to discuss applications prior to or during the application process are encouraged and free of charge. Appointments can be made by contacting 570-296-3500.

SIGNING OF PLANS FOR RECORDING We retain 1 paper copy of a final plan with municipal signatures when plans are brought in for signing. Recorder of Deeds requires 2 original signed copies and Mapping Office requires 1 copy.

PLAN REVIEW FEE SCHEDULE*

The following fees will be charged by the Pike County Office of Community Planning for subdivision and land development reviews as authorized by the Pennsylvania Municipalities Planning Code. Plans will not be accepted for review without the appropriate fee and completed application form. If you need assistance in calculating application fee(s), please call us at 570-296-3500.

LOT COMBINATIONS
A subdivision which involves the combinations of existing contiguous lots of record shown on a map on file with the Pike County Recorder of Deeds and which does not involve the creation of any new lot lines.

LOT IMPROVEMENTS
The realignment of lot lines or the transfer of land to increase the size of an existing lot provided the grantor's remaining parcel complies with all provisions of the municipal ordinance AND no new resulting lots are created.

TOTAL REVIEW FEE: \$ 30.00

SUBDIVISIONS

This includes all subdivisions except Lot Consolidations/Improvements as defined above.

BASE REVIEW FEE

for subdivisions with nine (9) or less newly created lots (not including parent parcel) \$150.00 \$ _____
 for subdivisions with ten (10) or more newly created lots (not including parent parcel) \$250.00

PLUS

\$10.00 for each newly created lot # new lots _____ x \$10 + \$ _____

TOTAL REVIEW FEE: = \$ _____

LAND DEVELOPMENTS

BASE REVIEW FEE \$ 100.00

PLUS

\$10 for every 1,000 sq. foot of new building footprint + \$ _____

TOTAL REVIEW FEE: = \$ _____

IMPORTANT:

- ▶ Revised plans as per our procedures **MUST** be submitted for review
- ▶ The third review of the original submission, or any review submitted more than one year from the original date of submission, will be charged a new review fee. Fees in this instance shall be 25% of the original fee.

**Review fees effective 1/1/11 pursuant to Pike County Commissioners Resolution #10-35; and Resolution #17-06 of 1/17*

MAKE CHECKS PAYABLE TO: PIKE COUNTY PLANNING

PCPC USE ONLY		REVIEW CHRONOLOGY		
	Map Date	Date Rec'd	Review Letter Date	PCPC Reviewer
Original	_____	_____	_____	_____
Rev. 1	_____	_____	_____	_____
Rev. 2	_____	_____	_____	_____
		Date Map Stamped: _____		

Definitions Page

See the following definitions:

- **Sketch Plan-** An informal plan, identified as such with the title Sketch Plan on the map, indicating salient existing features of a tract and its surroundings and the general layout of the proposed subdivision (*or lot improvement*) to be used as a basis for consideration by the township.
- **Preliminary Plan-** A complete plan prepared by a registered professional engineer or by a registered professional land surveyor, identified as such with the wording Preliminary Plan in the title, accurately showing proposed streets and lot layout and such other information as required by this Ordinance.
- **Final Plan-** A complete and exact plan identified as such with the wording Final Plan in the title, with a registered professional engineer's or a registered professional land surveyor's seal affixed and prepared for official recording as required by this Ordinance to define property rights, proposed streets and other improvements.
- **Record Plan-** The copy of the final plan which contains the original endorsements of the Township Planning Commission and the Township Board of Supervisors and which is intended to be recorded with the (*Pike*) County Recorder of Deeds at Milford, Pennsylvania.
- **Lot Improvement Subdivision-** The realignment of lot lines or the transfer of land to increase the size of an existing lot provided the grantor's remaining parcel complies with all provisions of this Ordinance and the Milford Township Zoning Ordinance, no new lots are created, the resulting lot of increased size is restricted to use for a one single-family dwelling and such restriction is noted on the plan; or the combination or reallocation of small lots into a larger lot or lots.
- **Subdivision-** The division or re-division of a lot, tract or parcel of land by any means into two or more lots, tracts, parcels or other divisions of land including changes in existing lot lines for the purpose, whether immediate or future, of lease, transfer of ownership of buildings or lot development, further classified and defined as follows:
 - A. **Minor Subdivisions-** A subdivision that creates five (5) lots or less; does not require the construction or extension of any streets or municipal facilities and creates no public or private community facilities such as central water supply or a central sewage disposal system.
 - B. **Major Subdivision-** Any subdivision that is not a minor subdivision.
- **Land Development-** The improvement of one or more contiguous lots, tracts or parcels of land for any purpose involving:
 - A. A group of two or more buildings, including mobile homes, used for residential, commercial, industrial or other non-residential purposes.
 - B. The division or allocation of land or space between or among two or more existing or prospective occupants by means of, or for the purpose of, streets, common areas, leaseholds, condominiums, building groups or other features (usually this includes the leasing of land but it may include the lease of building or other space).
 - 1. Examples of such land developments include:
 - a) Mobile home courts or parks
 - b) Campgrounds
 - c) Apartment complexes
 - d) Townhouse complexes
 - e) Shopping centers
 - f) Industrial parks
 - C. A subdivision of land.

RESOLUTION #812011

FEE SCHEDULE

FOR SUBDIVISION, LAND DEVELOPMENT AND LOT COMBINATIONS OR IMPROVEMENTS

Subdivisions	\$100.00 plus \$25.00 per lot
Land Development	\$100.00 plus \$2.00/100 sq. ft of bldg. area
Lot Combinations or improvements	\$150.00 plus any Professional Consultant fees over \$150.00

Minimum Review Fee Escrows for Subdivisions and Land Development

Up to 5 lots or 5000 sq. ft. of bldg. area	\$250.00
6 to 15 lots or 5001 to 10,000 sq. ft. of bldg. area	\$750.00
More than 15 lots or 10,000 sq. ft. of bldg. area	\$2000.00

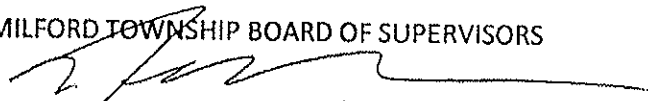
Above fees are for initial submissions, whether Preliminary or Final. Fee for Final Submission following a Preliminary Submission will be 75% of the total Preliminary Fee paid. For Subdivisions or Land Developments, Township Engineer, Solicitor & Other Professional Consultant fees will be taken out of the escrowed amount. Review Fees Escrow must be replenished when the balance falls below 25% of the original amount required. Any unused portions of the Escrow Fees will be refunded.

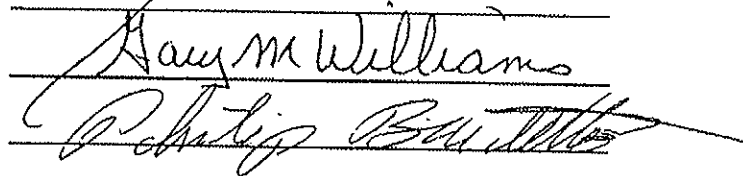
All submissions listed will also require payment of the applicable Pike County Planning Commission review fees.

Be it hereby resolved on this 1st day August, 2011.

Fees are effective immediately.

MILFORD TOWNSHIP BOARD OF SUPERVISORS

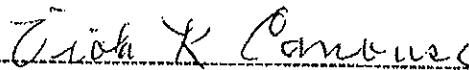


Raymond Williams


Phillip Baughman

ATTESTED:

Viola K. Canouse, Secretary/Treasurer





P.O. Box 366
Milford, PA 18337
Tel. (570) 296-5540
FAX (570) 409-8348
Website: www.milfordtownshippike.com

MILFORD TOWNSHIP

Due to the Covid-19 Public Health Emergency, the applicant will grant the Township a waiver of the required time limits for taking action on the application.

The Township will act as expeditiously as possible to process the application. The Township thanks you for your patience.

Property Owner's Signature _____

Date _____



