

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No documents will be released for any purpose without the approval of the Planning Commission unless the application is withdrawn or rejected.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. 305.1.2C)	<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 _____ Supervisors/
Commission _____ 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"/> Lot Improvement <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Major Subdivision <input type="checkbox"/> Land Development	<input type="checkbox"/> Comprehensive Plan <input type="checkbox"/> Zoning Ordinance <input type="checkbox"/> SALDO Ordinance <input type="checkbox"/> Other: _____	<input type="checkbox"/> Unofficial Sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final <i>Please submit electronic copy in addition to paper copy</i>
		<input type="checkbox"/> New Proposal <input type="checkbox"/> Revision to Prior (1 or more years prior requires complete new submission) <input type="checkbox"/> Phase of Prior Proposal

PLAN INFORMATION

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

Milford Township Zoning Amendment

602.2 Applications for Permits All applications for permits shall be accompanied by plot sketch in duplicate, drawn to show the actual shape and dimensions of the lot to be built upon, the exact size and location of any buildings existing on the lot, the lines within which the proposed building or structure shall be erected or altered, the existing and intended use of each building or part of a building, the number of families or dwelling units the building is designed to accommodate and such other information deemed necessary by the Township to determine compliance with this Ordinance and all other pertinent ordinances which shall additionally include:

- (1) A narrative description of the nature of on-site activities and operations.

Additionally, for all non-residential uses, the following shall be provided:

- (2) The general scale of operation, in terms of its market area;
 - (a) Specific floor space requirements for each activity;
 - (b) Hours of operation including anticipated shift start and end times, days of the week;
 - (i) Whether/How operations will change in inclement weather;
 - (c) Total number of employees on each shift;

Applications for variances and conditional uses shall include the tax map number of the project parcel and a list of property owners, and the mailing address of each, located within two hundred (200) feet of the project parcel; and, the applicant shall mail notice of any required meeting to such neighboring property owners and provide proof of service of same at the public hearing. All applications with accompanying plans and documents shall become a public record once discussed at a public meeting.

All applications for variances, and conditional uses of a non-residential nature, which require earth disturbance of one acre in size or more, shall additionally include the following; and

For all such applications which will require earth disturbance of less than one acre in size which are subject to Section 426 of the Township's Zoning Ordinance, whether Zone A, B, or C, the following may be required:

- (1) The types of any materials to be stored;
 - a. The frequency of distribution and restocking;
 - b. The duration period for storage of materials;
 - c. Quantity of materials to be stored;
- (2) The methods for disposal of any surplus or damaged materials;
 - a. Evidence that the disposal of materials will be accomplished in a manner that complies with all applicable state and federal regulations;

If the proposed use will not involve storage of any materials, the applicant shall so affirm in its narrative accompanying the application.

If the proposed use will require earth disturbance of an area one acre in size or more, the application shall also additionally include the following documentation;

If it will not require such an earth disturbance, the applicant shall be prepared to discuss these items when presenting its application to the Planning Commission, Board of Supervisors and/or Zoning Hearing Board but is not required to provide the documentation at the time of the application.

(3) Any environmental impacts that are likely to be generated (e.g. odor, noise, smoke, dust, litter, glare, vibration, electrical disturbance, wastewater, stormwater, solid waste, etc.) and specific measures employed to mitigate any negative impacts;

- a. Evidence that the environmental impacts generated by the proposed use comply with all applicable laws and ordinances;

(4) The site layout, internal circulation, parking, buffering, and other elements of proper design as specified in the Township's Code of Ordinances

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

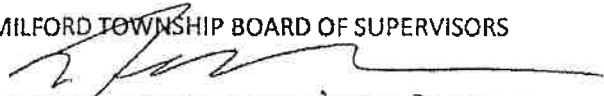
Above fees are for initial submissions, whether Preliminary or Final. Fee for Final Submission following a Preliminary Submission will be 75% of the total Preliminary Fee paid. For Subdivisions or Land Developments, Township Engineer, Solicitor & Other Professional Consultant fees will be taken out of 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.

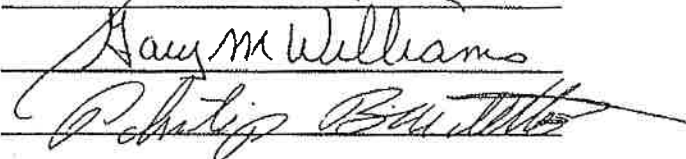
All submissions listed will also require payment of the applicable Pike County Planning Commission review fees.

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

Fees are effective immediately.

MILFORD TOWNSHIP BOARD OF SUPERVISORS



Gary M. Williams


Phillip B. Williams

ATTESTED:

Viola K. Canouse, Secretary/Treasurer



Viola K. Canouse