



Luzerne County, Pennsylvania  
**Subdivision/Land Development Application**

Complete Preliminary/Final Plan Checklist(s). See Section 313 of the Township Code and current Fee Schedule Resolution 20-2016 as needed.

### Subdivision/Land Development Application

Complete Preliminary/Final Plan Checklist(s). See Subdivision and Land Development Regulations of the Township Code and current Fee Schedule as needed.

*Note: For items 4 through 8 include firm and individual representative, where applicable. Submit IRS Form W-9 with Escrow deposit.*

1 **PRELIMINARY PLAN** ☐ Plans Dated: \_\_\_\_\_

If filing single Preliminary  
Final, use Box 2

2 **FINAL PLAN** ☐ Plans Dated: \_\_\_\_\_

If requesting waiver of  
Preliminary Plan, Check ☐ (Preliminary/Final)

4 **APPLICANT--See Page 2**

Firm/Individual: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

5 **LANDOWNER--See Page 2**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

6 **DEVELOPER--See Page 2**

Firm/Individual: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

9 Name of Proposed Subdivision or Land Development: \_\_\_\_\_

Total Acres: \_\_\_\_\_ No of Lots: \_\_\_\_\_ Number

and type of proposed buildings and other structures: \_\_\_\_\_  
\_\_\_\_\_

Folio Number: \_\_\_\_\_

Map Number: \_\_\_\_\_

Deed Book & Page No. \_\_\_\_\_

*Include copy of Deed with application.*

3 **FOR TOWNSHIP USE ONLY**

Date Received \_\_\_\_\_

Fee Received \$ \_\_\_\_\_

Escrow Amt. Received  
\$ \_\_\_\_\_

W-9 rec'd: \_\_\_\_\_

Date of the next meeting of the  
Planning Commission \_\_\_\_\_

*Planning Commission*

Date application accepted as complete: \_\_\_\_\_

Date application returned as  
incomplete: \_\_\_\_\_

7 **ATTORNEY**

Firm/Individual: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

8 **ENGINEER**

Firm/Individual: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

10 List of plans, documents, studies, reports and other  
submissions included with this application form:

**Document Title**

**Dated**

Document Title	Dated
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

11 I certify that the information contained herein is, accurate, true  
and complete:

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

12 **PLANNING COMMISSION RECOMMENDATION**

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Signature of Chair or Vice Chair \_\_\_\_\_ Date \_\_\_\_\_

**FOR BUSINESS ENTITIES, CORPORATIONS, FICTITIOUS NAME, PARTNERSHIPS, FOREIGN ENTITIES, ETC.**

If Applicant, Landowner or Developer is a business entity, Corporation, Limited Liability Corporation, Partnership, Limited Liability Partnership, Trust, operates under a fictitious name or is a foreign entity, please complete 4, 5, & 6 on Page 1 and provide the following information:

**4a APPLICANT**

Business Entity:

Officers &amp; Titles:

Jurisdiction in which incorporated, organized or registered:

Date entity formed:

If foreign entity, date registered  
in Pennsylvania

Contact information for parent company:

**5a LANDOWNER**

Business Entity:

Officers &amp; Titles:

Jurisdiction in which incorporated, organized or registered:

Date entity formed:

If foreign entity, date registered  
in Pennsylvania

Contact information for parent company:

**6a DEVELOPER**

Business Entity:

Officers &amp; Titles:

Jurisdiction in which incorporated, organized or registered:

Date entity formed:

If foreign entity, date registered  
in Pennsylvania

Contact information for parent company:

**ADDITIONAL INFORMATION AND NOTES:**

JENKINS TOWNSHIP PLANNING COMMISSION

APPLICATION FOR PRELIMINARY/FINAL SUBDIVISION APPROVAL

Date \_\_\_\_\_ File No. \_\_\_\_\_ MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_

1. Name of Subdivision \_\_\_\_\_

Municipality \_\_\_\_\_

Site Location \_\_\_\_\_

2. Owner of Record \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

3. Applicant/Authorized Agent \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_

4. Registered Surveyor/Engineer \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

5. Attorney \_\_\_\_\_

Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

6. Total Acreage \_\_\_\_\_ Number of Lots \_\_\_\_\_ Average Lot Size \_\_\_\_\_

Zoning District \_\_\_\_\_

7. Water Supply: Public System \_\_\_\_\_ on Lot System \_\_\_\_\_

8. Sewerage System: Public \_\_\_\_\_ on Lot Disposal \_\_\_\_\_ Percolation Tests \_\_\_\_\_

9. Lineal Feet of New Street \_\_\_\_\_

10. Names \_\_\_\_\_

11. Submitted for \_\_\_\_\_ Approval (Preliminary or Final)

12. Signature of applicant or his/her authorized agent that the above information is correct.  
Any intentional misrepresentation by the applicant or agent on the application form will  
result in the nullification and voiding of any prior approval granted by the Planning  
Commission or its authorized agent.

X \_\_\_\_\_ Date \_\_\_\_\_

SUBDIVISION AND LAND DEVELOPMENT

ZONING DATA

\_\_\_\_\_  
SUBDIVISION NAME

The surveyor shall furnish the following data for locating properties for all subdivision and land development applications:

MUNICIPALITY \_\_\_\_\_

ASSESSMENT MAP \_\_\_\_\_

ASSESSMENT BLOCK \_\_\_\_\_

ASSESSMENT LOT \_\_\_\_\_

Zoning personnel will be responsible to verify the above data and to furnish the surveyor with the following zoning information:

ZONING DISTRICT \_\_\_\_\_

MINIMUM LOT SIZE \_\_\_\_\_

MINIMUM FRONTAGE \_\_\_\_\_

SETBACKS: FRONT \_\_\_\_\_

REAR \_\_\_\_\_

SIDE \_\_\_\_\_

ZONING PERSON VERIFYING THE ABOVE ZONING DATA:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

## APPENDIX 1

### **FEES AND COST DEPOSITS FOR SUBDIVISIONS, LAND DEVELOPMENTS AND DEVELOPMENT MATTERS TO THIS RESOLUTION**

#### **PLAN REVIEW FEES**

The applicant shall reimburse the Township for all reasonable administrative and professional expenses, including but not limited to engineering, legal and/or consultant fees. Prior to the filing of a Preliminary Plan and prior to the filing of a Final Plan, the applicant shall pay to the Township the appropriate nonrefundable filing fee and an escrow deposit to defray the professional expenses incurred by the Township in accordance with the fee schedule adopted by the Board of Supervisors. Thereafter, as the escrow deposit for expenses incurred is expended, the applicant shall make further deposits upon notice from the Township until approval of the Plan. Upon approval of the Final Plan, the Township shall refund any uncommitted portion of the deposit remaining after expenses incurred by the Township have been paid in full by the applicant. To the engineering and legal fees required to be paid to the Township by this part, there shall be added 20% as reimbursement to the Township of the costs incurred by the Township for the collection of such fees and the disbursement of the same to the Township Engineer and Solicitor. All current fees are covered under the Jenkins Township Subdivision and Land Development Ordinance. No development or subdivision plan shall be approved unless all fees have been paid in full. This refund will be made only after plan approval by the Planning Commission and the Board of Supervisors.

Administrative Expense .....	\$ 250.00
Tentative Sketch Plan Review .....	No fee
SKETCH PLANS Filing Fee .....	\$ 200.00

#### **Land Development Plans**

**Category I – Residential Applications:** These fees apply to all kinds of residential projects for sale, condominium, or rental; any type of buildings; either as a subdivision or single tract land development.

##### **Preliminary Plan Submission**

Small Subdivision (1-3 Lots, NO street improvements, wetlands or storm water management plan)

Local Street Access Fee \$ 60.00/lot due at release for recording

Resubmittal/Renewal \$ 75.00

No. of Lots Or Units	General Fee		Fee for Each Unit or Lot	Range in Fees	Escrow
0 – 3	\$ 300.00	and	\$ 50.00	\$ 350 - \$450	\$ 3,000.00

Minor Subdivision (4-20 Lots, NO street improvements)

Cost Deposit Required

No Storm Water Management Plan \$1,100.00

Storm Water Management Plan \$2,500.00

No. of Lots Or Units	General Fee		Fee for Each Unit or Lot	Range in Fees	Escrow
4 – 20	\$ 750.00	and	40.00	910 – 1,550	5,000.00

Major Subdivision (21 or more lots or ANY street improvements)

Local Street Access Fee \$ 60.00/lot due at release for recording

No. of Lots Fee for Each

<u>Or Units</u>	<u>General Fee</u>		<u>Unit or Lot</u>	<u>Range in Fees</u>	<u>Escrow</u>
21 – 50	1,000.00	and	30.00	1,630 – 2,500	7,000.00
51 – 100	1,500.00	and	20.00	2,520 – 3,500	10,000.00
101 +	2,000.00	and	10.00	3,020	15,000.00

**Final Plan Submission**

0 to 3 lots .....	\$350.00
4 to 20 lots .....	\$500.00
21 to 50 lots ...	\$750.00
51 to 100 .....	\$1,000.00
101+ .....	\$1,250.00

**Category II – Non-Residential Land Development:** These fees apply to all projects or sections of mixed projects, which are for non-residential use of any kind, for sale, condominium, rental, or lease in any type of building on a single tract of land.

**Preliminary Plan Submission (NO street improvements)**

No Storm Water Management Plan	\$1,500.00
Storm Water Management Plan	\$5,000.00

<u>No. of Acres</u>	<u>General Fee</u>	<u>Fee of each Acre or Fraction</u>	<u>Range in Fees</u>	<u>Escrow</u>
0 – 4.99	\$ 750.00	\$ 100.00	\$ 850 – 1,250	\$ 2,750.00
5 – 19.99	1,250.00	90.00	1,700. – 3,050.	3,000.00
20 – 49.99	1,750.00	80.00	3,350. – 5,750.	3,250.00
50 – 99.99	2,250.00	70.00	5,750. – 9,250.	3,500.00
100 +	3,000.00	70.00	10,000.	4,000.00

**Final Plan Submission**

0-4.99 acres	\$350.00
5-19.99 acres	\$500.00
20-49.99 acres	\$750.00
50-99.99 acres	\$1,000.00
Over 100 acres	\$1,250.00

**Category III – Non-Residential Land Subdivisions:** These fees apply to applications subdividing land for non-residential use.

**MAJOR LAND DEVELOPMENTS**

(Any street or road improvements)

Filing Fee Preliminary Plan Application	\$1,500.00
Final Plan Application Cost Deposit Required	\$ 800.00
With Preliminary Plan Application	\$5,000.00
With Each Final Plan Application	\$2,500.00

**FEEES AND COST DEPOSITS FOR SUBDIVISIONS,**

**LAND DEVELOPMENTS AND DEVELOPMENT MATTERS MISCELLANEOUS MATTERS**

Modification - Land Development, Minor Subdivision	\$ 350.00
Modification - Major Land Development, Major Subdivision	\$ 500.00
Resubmissions, Replots, Renewals (All)	\$ 300.00
Grading Plan Review and Inspection	\$ 250.00



Application for Subdivision Waiver	Solicitor's then current hourly rate for 1 hour + \$50.00
Petition to Vacate, Open or Close Street	\$ 750.00 + applicable recording fee
Review Fees - Township Street Access	Based on time involved
Additional Cost Deposits	Minimum of \$500.00;
	Maximum of \$4,000 (per request)
Inspections	Township personnel - hourly rate; or
	As per fee schedule of retained firm
Late Filing Fee	200% of regular fee or \$100.00, whichever is greater
Late Inspection Fee	200% of regular inspection rate
Appeal to Board of Supervisors	\$ 1,000.00
Continuation of Scheduled Hearing	\$ 700.00

**WAIVER OF LAND DEVELOPMENT AND SUBDIVISION PROCESS \$500.00**

Fees for plan review, inspections of improvements and repairing thereon by Professional Consultants:

Township Engineering and Planning Director (In House): \$90 / hr.

Outside professional Consultants: \$ prevailing rate

**\* Supplemental and final fees applicable to all applications:**

1. Actual costs of advertising of any associated hearing. Applicant shall be responsible for any costs associated with rescheduling and re-advertising for a hearing, if hearing is rescheduled at applicant's request.
2. All such reasonable and legal, engineering and consulting fees associated with the Township's review, inspection, re inspection and evaluation of any and all plans and documents submitted to the Township in association with any application.
3. Any and all county, state or federal fees or charges to the Township associated with the application.
4. Separate fees are charged for preliminary and final reviews.
5. In the event that the applicant disputes the amount of any such review fees, the applicant shall, within ten (10) days of the billing date, notify the Township that such fees are disputed, in which case the Township shall not delay or disapprove a subdivision or land development application due to the applicant's notification of disputed review fees. In the event that the Township and the applicant cannot agree on the amount of the review fees which are reasonable and necessary, then the applicant and the Township shall follow the procedure for dispute resolution set forth in Section 510 (g) of the Pennsylvania Municipalities Planning Code, Act 247, as amended.

**Escrow**

If the escrow costs are less than the above amount, the unused portion will be returned to the developer.

If the actual cost is greater than the amount, the developer will be billed at the normal township rate.

**\*\*Jenkins Township Finance Department will charge an \$8.00 Administrative Fee for each invoice generated for the Subdivision and Land Development Agreements unless otherwise specified in the Agreements.**

**STORMWATER DRAINAGE Plan Review Fees** All fees in excess of the applicable filing fee, incurred for the review of plans and reports thereon by the Township's engineer or other professional consultant will be billed in accordance with the ordinary and customary charges of the Township's engineer and other professional consultant to the Township. The applicant shall, prior to the Township approval of the Storm Water Management Report and plans, pay the Township the excess amount expended in the reviewing of the plans/reports. Any unused portion of the total fee charged to any applicant will be returned to the applicant. This refund will be made only after plan approval by the Township Board of Supervisors. No development or subdivision shall be approved unless all fees have been paid in full.

Storm water Management Reports and Drainage Plans included with submission under the Jenkins Township Subdivision and Land Development Ordinance. The Filing and Review Fee for Reports and Plans prepared to

demonstrate compliance with this Ordinance is included in the Plan Review Fee established by resolution from time to time for submissions made under the Jenkins Township Subdivision and Land Development Ordinance.

**STORMWATER MANAGEMENT:** Review fees for drainage plans submitted as part of a proposed subdivision or land development shall be covered by the subdivision or land development plan application fee. Review of all other drainage plan submittals shall be billed at the prevailing rates for either the in-house Township Engineering and Planning Director, or the outside professional consultants, whichever is applicable.

#### **STORMWATER MANAGEMENT, LAND DISTURBANCE, GRADING, EROSION, SEDIMENTATION CONTROL APPLICATION AND PERMIT**

1. Storm water Management Application and Permit is required for each subdivision or land development project or Building Permit that increases impervious coverage by more than 500 square feet or any grading activity where the total disturbance for one activity is in excess of 4,000 square feet.
2. A non-refundable \$75 application fee plus \$1,000.00 minimum Escrow for costs is required.
3. Storm water Operations and Maintenance Fund Requirement (O&M): Any projects that include over 1,000 sq. ft. of impervious coverage are required to submit additional monies to be held in a separate maintenance fund for inspections over 25 years of the life of the storm water control(s). These amounts are determined by the Township.

#### **STORMWATER MAINTENANCE FUND CONTRIBUTIONS**

Grading Permits and Storm Water Management Application Fees:

1) Small projects qualifying for the Simplified Approach for Storm Water Management \$25.00\*

2) Projects not qualified for the Simplified Approach:

- |  |             |
|--|-------------|
| a) Up to one acre of earth disturbance                             | \$1250.00   |
| b) More than one acre  | \$2,876.00  |
| c) Review of documentation in support of Exemption .....           | 200.00      |
| d) Review of Storm Water Management Report and Drainage Plan ..... | 750.00      |
| e) Construction Observations .....                                 | Actual Cost |

3. Escrow Fees — The escrow will be returned to the applicant upon satisfactory completion of the project\*\* These contributions to be evaluated annually by the Township Engineer in accordance with the established formula and current personnel and materials costs.

\*An additional \$75.00 review fee may be charged in the event the initial plans submitted are deemed inadequate by the Township or its professionals and require resubmission by the Applicant

\*\*For professional fees, all escrow is returned if bills are paid at conclusion of project.

Notes:

- (1) Applicable to individual lot improvements not located within a subdivision or land development having overall storm water controls.
- (2) Applicant shall be billed additional costs incurred if filing fee is exceeded. In addition, a 1.5% late fee will be assessed each month on all invoices in arrears over 45 days.
- (3) These contributions to be evaluated annually by the Township Engineer in accordance with the established formula and current personnel and materials cost.

#### **WATER FEASIBILITY REPORT APPLICATION**

Administration \$50.00

For review of plans by the Township Engineer or Solicitor, or any other expenses related to the report, the fee will be the actual fee charged by the Engineering Firm, Solicitor or other agency.

## **APPENDIX 2**