



116 Wilson Hill Road, Dingmans Ferry, PA 18328 • (570) 828-2347 • F: (570) 828-8705 • www.delawaretownshippa.gov

SUBDIVISION/LAND DEVELOPMENT FEE SCHEDULE

DESCRIPTION	APPLICATION FEE	ESCROW FEE
Site Plan Review fee	\$200	\$7500.00
Minor Subdivision (1-6 lots)	\$300.00 plus \$25/lot	\$3000.00
Major Subdivision	\$1000.00	\$7500.00
Lot Improvement	\$100.00 w/ \$35 for each additional Review of that plan	
Conditional Use	\$300.00	Up to an initial escrow of \$1500.00 as determined by the Delaware Township Planning Commission
Planning Module	\$300.00 plus \$25 per lot	\$1000.00 plus \$25/lot for engineer fees, Advertising fees and court reporter
Commercial, Industrial And Land Development Applications	\$2,000.00	\$7,500.00

*All escrow fees shall be replenished by the applicant once the said escrow account falls below fifty (50%) percent of the original escrow amount listed in the fee schedule

**DELAWARE TOWNSHIP PLANNING COMMISSION
APPLICATION FOR SUBMISSION**

Tax Map Number _____ - _____ - _____

OWNER _____
Address _____
Phone _____

Developer _____
Address _____
Phone _____

ATTORNEY _____
Address _____
Phone _____

ENGINEER/SURVEYOR _____
Address _____
Phone _____

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No documents will be returned for any purpose without the approval of the Planning Commission unless the application is withdrawn.

Applicant's Signature: _____

Date: _____

(Do not write in this space, for Municipality use)

SUBMISSION

Type of Submission: Lot Improvement Subdivision/Land Devlp. Conditional Use

Required Material for Submission

Application Type	Materials Required	Submitted
ZONING PERMIT # _____		<input type="checkbox"/> YES <input type="checkbox"/> NO
Lot Improvement	10 Paper Prints	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Filing Fee	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Old deeds	<input type="checkbox"/> YES <input type="checkbox"/> NO
	New deed (notarized)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Subdivision/Land Dev	1 Mylar Plans	<input type="checkbox"/> YES <input type="checkbox"/> NO
	10 Paper Print Plans	<input type="checkbox"/> YES <input type="checkbox"/> NO
	6 copies Completed planning module	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Filing Fees	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Other _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
Conditional Use	Zoning Application	<input type="checkbox"/> YES <input type="checkbox"/> NO
	3 sets of site plans	<input type="checkbox"/> YES <input type="checkbox"/> NO
	3 Copies of Letter Explaining Submission	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Filing Fees	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Other _____	<input type="checkbox"/> YES <input type="checkbox"/> NO

This application has been submitted to Delaware Township to be reviewed by the Planning Commission

BY: _____ Date: _____

******Zoning Application must be submitted prior to any application*



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

PROCEDURES FOR SUBMITTING SUBDIVISIONS OR LAND DEVELOPMENT PLANS FOR REVIEW

The following information is intended to assist applicants through the plan review/recording process in order to obtain the necessary approvals and/or endorsements, enabling recording of the plan.

1. SUBMIT PLAN(S) TO MUNICIPALITY

Applicant submits copies of plans to the municipal secretary together with the required municipal application and fees. *(Contact the municipal office for information on the required number of copies and the most updated fee schedule.)*

2. SUBMIT PLAN TO COUNTY

One copy of the plan and applicable supporting documents shall be forwarded by the municipality/applicant to the Pike County Office of Community Planning (PCCP) for review and report with the appropriate review fee.

(Plans will not be accepted at the County Planning Office without required review fees.)

** Check with your municipality to determine who is responsible for submitting plan to County Planning Office (per municipal ordinance).*

3. COUNTY CONCURRENT REVIEW

As per the Municipalities Planning Code, the County Planning office has thirty (30) days to complete the review and provide a letter of comment to the municipality. "...Municipalities shall not approve such applications until the county report is received or until the expiration of 30 days from the date the application was forwarded to the county." (MPC Sec. 502.b) *(Revised plans must be resubmitted to the County for review prior to Municipal approvals.)*

4. FINAL PLAN ENDORSEMENTS

Upon municipal approval of a lot combination, lot improvement, subdivision or land development, the applicant must provide a minimum of 4 (four) ink-signed plans (blue ink recommended) to the Pike County Office of Community Planning for stamp and signature. *(The Pike County Recorder of Deeds office will not record the plan unless the Pike County Office of Community Planning has had the opportunity to review the plan and any revisions prior to municipal approval.)*

5. RECORDING THE APPROVED PLAN

Within 90 days of municipal signature/approval and stamp/signature of review by the County Planning Office, the applicant must record such plan in the Pike County Recorder of Deeds office. The Recorder of Deeds will not accept any plan for recording unless these signatures/stamp are included. (MPC Section 513) Exceeding the 90 day time limit will require resubmission of the plan to the municipality.

(All copies of the approved plans are required to have the original signatures of the governing body, the date which the plan was approved by the municipality, and the original signature and date of the County Planning office.)

Pike County Office of Community Planning
 837 Route 6, Unit 3
 Shohola, PA 18458
 570-296-3500

Pike County Recorder of Deeds
 506 Broad Street
 Milford, PA 18337
 570-296-3508

Applicant Checklist	
SUBMIT TO MUNICIPALITY	
Fee Included?	<input type="checkbox"/>
#of Copies:	<input type="text"/>
Date:	<input type="text"/>

FORWARD TO COUNTY	
Fee included?	<input type="checkbox"/>
Forward Date:	<input type="text"/>
Review Letter Date:	<input type="text"/>

*Please remember PCCP has **30 days** to review plans*

SUBMIT REVISIONS	
MUNICIPAL APPROVAL	
Mtg. Date:	<input type="text"/>
All plans signed?	<input type="checkbox"/>

*Municipal approval date must be **after** County review date*

PCCP STAMP & SIGNATURE (1 signed/stamped copy retained)	
Date:	<input type="text"/>

RECORD AT RECORDER OF DEEDS <i>(Must occur within 90 days of municipal approval)</i>	
Fee included?	<input type="checkbox"/>
2 copies retained by Recorder 1 copy retained by GIS	

Once you have a Deed Book and Page Number for your Plan, your project is complete.

(Please provide PCCP with a copy of this information)

Deed Book	<input type="text"/>
Deed Page	<input type="text"/>



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

**SUBDIVISION and LAND DEVELOPMENT
 REVIEW FEE SCHEDULE**

Effective January 1, 2011 pursuant to Pike County Resolution #10-35

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 combination 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

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

PLUS

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

TOTAL REVIEW FEE: = | \$ _____

LAND DEVELOPMENTS

BASE REVIEW FEE \$ 100.00

PLUS

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

TOTAL REVIEW FEE: = | \$ _____

IMPORTANT: *"Revised plans" as per our procedures must be submitted for review. The 3rd review of the original submission, or any Review submitted more than 1 year from the date of submission, will be subject to the review fee.*

MAKE CHECKS PAYABLE TO: PIKE COUNTY PLANNING

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

<p>To Be Completed By Municipality</p> <p>Date: _____</p> <p>Municipality: _____</p> <p>Official's Name: _____</p> <p>Municipal Official's Signature: _____</p> <p>MEETING DATES:</p> <p>Planning _____ Supervisors/ Commission _____ Council _____</p>	<p style="text-align: center;">PCPC Use Only</p> <p>Tracking #: _____</p> <p>Review Fee: \$ _____</p> <p>Fee Received: <input type="checkbox"/></p>
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To Be Completed By Applicant

PLAN NAME: _____

Applicant's Name: _____ Phone: _____

Applicant Address: _____

Surveyor/Engineer Name: _____ Phone: _____

REVIEW TYPE (Check all appropriate b-oxes)	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 _____ <input type="checkbox"/> Conditional Use Granted <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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 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) _____	This Plan has been submitted to: <input type="checkbox"/> PennDOT Date: _____ <input type="checkbox"/> Conservation District Date: _____ <input type="checkbox"/> PADEP Date: _____ <input type="checkbox"/> Other Date: _____
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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)



REQUESTS FOR COPIES OF REVIEW LETIER 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.

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BASE REVIEW FEE \$ 100.00

PLUS

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