

GLENBURN TOWNSHIP

LACKAWANNA COUNTY, PENNSYLVANIA

MINOR SUBDIVISION STATUS LOG AND CHECKLIST

Development Name: _____

Number of lots: _____ Location: _____

Applicant/Owner: _____

Address/Telephone: _____

Township application fee: \$ _____ Date fee paid: _____

County application fee: \$ _____ Date fee paid: _____

Supplemental fee due: \$ _____ Date fee paid: _____

PLAN FILING INFORMATION

_____ 5 copies of application form or letter.

_____ 5 copies of minor plan.

_____ Sewage planning modules and associated documents.

_____ Highway occupancy permit(s).

_____ Any other information required by the Township.

CONTACT 10 WORKING DAYS PRIOR TO PLANNING COMMISSION MEETING

_____ Date of contact

_____ Township Secretary

OFFICIAL SUBMISSION (to begin the 90-day review period)

_____ Official date of submission

_____ Planning Commission Chairman

_____ Submission rejection date

_____ Planning Commission Chairman

(SEE ATTACHED REASONS FOR REJECTION: INFORMATION MISSING, INCORRECT # OF COPIES, ETC.)

DISTRIBUTION OF THE MINOR SUBDIVISION PLAN

Required:

_____ Date submitted to County Planning Commission.

_____ Date County Planning comments received.

_____ Date sewage planning modules submitted to DEP.

_____ Date of DEP planning approval.

Optional:

- _____ Date submitted to Township Engineer .
- _____ Date Township Engineer comments received.

- _____ Date submitted to Township Zoning Officer.
- _____ Date Township Zoning Officer comments received.

- _____ Date submitted to Township Solicitor.
- _____ Date Township Solicitor comments received.

- _____ Date submitted to Township Sewage Enforcement Officer.
- _____ Date Township Sewage Enforcement Officer comments received.

- _____ Date submitted to County Conservation District. (by Developer)
- _____ Date County Conservation District comments received.

- _____ Date submitted to PA DOT. (by Developer, if applicable)
- _____ Date PA DOT comments received.

- _____ Date submitted to _____.
- _____ Date _____ comments received.

NOTE: ATTACH COPIES OF ALL COMMENT LETTERS RECEIVED

MINOR SUBDIVISION PLAN REVIEW AND ACTION

- _____ Date of optional Planning Commission public hearing.
- _____ Ninety day deadline date (90 days from Official Submission).
- _____ Deadline date for extensions granted for action.
(EXTENSIONS MUST BE GRANTED IN WRITING BY APPLICANT.)
- _____ Date of Planning Commission recommendation to Supervisors.
- _____ approval.
- _____ approval with conditions (attach list of conditions).
- _____ denial (attach list of specific Ordinance sections).
- _____ Date of optional Board of Supervisors hearing.
- _____ Date of Board of Supervisors action.
(UNLESS AN EXTENSION IS GRANTED, MUST NOT EXCEED 90 DAYS, INCLUDING 15 DAYS NOTICE TO APPLICANT, FROM THE DATE OF OFFICIAL SUBMISSION.)
- _____ approval.
- _____ approval with conditions (attach list of conditions).
- _____ denial (attach list of specific Ordinance sections).
- _____ Date of notification to applicant.
(UNLESS AN EXTENSION IS GRANTED, APPLICANT MUST BE NOTIFIED WITHIN 15 DAYS OF DECISION, WITHIN THE OVERALL 90 DAY PERIOD.)
- _____ verbal notification of approval at meeting.
- _____ written approval with conditions stated.
- _____ written denial with reasons stated, certified mail.

CHECKLIST

_____ Drafting Standards

PLAN INFORMATION

- _____ A. Name of subdivision.
- _____ B. Name and address of the owner of record.
- _____ C. Name and address of developer if different from land owner.
- _____ D. Name, address, license number, seal and signature of the Professional Engineer or the Registered Land Surveyor.
- _____ E. Date the Plan was completed and for each Plan revision along with a description of the revision.
- _____ F. Deed book and page, and tax map number.
- _____ G. North arrow (true or magnetic).
- _____ H. Graphic scale and written scale.
- _____ I. Lots numbered in order.
- _____ J. Complete plan showing all property lines, streets, etc.
- _____ K. Bearings and distances.
- _____ L. Area of each lot.
- _____ M. Monuments and markers.
- _____ N. Existing buildings.
- _____ O. Building setback lines.
- _____ P. Details of existing streets.
- _____ Q. Adjoining property owners and tax map designations.
- _____ R. Natural and man-made features.
- _____ S. Wetlands.
- _____ T. Clear sight triangles.
- _____ U. Site data.
- _____ V. Contour lines.
- _____ W. Flood hazard areas.
- _____ X. Soil types.
- _____ Y. Soil test pit and percolation tests.
- _____ Z. Proposed well locations.
- _____ AA. Location map.
- _____ BB. Approval/Signature blocks

COMMENTS / CONDITIONS - Please check appropriate box

- [] Submission Deficiencies (Note specific Ordinance sections).
- [] Conditions of Approval.
- [] Reasons for Denial (Note specific Ordinance sections).