

# GLENBURN TOWNSHIP

LACKAWANNA COUNTY, PENNSYLVANIA

## PRELIMINARY MAJOR SUBDIVISION - LAND DEVELOPMENT 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 preliminary plan.
- \_\_\_\_\_ 5 copies of the following:
  - \_\_\_\_\_ sewage planning modules and associated documents.
  - \_\_\_\_\_ road cross sections.
    - \_\_\_\_\_ road profiles.
    - \_\_\_\_\_ deed covenants and restrictions.
    - \_\_\_\_\_ existing & proposed dedications/reservations.
    - \_\_\_\_\_ latest deed of record, or other proof of legal interest.
    - \_\_\_\_\_ water supply information.
    - \_\_\_\_\_ sewage disposal information.
    - \_\_\_\_\_ engineer statement regarding environmental permits.
    - \_\_\_\_\_ erosion and sedimentation control plan.
    - \_\_\_\_\_ stormwater management plan.
    - \_\_\_\_\_ preliminary bridge or stream crossing designs.
    - \_\_\_\_\_ proposed zoning variance or subdivision waivers.
    - \_\_\_\_\_ utility commitments to provide service and any right-of-way restrictions.
    - \_\_\_\_\_ street lighting plan (if any).

### FILING 10 WORKING DAYS PRIOR TO PLANNING COMMISSION MEETING

\_\_\_\_\_ Date of filing \_\_\_\_\_ Township Secretary

\_\_\_\_\_ Date filing returned \_\_\_\_\_ Township Secretary

(SEE ATTACHED REASONS FOR RETURN: INFORMATION MISSING, INCORRECT NUMBER OF COPIES, ETC.)

### 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 PRELIMINARY PLAN**

\_\_\_\_\_ Date submitted to County Planning Commission.  
 \_\_\_\_\_ Date County Planning comments received.

\_\_\_\_\_ Date sewage planning modules submitted to DEP.  
 \_\_\_\_\_ Date of DEP planning approval.

\_\_\_\_\_ 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

**PRELIMINARY 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

**PRELIMINARY PLAN INFORMATION**

- \_\_\_\_\_ A. Name of project.
- \_\_\_\_\_ B. Name and address of the owner of record and deed book and page.
- \_\_\_\_\_ C. Name and address of developer if different from land owner.
- \_\_\_\_\_ D. Name, address, license number, seal and signature of the Registered Professional Engineer or the Registered Professional Land Surveyor.
- \_\_\_\_\_ E. Date the Preliminary Plan was completed and for each Plan revision along with a description of the revision.
- \_\_\_\_\_ F. A key map.
- \_\_\_\_\_ G. North arrow (true or magnetic).
- \_\_\_\_\_ H. Graphic scale and written scale.
- \_\_\_\_\_ I. Adjoining property owners and current tax map number.
- \_\_\_\_\_ J. Proposed and existing street and lot layout on immediately adjacent tracts.
- \_\_\_\_\_ K. Existing man-made or natural features:
- \_\_\_\_\_ Water courses, ponds and lakes, with name of each.
  - \_\_\_\_\_ Rock outcrops and stone fields.
  - \_\_\_\_\_ Buildings and other structures.
  - \_\_\_\_\_ Approximate location of tree masses.
  - \_\_\_\_\_ Utilities, wells and sewage systems.
  - \_\_\_\_\_ Location and description of any certified historic site or structure.
  - \_\_\_\_\_ Location and size of culverts with the direction of water flow.
  - \_\_\_\_\_ Wetlands.
  - \_\_\_\_\_ All other significant man-made or natural features.
- \_\_\_\_\_ L. Permanent and seasonal high water table areas and flood zones.
- \_\_\_\_\_ M. Soil types by SCS classification and the location of soil test pits and percolation test locations.
- \_\_\_\_\_ N. Location, width and purpose of any existing rights-of-way or other easements.
- \_\_\_\_\_ O. Location, width and purpose of any proposed rights-of-way or other easements.
- \_\_\_\_\_ P. Proposed wells and subsurface sewage disposal fields and other utilities.
- \_\_\_\_\_ Q. Contour lines.
- \_\_\_\_\_ R. The full plan including:
- \_\_\_\_\_ Location and widths of all streets, suggested types (major, collector, minor) and all rights-of-way with a statement of any conditions governing their use.
  - \_\_\_\_\_ Proposed street names.
  - \_\_\_\_\_ Building setback lines.
  - \_\_\_\_\_ Lot lines with dimensions.
  - \_\_\_\_\_ Lot and/or parcel sizes.
  - \_\_\_\_\_ Lot numbers.
  - \_\_\_\_\_ A statement of number of lots and/or parcels.
  - \_\_\_\_\_ A statement of the intended use of all non-residential lots and/or parcels.
  - \_\_\_\_\_ A statement of the total acreage in the proposed subdivision and/or development.
  - \_\_\_\_\_ County tax assessment property number.
  - \_\_\_\_\_ Any and all other significant information.
- \_\_\_\_\_ S. Zoning data.
- \_\_\_\_\_ Zoning district designations.
  - \_\_\_\_\_ Zoning district boundary lines.
  - \_\_\_\_\_ Zoning district boundary lines within one thousand (1000) feet of the proposal shown on location map.
  - \_\_\_\_\_ Applicable bulk and density standards.

- T. A title block on the lower right.
- U. Signature blocks.
- V. In the case of land developments, the location and configuration of project buildings, parking areas, streets, access drives, driveways and all other planned facilities.

**COMMENTS / CONDITIONS** - Please check appropriate box

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