

the Planning Commission, the Planning Commission shall notify the Board of Supervisors, and if the Board of Supervisors deems a hearing is necessary, the Board of Supervisors shall notify the Planning Commission. The Applicant shall be responsible for all fees as follows:

- 1) A Court Stenographer
- 2) Two (2) copies of the public hearing transcript, to be given to the Township Secretary
- 3) Public notice fees
- 4) Fees charged by any professional consultants retained by the Township.

304.10 Planned Improvements – The Board of Supervisors shall not endorse the Final Plan until such time as all the improvements shown on the Final Plan have been installed by the developer and have been certified as complete by the Township Engineer, or alternate Engineer, if necessary; or a performance guarantee has been provided by the Applicant pursuant to Article V of this Ordinance.

304.11 Signature of Final Plan – When all requirements and conditions have been fulfilled by the Applicant and all supplemental data and documents have been submitted and approved, the Board of Supervisors shall endorse the Final Plan for recording purposes. The Board of Supervisors shall retain at least one (1) endorsed print, and one (1) endorsed print shall be forwarded to the Township Planning Commission.

304.12 Recording of the Final Plan – The Township Secretary, unless otherwise requested, shall record or cause to be recorded the final record plan with the Pike County Recorder of Deeds within ninety (90) days of the date of endorsement by the Township Supervisors. If a party other than the Township Secretary assumes responsibility for recording the plans and fails to record the final record plan in the Recorder's office within the required ninety (90) day period, the action of the Township Supervisors shall be deemed null and void and a resubmission of the plan shall be made to the Board of Supervisors. The party responsible for recording the plans, other than the Township Secretary, shall submit to the Township Secretary proof of recording of final plan within ninety (90) days of plan approval or, any permits issued and any actions taken by the Board of Supervisors shall be deemed null and void and a re-submission of the plan shall be made to the Board of Supervisors. All recording fees shall be paid by the Applicant.

304.13 As-Built Plans

Within ninety (90) days of improvements completion, the Applicant shall prepare as-built plans including the information required by §409 and provide a copy to the Township. Failure of the Applicant to comply with this requirement shall cause the Final Plan to be subject to all the enforcement proceedings contained in this Ordinance and may result in rescission of approval.

304.14 Time Extension

The time period for review of the plan may be extended by mutual agreement of the Applicant and the Township, and any such agreement shall be in writing.

305 Final Plans for Minor Subdivisions

Preliminary Plans for minor subdivisions shall not be required. However, a Final Plan for all minor subdivisions shall be submitted to the Township and be processed in accord with this Section 305.

305.1 Official Submission of Minor Subdivision Plan

305.1.1 Plan to be Filed with the Township – Minor Subdivision Plans shall be submitted to the Township Secretary by the Applicant or his authorized representative at least seven (7) business days (Monday through Friday) prior to the Planning Commission meeting. If the application is not received within the established time period, then the application shall not be considered for acceptance by the Planning Commission until the next regularly scheduled meeting.

305.1.2 Number of Copies to be Submitted – The official submission of the Minor Subdivision Plan shall include the following:

- A. One completed copy of the minor subdivision plan review application
- B. Eleven (11) legible blue-line or paper prints of the Minor Subdivision Plan. Twelve (12) copies are required if a State road abuts or transverses the subdivision.
 - 1. Following recommendation for approval by the Planning Commission and when all corrections have been made to the Minor Subdivision Plan, five (5) blue-line prints shall be submitted for final signature.
- C. Six (6) copies of the required Planning Module(s) for Sewage Plan Amendment or revision along with site investigation reports.
- D. Four (4) copies of all other required supporting data and documentation as required in Article IV of this Ordinance.
- E. One (1) compact disk with all required documents in electronic Portable Document File (PDF) or other electronic format approved by the Township.

305.1.3 Minor Subdivision Plan Filing Fee – The Township Secretary shall collect a Minor Subdivision Plan Filing Fee as established by the Board of Supervisors for all subdivisions.

- A. Fees shall be charge in order to cover the costs of examining plans and other administrative expenses associated with the review of minor subdivisions.
- B. The Applicant shall pay the fee at the time of application for review of the Minor Subdivision Plan.

305.1.4 Official Date of the Minor Subdivision Submission – The official date of the Minor Subdivision Plan submission shall be determined as follows:

- A. The Planning Commission shall examine the Minor Subdivision submittal to determine that all documents are complete and in proper form.
 - 1. If the submittal is not complete or not in the proper form the Applicant shall be notified in writing of the deficiencies and the submittal shall be rejected until the said deficiencies are corrected then examined again at the next regularly scheduled or special meeting after the re-submittal.
 - 2. If the submittal is complete and acceptable the Chairman of the Planning Commission shall complete an official submission receipt listing the date of the said meeting as the office date of the Minor Subdivision Plan submission and forward it to the Applicant.
- B. If the first meeting of the Planning Commission following the date of submittal verification occurs more than thirty (30) days following the date of submittal verification, the ninety (90) day review period shall be measured from the thirtieth (30th) day of following the day of submittal verification.
- C. If the application is being submitted after a final order of the court remanding the application to the Township, the ninety (90) day review period shall be measured from the date of the meeting of the Planning Commission next following the final order of the court. If the first meeting of the Planning Commission occurs more than thirty (30) days following the final order of the court, the

ninety (90) day review period shall be measured from the thirtieth (30th) day following the final order of the court

305.1.5 Distribution of the Minor Subdivision Plan – The Township Secretary shall submit a copy of the Minor Subdivision Plan to the Pike County Planning Commission immediately after receipt of the plan submission. The Township Secretary may, immediately after the official date of submission, distribute/refer the Minor Subdivision Plan and applicable supporting documents, after all required fees have been collected, to the following who may provide written comments and recommendations to the Planning Commission and the Board of Supervisors:

- A. The Township Engineer
- B. The Township Solicitor
- C. The Township Sewage Enforcement Officer
- D. The Pike County Conservation District
- E. The Pennsylvania Department of Transportation when applicable
- F. Any other engineer, consultant, or agency as may be designated by the Township
- G. The Pennsylvania Department of Environmental Protection

305.2 Minor Subdivision Plan Review and Action

305.2.1 Planning Commission Review and Action Period – The Planning Commission may make its decision at the meeting when the Minor Subdivision Plans are submitted and found to be complete; or at its discretion, make its decision at a subsequent meeting so that the comments provided pursuant to Section 305.1.5 may be considered. In any case, the Planning Commission shall make its recommendation to the Board of Supervisors within sixty (60) days of the “Official Date of the Minor Subdivision Plan Submission”. If approval is recommended, the plans and recommendations along with the sewage planning documentation shall be forwarded to the Board of Supervisors. If approval with conditions is recommended, such approval recommendation shall be communicated to the Board of Supervisors and the Applicant in writing along with a statement of the conditions. If denial is recommended, the specific reasons for such denial and date shall be communicated in writing to the Board of Supervisors and the Applicant.

305.2.2 Board of Supervisors Review and Action Period – Upon the receipt of the Planning Commission’s recommendation, the Board of Supervisors shall make its decision regarding the Minor Subdivision Plan and communicate in writing such decision to the Applicant within fifteen (15) days of when the decision is made. However, in no case shall the period for Township review and action, including written communication to the Applicant, exceed ninety (90) days from the “Official Date of the Minor Subdivision Submission” as established pursuant to 305.1.4.

305.2.3 Board of Supervisors Approval with Conditions – When a Minor Subdivision Plan is approved with conditions, such conditions shall be expressly included in the minutes of the Board of Supervisors meeting at which the Minor Subdivision Plan is considered and communicated in writing to the Applicant as provided in Section 305.2.2. When a Minor Subdivision Plan has been approved subject to any conditions and/or modifications, and the Applicant does not agree and accept the said conditions and/or modifications in writing within fifteen (15) days of receipt of said Township written notice, the said conditional approval of the Minor Subdivision Plan shall become an automatic disapproval and the said plan shall be re-submitted as required by Section 305 of this Ordinance, including a new filing fee.

305.2.4 Board of Supervisors Denials – When a Minor Subdivision Plan is denied, the reasons for such denial, citing specific provisions of this Ordinance or other applicable statute, shall be expressly included in the minutes