

PENN TOWNSHIP BOARD OF SUPERVISORS
100 Municipal Building Road
Duncannon, PA 17020-1100

Township Office 834-5281 Fax 834-6854 E-Mail: Penntownship@embarqmail.com

APPLICATION FOR SUBDIVISION AND LAND DEVELOPMENT
(Township Use)

FILE NO: _____ **DATE OF APPLICATON:** _____

ACTION DEADLINE DATE: _____

Filing Fees \$ _____ **Fees Paid (Township Official)** _____

Approval Date: _____ **Date Recorded:** _____

Instrument Number: _____ **Book** _____ **Page** _____

1. **Name of Plan** _____

2. **Type of Plan** _____ **Minor** _____ **Preliminary** _____ **Final**

3. **No. of Lots/Units** _____ **Total Acreage** _____

4. **Public Water** () **Yes** () **No** **Public Sewer** () **Yes** () **No**

5. **Record of Deed: Book No.** _____ **Page No.** _____ **Instrument No.** _____

6. **Site Location** _____

7. **Applicant** _____

Address _____

Phone Number _____ **Fax Number** _____

8. **Landowner** _____

Address _____

Phone Number _____ **Fax Number** _____

9. **Surveyor/Engineer** _____

Address _____

Phone Number _____ **Fax Number** _____

Applicant Signature _____ **Title** _____

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

Plan Submission

1. The Planning Commission is scheduled to meet on the third (3rd) Monday of each month beginning at 7:00 p.m.
2. Plans and Applications must be received by Penn Township no later than fifteen (15) working days prior to the regularly scheduled meeting of the Planning Commission.
3. Applicant shall submit two (2) copies of the application along with thirteen (13) copies of the plan to the Township and (2) copies of the plan to the Perry County Planning Commission.
4. Applicant is responsible to see that the Plan meets all the requirements of the Penn Township Subdivision and Land Development Ordinance and to coordinate with public and private utilities or agencies for their services.
5. Applicant is responsible for delivery of Plan, Documents, and Correspondence to the appropriate Agencies.
6. Application must be accompanied by a check made payable to Penn Township for the cost of filing fees as set forth by resolution.
7. Plans and application received past the filing deadline will be held over for the next regularly scheduled meeting.
8. Applicant is hereby advised that applications fees are due to the Perry County Planning Commission for review.
9. Applications shall be considered incomplete if any of the following checklist items, when applicable, are not addressed.

Submission Check List

- _____ Application and filing fees
- _____ Sewer and/or Water Design Plans (when applicable)
- _____ Grading Plan
- _____ Storm Water Management Plan
- _____ Street Design Plan, including profile and cross section
- _____ D.E.R. Planning Module “completed”
- _____ Soil, Erosion and Sedimentation Control Plan

Distribution of Plans

- _____ Perry County Planning Commission – 2 copies
- _____ Perry County Conservation District – 1 copy (when applicable)
- _____ PennDOT District 8 Office – 1 copy (when applicable)
- _____ Penn Township Planning Commission – 7 copies
- _____ Penn Township Supervisors – 3 copies
- _____ Penn Township Municipal Authority – 1 copy
- _____ Penn Township Engineer – 1 copy

RE: Policy Changes for Penn Township Planning Commission (PTPC)

This letter is notifying you of a policy change in regards to procedures for the submission of matters to the Penn Township Planning Commission.

New Plans

The PTPC holds its meetings on the third Monday of every month. All plans shall be submitted to the Penn Township Office. The PTPC shall decide if a plan needs to be reviewed by the Engineer. The plans will be sent to the Perry County Planning Commission for review as in the past. It has been noted that some applications are being submitted on the old version. Attached is the revised form for the submission of plans. The deadline for the submission of new plans shall be 15 working days before the Planning Commission Meeting. Applicants may come with a sketch plan before submission to receive permission for engineer review.

Revised Plans

All revised plans shall be submitted to the Township Office ten (10) calendar days before the PTPC meeting. If the plan is not submitted by 4:30 p.m. on the designated day, the plans will be held for the month.

Time Extension Form

Attached there is a new form for the request of a time extension. All requests shall be submitted on this form. You are to state a specific date (i.e. 1/1/2009) for the extension request.

Sincerely,

Helen Klinepeter
Secretary