

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

To Be Completed By Municipality

Date: _____

Municipality: _____

Official's Name: _____

Municipal Official's Signature: _____

MEETING DATES:

Planning _____ Supervisors/
 Commission _____ Council _____

PCPC Use Only

Tracking # :	_____
Review Fee: \$	_____
Fee Received:	<input type="checkbox"/>

To Be Completed By Applicant

PLAN NAME: _____

Applicant's Name: _____ Phone: _____

Applicant Address: _____

Surveyor/Engineer Name: _____ Phone: _____

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

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)

SPECIAL NOTES

REQUESTS FOR COPIES OF REVIEW LETTER 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.

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 combinations 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

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

PLUS

\$10.00 for each newly created lot # new lots _____ x \$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 original date of submission will be subject to a new review fee. **MAKE CHECKS PAYABLE TO: PIKE COUNTY PLANNING**

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



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COMMUNITY PLANNING
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Shohola, PA 18458
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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?	
# of Copies:	
Date:	

FORWARD TO COUNTY	
Fee included?	
Forward Date:	
Review Letter Date:	

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

SUBMIT REVISIONS

MUNICIPAL APPROVAL	
Mtg Date:	
All plans signed?	

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

PCCP STAMP & SIGNATURE (1 signed/stamped copy retained)	
Date:	

RECORD AT RECORDER OF DEEDS (Must occur within 90 days of municipal approval)	
Fee included?	
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	
Deed Page	