

2019 POLK TOWNSHIP SALDO PLAN SUBMISSION

Signatures required on back

PLAN NAME:

PLAN TYPE: _____ **Sketch** _____ **Minor Subdivision** _____ **Major Subdivision-Preliminary** _____ **Land Development-Preliminary**
 _____ **Lot Joinder** _____ **Planning Module** _____ **Major Subdivision-Final** _____ **Land Development-Final**

Engineer/Surveyor: _____ Phone: _____ Fax: _____

Address: _____ Cell: _____

Owner/Developer: _____ Phone: _____ Fax: _____

Address: _____ Cell: _____

Required ITEMS BELOW TO BE PRESENTED WITH SUBMISSION & APPROVAL

Applicant checks off items submitted	Township comment on receipt of submission items
Fee Agreement Signed by Applicant, on back	
5 Paper Plans	
Digital copy (pdf) of Plan sent to polktwp@ptd.net	
DEP Planning Module- Comp. I [3 copies + 3 Plans]	
DEP Planning Module-Comp. II [4 copies + 4 Plans]	
2 Sets of Storm Water Management Plan	
Copy of Deed(s)	
Tax Certification(s)	
Copy of the Engineer or Surveyors License	
Receipt of Submission to MC Planning Comm.	
Draft of the Metes & Bounds of the New Lot(s)	
Written Request(s) for Modification or Waiver	
Copy of PennDOT Driveway Application	
Polk Twp. Driveway Permit Application	
Closure Sheet	
Receipt of Submission to MC Conservation Dist.	
Proof of Plan's Recording (Receipt required)	
Copy of New Deed & Recording (Receipt required)	

\$\$\$ SEPARATE CHECKS are required for each item *FEE SCHEDULE on back side*

Plan Submission fee (Non-refundable)	
Plan Escrow Fee	
Planning Module Submission Fee (Non-re-fundable)	
Planning Module Escrow	
Driveway Application Fee (Non-refundable)	
Driveway Escrow	
Detention/Stormwater Basin Escrow	

!! ALL REVISIONS must be submitted as **5 PAPER PLANS & DIGITAL COPY** to Township
7 days in advance of a meeting !!
!!! Engineer will not review electronic revisions a few days or hrs. before a meeting !!!

Submission received on _____ by _____
date name & title

Submission to be presented at the **Planning Commission** or **Supervisors Meeting** on _____

Copy to: **Applicant,** _____ **Twp. Engineer,** _____ **Zoning Office,** _____ **SEO office,** _____ **PC,** _____ **Supervisors,** _____

Polk Township, 165 Polk Twp. Rd., PO Box 137, Kresgeville, PA 18333
 polktwp@ptd.net polkcode@ptd.net

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Fax: 610-681-3063