



POLK TOWNSHIP SUPERVISORS

165 Polk Township Rd., PO Box 137, Kresgeville, PA 18333

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: polktwp@ptd.net

Subdivision and Land Development Plan Submission

Application is hereby made for a review of the attached Subdivision or Land Development Plan and supporting documentation in full accordance with the Polk Township Subdivision and Land Development Ordinance.

Plan Name: _____ Date of Submission: _____

	Fee	Escrow
Plan Type: <input type="checkbox"/> Sketch Plan- <i>Meeting comment only</i>	\$250	
<input type="checkbox"/> Sketch Plan - <i>Written reviews</i>	\$300	
<input type="checkbox"/> Lot Joinder- <i>Recorded Subdivision</i>	\$325	
<input type="checkbox"/> Lot Joinder- <i>Unrecorded Subdivision</i>	\$125	\$500
<input type="checkbox"/> Minor Subdivision	\$125	\$1000
<input type="checkbox"/> Major Subdivision- <i>Preliminary or Final</i>	\$250	\$75 per lot + \$1500
<input type="checkbox"/> Land Development- <i>Preliminary or Final</i>	\$250	\$150 per lot + \$2000

Property Owner	_____	Surveyor/ Engineer	_____
Phone	_____	Phone	_____
Address	_____	Address	_____
	_____		_____
Email	_____	Email	_____

APPLICANT CHECKS OFF ITEMS SUBMITTED	TOWNSHIP COMMENT ONLY on receipt of submission items
Fee Agreement Signed by Applicant	
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]	
Storm Water Management Plan [2 Sets]	
Copy of Deed(s)	
Tax Certification(s)	
Copy of the Engineer or Surveyors License	
Receipt of Submission to Monroe County Planning Commission	
Copy of Recorded Subdivision	
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.	
Copy of New Deed & Recording (Receipt required)	
Proof of Plan's Recording (Receipt required)	

2020 PLAN APPLICATION FEE AGREEMENT WITH POLK TOWNSHIP

THIS AGREEMENT MADE by and between **Polk Township**, hereinafter called the **"First Party"** and Applicant, hereinafter called the **"Second Party"**:

WHEREAS, P.L. 805, NO. 247 Section 503 as re-enacted and amended, provides that the **SECOND PARTY**, upon the submission of a PLAN and /or PLANNING MODULE for review by POLK TOWNSHIP'S ENGINEER, SEWAGE ENFORCEMENT OFFICER, and/or CONSULTANT(S) INCLUDING SOLICITOR FEES SHALL PLACE CERTAIN FUNDS ON DEPOSIT TO PAY FOR SAID REVIEWS.

NOW, THEREFORE, in consideration of the terms, conditions, covenants set forth hereunder and parties hereto agree as follows:

1. Upon any submission of your Plan or Planning Module, the **SECOND PARTY, shall simultaneously herewith remit the required deposit of funds. Failure of the SECOND PARTY to submit said funds shall be deemed as an INCOMPLETE SUBMISSION, and will not be accepted by Polk Township, the FIRST PARTY, for review.**

2. It is mutually agreed and expressly understood between the parties that all costs related to the **SECOND PARTY'S** Plan and Planning Module reviews or consultations by the Township Engineer, Sewage Enforcement Officer, and Solicitor **SHALL BE THE SOLE RESPONSIBILITY OF THE SECOND PARTY.** This responsibility shall not be affected in any way by Polk Township's approval or disapproval of said submission. Additionally, the **SECOND PARTY** shall pay all additional costs, as required, such as postage to send the PLANNING MODULE TO DEP, and ALL SALDO fee requirements, as outlined in **Polk Township's Fee Schedule.** The submission fee is a **nonrefundable** administration fee that handles costs associated with reviews of your plan by the Polk Township Zoning/Codes Officer, along with township clerk preparation, correspondence, and record keeping for your plan. Failure of the **SECOND PARTY** to pay said costs within 30 days of the date written request for payment of the same is made by any agent of the **FIRST PARTY** shall be deemed to be withdrawal of the subject submission by the **SECOND PARTY.** The Parties hereto intend to be legally bound hereby.

IN WITNESS WHERE OF THE PARTIES HAVE SET THEIR HANDS AND SEALS:

FIRST PARTY, BOARD OF SUPERVISORS

ATTEST:

FIRST PARTY, Agent for the Township

DATE

SECOND PARTY- PROPERTY OWNER & DEVELOPER OF

PLAN: _____

SECOND PARTY, Signature of Property Owner

DATE

SECOND PARTY, Signature of Developer

DATE

Please note:

- Applications, applicable fees and supporting documentation are to be submitted to the Township for processing. Please refer to Polk Township Meeting Calendar for submission deadlines. Fees and escrows must be 2 separate checks.
- Costs may include legal, engineering, septic consultations, and professional reviews, and Township meeting reviews over 15 minutes. Application fees are non-refundable. Escrows must be replenished upon notification and remaining balance will be refunded.
- Polk Township Resolution 2019-05 requires a notary acknowledgement and signature of the Notary, acknowledging the owner's signature should appear on all plans.
- All revisions must be submitted as 5 paper plans and a digital copy to the Township 7 days in advance of a meeting. Any revisions received less than 7 days to a meeting will not be considered until the next meeting.
- For final plans to be signed, the Township must have 5 paper copies and 1 Mylar copy. Plans will not be signed unless all costs associated with the plan are paid in full.

FOR OFFICAL USE:

Submission received on _____ by _____
date *name & title*

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

Fee received _____ Check # _____ Escrow Received _____ Check # _____