

JIM THORPE BOROUGH

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

Application Deadline: 21 days prior to meeting

Monthly Meetings: 3rd Tuesday of each month

1. To be placed on the next Planning Commission meeting agenda, all submissions must be received a minimum of 21 days prior to the next regularly scheduled meeting.
2. The Borough will only review complete submissions that include the following:
 - a. Eight (8) copies of the completed SALDO application.
 - b. Eight (8) copies of the proposed plan(s) on the required sheet size 24" x 36".
 - c. Three (3) copies of all required supplementary data, reports, and studies.
 - d. Application, review and escrow fees made payable to Jim Thorpe Borough (see fee schedule below).
3. All submissions must be made to the Code Enforcement Department. No plans may be sent directly to the Engineer.
4. For re-submissions, if an applicant has not paid their bill(s) nor properly disputed the fees in accordance with the Pennsylvania Municipalities Planning Code, then the applicant will be notified that their submission is incomplete and will not be processed.
5. If an application is deficient and cannot be approved within the required timeframe, the applicant must agree to an indefinite time extension or the application will be denied.
6. All materials for Planning Commission, including handouts for presentations, must be submitted to the Code Enforcement Department prior to the meeting at which the project will be discussed.

PLANNING COMMISSION FEE SCHEDULE

The following initial minimum deposits shall be applicable to applicants for Subdivision or Land Development approval:

1. Where the Subdivision or Land Development consists of three (3) lots or less, and there are no improvements required by the regulations, the Applicant shall deposit the sum of **FIVE HUNDRED DOLLARS (\$500.00)** in the Account, and such other funds as may be requested from time to time by Jim Thorpe. When the balance in the Account falls below fifty percent (50%) of the initial deposit, Jim Thorpe may require that additional funds be deposited to bring the balance back up to the amount of the initial deposit.
2. Where the Subdivision or Land Development consists of four (4) lots or more, and there are no improvements required by the Regulations, the Applicant shall deposit the sum of **ONE THOUSAND DOLLARS (\$1,000.00)** plus **ONE HUNDRED DOLLARS (\$100.00)** for each lot, in the Account, and such other funds as may be requested from time to time by Jim Thorpe. When the balance in the Account falls below fifty percent (50%) of the initial deposit, Jim Thorpe may require that additional funds be deposited to bring the balance back up to the amount of the initial deposit.
3. Where the Subdivision or Land development involves improvements for which the costs of completion are estimated to exceed **ONE MILLION DOLLARS (\$1,000,000.00)**, the applicant shall deposit the sum of **FIVE THOUSAND DOLLARS (\$5,000.00)**, in the Account, and such other funds as may be requested from time to time by Jim Thorpe. When the balance in the Account falls below fifty percent (50%) of the initial deposit, Jim Thorpe may require that additional funds be deposited to bring the balance back up to the amount of the initial deposit.
4. In all other instances the Applicant shall deposit the sum of **FIFTEEN HUNDRED DOLLARS (\$1,500.00)** in the Account, and such other funds as may be requested from time to time by Jim Thorpe. When the balance in the Account falls below fifty percent (50%) of the initial deposit, Jim Thorpe may require that additional funds be deposited to bring the balance back up to the amount of the initial deposit.

CERTIFICATE OF ACCURACY

I hereby certify that the Plan show and described hereon is true and correct survey to the Accuracy required by the Planning Commission of Jim Thorpe, Pennsylvania, and that the Monuments will be placed as shown hereon, to the specifications of the County Engineer and the Municipal Engineer.

Registered Engineer or Surveyor

Date

CERTIFICATION OF OWNERSHIP AND
ACKNOWLEDGEMENT OF SUBDIVISION PLANS

FOR USE BY AN INDIVIDUAL

State of Pennsylvania

SS

Jim Thorpe Borough

On this, _____ day of _____, 20 _____, before me, the
Undersigned officer, personally appeared _____

Who, be sworn accord in g to law, deposes and says that he/she is the owner (or equitable
owner) of the property shown on this Plan, that the Subdivision Plan thereof was made at
his/her to be recorded as such, according to law.

Witness my hand and seal the day and date above written.

Signature of Individual

My Commission Expires

Notary Public or Other Official

Borough of Jim Thorpe

101 East Tenth Street · Jim Thorpe, PA 18229
(570) 325-3025 · (570) 325-2181 · FAX (570) 325-8154

**** OFFICE USE ONLY ****

Date Received: _____
Zoning District: _____
Tax Parcel No.: _____
Zoning Permit No.: _____

APPLICATION FOR SUBDIVISION AND LAND DEVELOPMENT

I. PROPERTY INFORMATION

Residential Non-Residential

Municipality: _____ Development: _____ Lot: _____ Section: _____
Proposed Work Site Address: _____ Tax Parcel ID: _____
Proposed Subdivision Name: _____ Zoning District: _____
Deed Book & Page No.: _____ Property within Floodplain Yes No

II. CONTACT INFORMATION

Property Owner: _____ email: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Phone: _____ Fax: _____
Interest of Applicant Owner Equitable Owner Other (please explain): _____

(If different than Owner)
Developer/Applicant: _____ email: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Phone: _____ Fax: _____

Legal Counsel: _____ email: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Phone: _____ Fax: _____

(Company Name)
Project Engineer/Architect/Surveyor: _____ PA License: _____
Person in Charge of Work: _____ email: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Phone: _____ Fax: _____

III. TYPE OF REVIEW REQUESTED

Subdivision Plan Annexation
 Land Development Plan Zoning Amendment
 Lot Line Adjustment Curative Amendment
 Planned Residential Development Conditional Use

IV. TYPE OF SUBMISSION

(Check One) New Proposal Revised Prior Submission

(Check One) Sketch Preliminary Final

Name of Plan: _____

V. LAND DESCRIPTION

Total Acreage of Parent Tract: _____ Acreage to be Developed: _____ No. of Proposed Lots: _____
Sq. Ft. of All Structures: _____ Sq. Ft. of Impervious Areas: _____ Combined Total: _____
Proposed Land Use Residential Commercial Industrial Institutional Office Other (specify): _____

VI. UTILITIES

Choose one of the following for each system below: **Public** (Municipal); **Private** (Community); **Onsite** (Well); **N/A** (No Existing/None Proposed)

Water System Existing: _____ Proposed: _____

Sanitary Sewer System Existing: _____ Proposed: _____

Check All Applicable Other Proposed Improvements Streets Stormwater Sidewalks/Curbs Other (specify): _____

VII. AGREEMENTS / WAIVERS / ZONING APPROVALS

Right-of-Ways or Easements with Adjacent Properties Yes No (Attach copy of all agreements/deeds)

List any Modifications or Waivers Requested:

List any relevant Zoning Variances/Special Exceptions/Conditional Use Approvals on this tract with dates:

VIII. STATEMENT OF INTENT: Existing and/or Proposed Use of Site/Building (See Attached Plan is not acceptable)

I (We) hereby agree to reimburse the Municipality for fees and expenses the Municipality or its consultants may incur for the review of any Subdivision and Land Development Plan or requested changes to any Zoning Ordinance.

Owner Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

BOTH SIGNATURES ARE REQUIRED IF APPLICANT IS DIFFERENT THAN OWNER

**** OFFICE USE ONLY ****

Date of Acceptance as Completed Submittal: _____ Fee: _____ Check No.: _____

Delivered to Municipal Engineer Date: _____ Review Received: _____

Delivered to County Planning Commission Date: _____ Review Received: _____

Delivered to Sewage Enforcement Officer Date: _____ Review Received: _____

Required No. of Applications Received: _____ Required No. of Plans Received: _____

Planning Administrator's Signature: _____ Date: _____