

**PAUPACK TOWNSHIP, WAYNE COUNTY  
PENNSYLVANIA**

**LAND DEVELOPMENT  
APPLICATIONS**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Applicant's Telephone #: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Development Name: \_\_\_\_\_ # of Lots (if applicable): \_\_\_\_\_

Tax Map and Parcel #s of All Lots: \_\_\_\_\_

Engineer/Surveyor's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**FEES:**

**Paupack Township**

**Residential (multi-family)** – Basic application fee is \$75.00 plus \$50.00 per unit.

**Commercial, industrial or any other type of non-residential land development** – Basis application fee \$200.00 plus \$30.00 per one-tenth (1/10) of an acre of impervious surface in excess of the first acre shall be submitted with the application.

**Wayne County**

The Wayne County fees for Land Development Applications are the same as above.

**Engineering Review Fees** – Should the Township and/or the County require a review of the Land Development application by a Professional Engineer, the application will be required to pay the cost as described within the Township and/or County Fee Schedules as adopted.

**FEES shall be paid with two (2) separate checks. The Township fee shall be made payable to Paupack Township, Wayne County. The Wayne County fee shall be made payable to the Wayne County Department of Planning/GIS.**

**Land Development application plats and deed(s) must be recorded in the Wayne County Recorder of Deeds Office within Ninety (90) days from the date of approval. Once recorded, copies of the recorded paperwork must be provided to the Township to be recorded in the applicant's file.**

**APPLICATION FILING**

A complete application is required to be submitted to the Paupack Township, Wayne County Secretary/Treasurer ten (10) days prior to the Paupack Township Planning Commission meeting date (1<sup>st</sup> Thursday each month). Seven (7) packets including the plat checklist and all supporting documentation.

Date of filing: \_\_\_\_\_ Township Secretary/Treasurer Signature: \_\_\_\_\_

Date filing rejected: \_\_\_\_\_ Township Secretary/Treasurer Signature: \_\_\_\_\_

If filing is rejected provide reason for rejection: \_\_\_\_\_

**PAUPACK TOWNSHIP, WAYNE COUNTY  
INFORMATION**

Township Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

County Application Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

## PAUPACK TOWNSHIP, WAYNE COUNTY, PENNSYLVANIA

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### Major Subdivision / Land Development Application

This application shall be submitted to The Paupack Township Planning Commission along with a filled out checklist, drawings and maps at the time of the submission to The Paupack Township Planning Commission which meets on the 1<sup>st</sup> Thursday of each month. Submissions to the Planning Commission need to be submitted ten (10) business days prior to the Planning Commission meeting.

- Name of Property Owner: \_\_\_\_\_
- 911 Address of the property: \_\_\_\_\_
- Mailing Address of owner: \_\_\_\_\_
- Phone number of owner: : \_\_\_\_\_
- Name of Applicant: : \_\_\_\_\_
- Phone number of applicant: : \_\_\_\_\_
- Relationship to the Lot Owner: \_\_\_\_\_
- **Attach a Transmittal Letter explaining in detail the scope of the Subdivision or Land Development.**
- **Check as applicable:**
  - \_\_\_\_ Major Subdivision      \_\_\_\_ Land Dev (res.)      \_\_\_\_ Land Dev (comm.)
  - \_\_\_\_ Courtesy Review      \_\_\_\_ Sketch Review
  - \_\_\_\_ Preliminary Approval      \_\_\_\_ Final Approval
  - \_\_\_\_ Request for Variance

**Seven (7) Complete Copies** of all drawing, maps, and supporting documentation shall be enclosed. All of the items listed on the attached list shall be included on the Plat or in the Submission Packet for Preliminary Review. Omission of an item may be cause for the Planning Commission to recommend disapproval. In addition to the above, provide one (1) copy of plans on 11 x 17 size paper.

**Signature of Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ***PLAT SPECIFICATIONS***

**Must complete this checklist prior to submission**

**Major Subdivision comprised of 11 lots or more**

**# of Newly created lots this application \_\_\_\_\_**

**YES NO N/A**

- \_\_\_\_\_ Location map
- \_\_\_\_\_ Tract, subdivision or land development name, if any
- \_\_\_\_\_ Name of landowner
- \_\_\_\_\_ Mailing address of landowner
- \_\_\_\_\_ Name of applicant if different from the landowner
- \_\_\_\_\_ Name of the township and county
- \_\_\_\_\_ Tax map and parcel number
- \_\_\_\_\_ Deed book and page number
- \_\_\_\_\_ Boundaries of the tract and approximate location of abutting properties
- \_\_\_\_\_ Name of abutting property owners) & tax map numbers
- \_\_\_\_\_ Graphic scales
- \_\_\_\_\_ Reference meridian
- \_\_\_\_\_ Date map was drawn and all revisions
- \_\_\_\_\_ Existing and proposed lot lines
- \_\_\_\_\_ Accurate bearings and distances
- \_\_\_\_\_ Lot number/letter
- \_\_\_\_\_ Area of each proposed lot
- \_\_\_\_\_ Total remaining acreage
- \_\_\_\_\_ Location of new and existing streets and rights-of-way, type of street surface & street names of new and existing Building setback lines.
- \_\_\_\_\_ Location, dimension and purpose of all easements including any limitations on their use.
- \_\_\_\_\_ Contour lines, stating whether derived from a field survey or based on U.S.G.S.
- \_\_\_\_\_ Name, mailing address, signature and title of person who prepared the map (if other than land surveyor)
- \_\_\_\_\_ 3 'A' X 5" block for Paupack Township use to stamp any approval
- \_\_\_\_\_ Flood plain location, if any
- \_\_\_\_\_ Site data table including; total acreage, number of lots, zoning districts) proposed water/sewage service facilities
- \_\_\_\_\_ Location and type of all corner markers
- \_\_\_\_\_ Name and address of the land surveyor
- \_\_\_\_\_ Certification (by stamp or seal) and Signature of land surveyor
- \_\_\_\_\_ Location of all existing improvements including wells (pg. 2)

(REV. 11052022)

**SUPPORTING MATERIALS**

**Must complete this checklist prior to submission**

**YES NO N/A**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | Letter of intent signed by applicant/agent indicating which lots are to be included for consideration |
| _____ | _____ | Deed Description - covenants/ restrictions/easement rights  |
| _____ | _____ | Planning module   |
| _____ | _____ | Completed Planning Module for Land Development by SEO   |
| _____ | _____ | Letter from central sewer provider  |
| _____ | _____ | Sewage system agreement, if required  |
| _____ | _____ | Letter from central water provider  |
| _____ | _____ | Water system agreement, if required   |
| _____ | _____ | Erosion and Sedimentation Control Plan Review by Wayne County Conservation District                   |
| _____ | _____ | Floodplain plan, if required  |
| _____ | _____ | Newly created lots  |
|       |       | Addition  |

***LOCATION OF (IF ANY)***

***(Applicant completes this checklist prior to submission)***

- |  |             |            |
|--|-------------|------------|
| Water bodies                                       | Water wells | Oil        |
| Watercourses with direction with flood level       | wells       | Gas wells  |
| Buildings  | Gas lines   | Power      |
| Drain pipes  | lines       | Telephone  |
| Culverts   | lines       | Structures |
| Sewer lines  | Public      | Facilities |
| Sewage Systems                                     |             |            |
| Waterlines   |             |            |
| Any other significant man-made or natural features |             |            |

***ADDITIONAL ITEMS TO REVIEW***

***(FOR PLANNING COMMISSION REVIEW PURPOSES)***

- Wetlands
- Meets lot dimensions and lot area criteria
- Highway occupancy permit Penn Dot/Township
- Site investigation reports
- Test pit and percolation holes on plan/plat
- Soil type and boundaries
- Township lines as applicable

(REV. 11052022)

The Planning Commission Secretary will accept Applications for the Paupack Township Planning Commission **ten (10) BUSINESS DAYS (not calendar days)** before the next scheduled Planning Commission meeting. Applications are available at the Township Office Monday – Friday 7:30 AM – 3:30 PM. All Applications must include the required documentation and fees applicable to the Application. If an Application is incomplete, it will not be considered to be accepted until the requirements are complete. **If there are Federal, State, County or Township Holidays within the ten (10) business day deadline, the deadline will be backed up by one (1) BUSINESS day for each Federal, State, County or Township Holiday and the deadline will be that many BUSINESS days earlier. THERE WILL BE NO EXCEPTIONS TO THIS RULE** because the Township Secretary is required to forward the Application, proper fee and supporting documentation to the Wayne County Department of Planning for review and comment. Notwithstanding the aforesaid, if the Wayne County Department of Planning does not return their review and comment to the Township by the date of the Planning Commission meeting, the Applicant will then be moved forward to the next subsequent regularly scheduled Planning Commission Meeting. Wayne County Department of Planning's review and comment letter is one of the requirements to be heard at any given Planning Commission Meeting. The Township does not guarantee that Wayne County Department of Planning will return its review and comment letter to the Township within the ten (10) business day time period.