

HARVEYS LAKE BOROUGH
MAJOR SUBDIVISION APPLICATION

APPLICATION NO. _____

1. **APPLICANT(S)**

NAME: _____

ADDRESS: _____

PHONE: _____

ATTACH ADDITIONAL SHEET IF NECESSARY

2. **OWNER(S) OF RECORD**

NAME: _____

ADDRESS: _____

PHONE: _____

ATTACH ADDITIONAL SHEET IF NECESSARY

3. **REGISTERED SURVEYOR/ENGINEER**

NAME: _____

ADDRESS: _____

PHONE: _____

4. **LOCATION/ADDRESS OF PROPERTY TO BE SUBDIVIDED:**

5. **LUZERNE COUNTY TAX MAP DESCRIPTION:**

VOLUME _____ PAGE _____ LOT NUMBER _____

ATTACH A COPY OF THE CURRENT DEED OF RECORD FOR THE SUBJECT PROPERTY.

6. **LINEAR DIMENSIONS OF LOT AND TOTAL AREA (SQUARE FEET AND ACREAGE) OF LOT PRIOR TO SUBDIVISION:**

7. **LINEAR DIMENSIONS OF EACH LOT AND TOTAL SQUARE FEET AND ACREAGE OF EACH LOT TO BE CREATED UPON SUBDIVISION APPROVAL; ALL LOTS LESS THAN 1 ACRE IN SIZE MAY EXPRESSED ONLY IN SQUARE FEET:**

LOT #1 _____

LOT #2 _____

LOT #3 _____

LOT #4 _____

LOT #5 _____

LOT #6 _____

LOT #7 _____

LOT #8 _____

ATTACH ADDITIONAL SHEETS AS NECESSARY

8. **ZONING DISTRICT(S) IN WHICH THE PROPERTY IS LOCATED:**

9. **HAS THE ZONING OFFICER REVIEWED THE PROPOSED SUBDIVISION?**

YES NO

BASED UPON THE ZONING OFFICER'S REVIEW, WILL ANY VARIANCES BE REQUIRED UNDER THE HARVEYS LAKE BOROUGH ZONING ORDINANCE?

YES NO

IF YES, SPECIFY THE REQUIRED VARIANCES PER THE DECISION OF THE ZONING OFFICER.

10. **PROPOSED TYPE OF SEWAGE DISPOSAL:**

APPROPRIATE DEP SEWAGE PLANNING MODULE IS REQUIRED IN ACCORDANCE WITH THE GOVERNING REGULATIONS OF THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION.

11. **ATTACH A NARRATIVE REPORT, WITH SUFFICIENT DETAIL, ON NATURE OF PROPOSED DEVELOPMENT AND INTENDED USE AND DISPOSITION OF SUBDIVIDED PROPERTY.**

12. **ARE ANY MODIFICATIONS FROM THE HARVEYS LAKE BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUESTED?**

YES NO

IF YES, SPECIFY BELOW THE REQUESTED MODIFICATIONS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE RELATED TO SUCH REQUEST.

ATTACH ADDITIONAL SHEETS AS NECESSARY

STATE IN FULL BELOW THE GROUNDS AND/OR FACTS OF UNREASONABLENESS OR HARDSHIP TO SUPPORT THE REQUESTED MODIFICATION(S).

ATTACH ADDITIONAL SHEETS IF NECESSARY

13. **PROVIDE TEN (10) COMPLETED COPIES OF THE MAJOR SUBDIVISION APPLICATION WITH APPLICABLE BOROUGH FEES AND TEN (10)**

PREFOLDED COPIES OF THE SUBDIVISION PLAN AT A SCALE NOT GREATER THAN

- (a) ONE (1) INCH EQUALS FIFTY (50) FEET FOR A PROPERTY IN EXCESS OF TWO (2) ACRES.
 - (b) ONE (1) INCH EQUALS TWENTY (20) FEET FOR A PROPERTY EQUAL TO OR LESS THAN TWO (2) ACRES.
14. **INCLUDE DOCUMENTATION THAT REQUIRED APPLICATION, PLANS, RELATED MATERIALS AND INFORMATION HAS BEEN SUBMITTED TO THE APPROPRIATE AGENCIES AND OFFICIALS AS SET FORTH IN SECTION 304.2 OF THE HARVEYS LAKE BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.**
15. **ATTACH TEN (10) COPIES OF:**
- A. CERTIFICATION OF OWNERSHIP.**
 - B. EXISTING AND PROPOSED EASEMENTS AND DEED RESTRICTIONS, IF ANY.**
 - C. ENGINEERING PROFILES, TYPICAL CROSS-SECTIONS AND SPECIFICATIONS OF ALL PROPOSED IMPROVEMENTS.**
 - D. COMPLETED DEP SEWAGE PLANNING MODULE.**
 - E. ITEMIZED ESTIMATED COST OF ALL REQUIRED AND/OR PROPOSED IMPROVEMENTS.**
 - F. ANY OFFERS OF DEDICATION FOR STREETS OR OTHER REQUIRED PUBLIC IMPROVEMENTS.**
 - G. THE COMPLETED COPY OF THE APPLICABLE HIGHWAY OCCUPANCY PERMIT.**
 - H. A COMPLETE LISTING OF ALL PUBLIC UTILITY COMPANIES INTENDED TO PROVIDE SERVICE TO THE LOTS WITHIN THE SUBDIVISION AND A LETTER FROM EACH APPLICABLE UTILITY COMPANY INDICATING THAT SAID COMPANY CAN AND SHALL ADEQUATELY SERVE THE LOTS WITHIN THE PROPOSED SUBDIVISION, INCLUDING ANY CONDITIONS REQUIRED FOR THE PROVISION OF SERVICE.**

CERTIFICATION OF INFORMATION AND PAYMENT OF CONSULTING FEES

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND ACCURATE TO

THE BEST OF MY KNOWLEDGE. I FURTHER AGREE TO REIMBURSE HARVEYS LAKE BOROUGH OR ALL CONSULTING FEES INCURRED BY HARVEYS LAKE BOROUGH FOR THE REVIEW AND INSPECTION OF THIS APPLICATION AND ACCOMPANYING PLANS AS SO REQUIRED AND DIRECTED BY HARVEYS LAKE BOROUGH. SAID PAYMENT WILL BE MADE IN FULL WITHIN 30 DAYS FROM BILLING DATE INDICATED UPON THE INVOICE. I FURTHER CERTIFY AND AGREE TO PROVIDE THE BOROUGH WITH "AS BUILT" DRAWINGS OF ALL IMPROVEMENTS PRIOR TO FINAL APPROVAL OF THE SUBDIVISION PLANS.

SIGNATURE OF APPLICANT/DEVELOPER

DATE

SIGNATURE OF OWNER OF RECORD
(IF NOT SAME AS APPLICANT/DEVELOPER)

DATE

THE INDIVIDUALS SIGNING ABOVE, OR THEIR DESIGNATED REPRESENTATIVE LISTED BELOW, MUST ATTEND THE APPROPRIATE HARVEYS LAKE BOROUGH PLANNING COMMISSION MEETING AND APPROPRIATE THE HARVEYS LAKE BOROUGH SUPERVISORS' MEETING TO DISCUSS THIS APPLICATION AND TO RESPOND TO ANY QUESTIONS. FAILURE TO DO SO MAY RESULT IN DISAPPROVAL OF THE PROPOSED SUBDIVISION.

DESIGNATED REPRESENTATIVE:

A. NAME: _____

B. ADDRESS: _____

C. PHONE NUMBER: _____

TO BE COMPLETED BY HARVEYS LAKE BOROUGH

A. BOROUGH APPLICATION FEE AND DATE RECEIVED:

B. COUNTY REVIEW FEE: _____

C. THE DATE PLANS AND APPLICATION WERE SUBMITTED OR MAILED TO LUZERNE COUNTY PLANNING COMMISSION. _____

D. FIRST MEETING DATE AT WHICH THIS SUBDIVISION PLAN WAS CONSIDERED BY THE HARVEYS LAKE BOROUGH PLANNING COMMISSION:

E. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF ANY CONSULTANT TO HARVEYS LAKE BOROUGH AND COMMENTS OF THE LUZERNE COUNTY PLANNING COMMISSION.

G. ATTACH AND/OR INDICATE THE RECOMMENDATION OF THE HARVEYS LAKE BOROUGH PLANNING COMMISSION.

H. DECISION RENDERED AND DATE OF DECISION BY THE HARVEYS LAKE BOROUGH COUNCIL.

I. DATE OF MAILING OF WRITTEN NOTIFICATION OF DECISION TO APPLICANT: _____

**HARVEYS LAKE BOROUGH
MINOR SUBDIVISION APPLICATION**

APPLICATION NO. _____

1. **APPLICANT**

NAME: _____

ADDRESS: _____

PHONE: _____

2. **OWNER OF RECORD**

NAME: _____

ADDRESS: _____

PHONE: _____

ATTACH ADDITIONAL SHEET IF NECESSARY

3. **REGISTERED SURVEYOR/ENGINEER**

NAME: _____

ADDRESS: _____

PHONE: _____

4. **LOCATION/ADDRESS OF PROPERTY TO BE SUBDIVIDED:**

5. **LUZERNE COUNTY TAX MAP DESCRIPTION:**

VOLUME _____ PAGE _____ LOT NUMBER _____

ATTACH A COPY OF THE CURRENT DEED OF RECORD FOR THE
SUBJECT PROPERTY.

6. **LINEAR DIMENSIONS OF LOT AND TOTAL AREA (SQUARE FEET
AND ACREAGE) OF LOT PRIOR TO SUBDIVISION:**

7. **LINEAR DIMENSIONS OF EACH LOT AND TOTAL SQUARE FEET AND ACREAGE OF EACH LOT TO BE CREATED UPON SUBDIVISION APPROVAL**

LOT #1 _____
LOT #2 _____
LOT #3 _____
LOT #4 _____
LOT #5 _____
LOT #6 _____

8. **ZONING DISTRICT(S) IN WHICH THE PROPERTY IS LOCATED:**

9. **ARE ANY MODIFICATIONS FROM THE HARVEYS LAKE BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUESTED?**

YES NO

IF YES, SPECIFY BELOW THE REQUESTED MODIFICATIONS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE RELATED TO SUCH REQUEST.

ATTACH ADDITIONAL SHEETS AS NECESSARY

STATE IN FULL BELOW THE GROUNDS AND/OR FACTS OF UNREASONABLENESS OR HARDSHIP TO SUPPORT THE REQUESTED MODIFICATION(S).

ATTACH ADDITIONAL SHEETS IF NECESSARY

10. **PROPOSED TYPE OF SEWAGE DISPOSAL:**

APPROPRIATE SEWAGE PLANNING MODULE IS REQUIRED IN ACCORDANCE WITH THE GOVERNING REGULATIONS OF THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION.

11. **NARRATIVE REPORT, WITH SUFFICIENT DETAIL, ON NATURE OF PROPOSED DEVELOPMENT AND INTENDED USE AND DISPOSITION OF SUBDIVIDED PROPERTY.**

12. **ARE ANY MODIFICATIONS FROM THE HARVEYS LAKE BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUESTED?**

YES NO

IF YES, SPECIFY BELOW THE REQUESTED MODIFICATIONS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE RELATED TO SUCH REQUEST.

ATTACH ADDITIONAL SHEETS IF NECESSARY

STATE IN FULL BELOW THE GROUNDS AND/OR FACTS OF UNREASONABLENESS OR HARDSHIP TO SUPPORT THE REQUESTED MODIFICATION(S).

ATTACH ADDITIONAL SHEETS IF NECESSARY

13. **PROVIDE TEN (10) COMPLETED COPIES OF THE MINOR SUBDIVISION APPLICATION WITH APPLICABLE BOROUGH FEES AND TEN (10) PREFOLDED COPIES OF THE SUBDIVISION PLAN AT A SCALE NOT GREATER THAN**

(a) **ONE (1) INCH EQUALS FIFTY (50) FEET FOR A PROPERTY IN EXCESS OF TWO (2) ACRES.**

(b) **ONE (1) INCH EQUALS TWENTY (20) FEET FOR A PROPERTY EQUAL TO OR LESS THAN TWO (2) ACRES.**

14. **INCLUDE DOCUMENTATION THAT REQUIRED APPLICATION, PLANS, RELATED MATERIALS AND INFORMATION HAS BEEN SUBMITTED TO THE APPROPRIATE AGENCIES AND OFFICIALS AS SET FORTH IN SECTION 304.2 OF THE HARVEYS LAKE BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.**

15. **ATTACH TEN (10) COPIES OF:**
 - A. **CERTIFICATION OF OWNERSHIP.**
 - B. **EXISTING AND PROPOSED EASEMENTS AND DEED RESTRICTIONS, IF ANY.**
 - C. **APPROVED DEP SEWAGE PLANNING MODULE.**
 - D. **IF APPLICABLE, APPROVED HIGHWAY OCCUPANCY PERMIT.**
 - E. **IF APPLICABLE, LETTERS OF CERTIFICATION FROM SUBJECT UTILITY COMPANIES INDICATING THAT PROPER WATER, SEWAGE, ELECTRICAL AND OTHER FACILITIES HAVE BEEN INSTALLED WITH CURRENT AVAILABLE SERVICE TO THE SUBJECT LOTS AND/OR ANY CONDITIONS REQUIRED FOR THE PROVISION OF SERVICE.**

CERTIFICATION OF INFORMATION AND PAYMENT OF CONSULTING FEES

HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER AGREE TO REIMBURSE HARVEYS LAKE BOROUGH OR ALL CONSULTING FEES INCURRED BY HARVEYS LAKE BOROUGH FOR THE REVIEW AND INSPECTION OF THIS APPLICATION AND ACCOMPANYING PLANS AS SO REQUIRED AND DIRECTED BY HARVEYS LAKE BOROUGH. SAID PAYMENT WILL BE MADE IN FULL WITHIN 30 DAYS FROM BILLING DATE INDICATED UPON THE INVOICE.

SIGNATURE OF APPLICANT/DEVELOPER

DATE

SIGNATURE OF OWNER
(IF NOT SAME AS APPLICANT/DEVELOPER)

DATE

THE INDIVIDUALS SIGNING THIS APPLICATION, OR THEIR DESIGNATED REPRESENTATIVE, MUST ATTEND THE APPROPRIATE HARVEYS LAKE BOROUGH MEETINGS TO RESPOND TO ANY QUESTIONS. FAILURE TO DO SO MAY RESULT IN DISAPPROVAL OF THE PROPOSED SUBDIVISION.

TO BE COMPLETED BY HARVEYS LAKE BOROUGH

A. HARVEYS LAKE BOROUGH APPLICATION FEE AND DATE RECEIVED:

B. COUNTY REVIEW FEE: _____

C. THE DATE PLANS AND APPLICATION WERE SUBMITTED OR MAILED TO LUZERNE COUNTY PLANNING COMMISSION. _____

D. FIRST MEETING DATE AT WHICH THIS SUBDIVISION PLAN WAS CONSIDERED BY THE HARVEYS LAKE BOROUGH PLANNING COMMISSION:

E. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF ANY CONSULTANT TO HARVEYS LAKE BOROUGH AND COMMENTS OF THE HARVEYS LAKE BOROUGH PLANNING COMMISSION AND LUZERNE COUNTY PLANNING COMMISSION.

F. DECISION RENDERED AND DATE OF DECISION BY THE HARVEYS LAKE BOROUGH COUNCIL.

G. DATE OF MAILING OF WRITTEN NOTIFICATION OF DECISION TO THE APPLICANT: _____

**HARVEYS LAKE BOROUGH
LAND DEVELOPMENT APPLICATION**

1. **APPLICANT**

NAME _____

ADDRESS _____

PHONE _____

2. **OWNER OF RECORD**

NAME _____

ADDRESS _____

PHONE _____

3. **REGISTERED SURVEYOR/ENGINEER**

NAME _____

ADDRESS _____

PHONE _____

4. **LOCATION/ADDRESS OF PROPERTY TO BE DEVELOPED**

5. **IS THE PROPOSED DEVELOPMENT LOCATED UPON ONE LOT OF RECORD?**

YES NO ATTACH COPY OF CORRESPONDING DEED(S)

6. **LINEAR DIMENSIONS OF LOT AND TOTAL AREA (SQUARE FEET OR ACREAGE)**

7. **IF APPLICABLE, LIST LINEAR DIMENSIONS AND SQUARE FEET OF THE LAND AREAS AND/OR PARCELS TO BE LEASED AND/OR CREATED WITHIN THE EXISTING DEED(S) OF RECORD. ATTACH INDIVIDUAL DESCRIPTIONS OF EACH.**

LOT #1 _____

LOT #2 _____

LOT #3 _____

8. **TAX MAP DESCRIPTION:** MAP ___ BLOCK ___ LOT NUMBER _____

9. **ZONING DISTRICT** _____

10. **SEWAGE DISPOSAL:** ON-LOT CENTRAL

ATTACH COPY OF DEP PLANNING MODULE AND DATE OF SUBMISSION TO DEP.

11. **ATTACH SEPARATE NARRATIVE WHICH DESCRIBES ALL EXISTING USES, STRUCTURES, BUILDINGS, PARKING, ETC. LOCATED UPON THE SITE. PLAN MUST ILLUSTRATE THE DIMENSIONS OF EACH AND THE SETBACK DISTANCES FROM ALL PROPERTY BOUNDARIES.**

12. **ATTACH SEPARATE NARRATIVE WHICH DESCRIBES PROPOSED DEVELOPMENT UPON THE SITE. PLAN MUST ILLUSTRATE THE AFOREMENTIONED INFORMATION INCLUDING THE DIMENSIONS OF EACH AND SETBACK DISTANCES FROM ALL PROPERTY LINES.**

13. **HAS THE ZONING OFFICER DETERMINED IF THE PROPOSED LAND DEVELOPMENT, IF APPROVED, WILL REQUIRE ANY VARIANCES?**

YES NO

IF YES, SPECIFY ANY REQUIRED VARIANCES PER THE DECISION OF THE ZONING OFFICER

14. **ARE ANY MODIFICATIONS FROM THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUESTED?**

YES NO

IF YES, SPECIFY THE REQUESTED MODIFICATIONS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE RELATED TO SUCH REQUEST.

15. **ATTACH TEN (10) PREFOLDED COPIES OF THE LAND DEVELOPMENT PLAN AT A SCALE NOT GREATER THAN:**

- (a) ONE (1) INCH EQUALS FIFTY (50) FEET FOR A PROPERTY IN EXCESS OF TWO (2) ACRES.
- (b) ONE (1) INCH EQUALS TWENTY (20) FEET FOR A PROPERTY EQUAL TO OR LESS THAN TWO (2) ACRES.

16. **INCLUDE DOCUMENTATION THAT REQUIRED APPLICATION, PLANS, RELATED MATERIALS AND INFORMATION HAS BEEN SUBMITTED TO THE APPROPRIATE AGENCIES AND OFFICIALS AS SET FORTH IN SECTION 304.2 OF THE HARVEYS LAKE BOROUGH SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.**

17. **ATTACH TEN (10) PREFOLDED COPIES OF SUPPORTING PLANS AND MATERIAL, AS APPLICABLE:**

- A. CERTIFICATION OF OWNERSHIP.
- B. EXISTING AND PROPOSED EASEMENTS AND DEED RESTRICTIONS, IF ANY.
- C. ENGINEERING PROFILES, TYPICAL CROSS-SECTIONS AND SPECIFICATIONS OF ALL PROPOSED IMPROVEMENTS.
- D. COMPLETED DEP SEWAGE PLANNING MODULE.
- E. ITEMIZED ESTIMATED COST OF ALL REQUIRED AND/OR PROPOSED IMPROVEMENTS.
- F. ANY OFFERS OF DEDICATION FOR STREETS OR OTHER REQUIRED PUBLIC IMPROVEMENTS.

- G. THE COMPLETED COPY OF THE APPLICABLE HIGHWAY OCCUPANCY PERMIT.
- H. A COMPLETE LISTING OF ALL PUBLIC UTILITY COMPANIES INTENDED TO PROVIDE SERVICE TO THE PROPOSED LAND DEVELOPMENT AND A LETTER FROM EACH APPLICABLE UTILITY COMPANY INDICATING THAT SAID COMPANY CAN AND SHALL ADEQUATELY SERVE THE LOTS WITHIN THE PROPOSED LAND DEVELOPMENT, INCLUDING ANY CONDITIONS REQUIRED FOR THE PROVISION OF SERVICE.

CERTIFICATION OF INFORMATION AND PAYMENT OF CONSULTING FEES

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER AGREE TO REIMBURSE HARVEYS LAKE BOROUGH OR ALL CONSULTING FEES INCURRED BY HARVEYS LAKE BOROUGH FOR THE REVIEW AND INSPECTION OF THIS APPLICATION AND ACCOMPANYING PLANS AS SO REQUIRED AND DIRECTED BY HARVEYS LAKE BOROUGH. SAID PAYMENT WILL BE MADE IN FULL WITHIN 30 DAYS FROM BILLING DATE INDICATED UPON THE INVOICE. I FURTHER CERTIFY AND AGREE TO PROVIDE THE BOROUGH WITH "AS BUILT" DRAWINGS OF ALL IMPROVEMENTS PRIOR TO FINAL APPROVAL OF THE LAND DEVELOPMENT PLANS.

SIGNATURE OF APPLICANT/DEVELOPER

DATE

SIGNATURE OF OWNER OF RECORD
(IF NOT SAME AS APPLICANT/DEVELOPER)

DATE

THE INDIVIDUALS SIGNING ABOVE, OR THEIR DESIGNATED REPRESENTATIVE LISTED BELOW, MUST ATTEND THE APPROPRIATE HARVEYS LAKE BOROUGH PLANNING COMMISSION MEETING AND APPROPRIATE THE HARVEYS LAKE BOROUGH SUPERVISORS' MEETING TO DISCUSS THIS APPLICATION AND TO RESPOND TO ANY QUESTIONS. FAILURE TO DO SO MAY RESULT IN DISAPPROVAL OF THE PROPOSED SUBDIVISION.

DESIGNATED REPRESENTATIVE:

A. NAME: _____

B. ADDRESS: _____

C PHONE NUMBER: _____

TO BE COMPLETED BY HARVEYS LAKE BOROUGH

A. BOROUGH APPLICATION FEE AND DATE RECEIVED: _____

B. COUNTY REVIEW FEE: _____

C. THE DATE PLANS AND APPLICATION WERE SUBMITTED OR MAILED TO LUZERNE COUNTY PLANNING COMMISSION. _____

D. FIRST MEETING DATE AT WHICH THIS LAND DEVELOPMENT PLAN WAS CONSIDERED BY THE HARVEYS LAKE BOROUGH PLANNING COMMISSION:

E. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF ANY CONSULTANT TO HARVEYS LAKE BOROUGH AND COMMENTS OF THE LUZERNE COUNTY PLANNING COMMISSION.

G. ATTACH AND/OR INDICATE THE RECOMMENDATION OF THE HARVEYS LAKE BOROUGH PLANNING COMMISSION.

H. DECISION RENDERED AND DATE OF DECISION BY THE HARVEYS LAKE BOROUGH COUNCIL.

I. DATE OF MAILING OF WRITTEN NOTIFICATION OF DECISION TO APPLICANT: _____