



# POLK TOWNSHIP SUPERVISORS

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

Phone: 610-681-5376 Fax: 610-681-3063 E-mail: info@polktwp.org

## 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.

<b>Plan Name:</b>			<b>Date of Submission:</b>	
	Fee			Escrow
<b>Plan Type:</b>	<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>	\$150	\$500	
	<input type="checkbox"/> Minor Subdivision	\$150	\$1000	
	<input type="checkbox"/> Major Subdivision- <i>Preliminary or Final</i>	\$300	\$75 per lot + \$1500	
	<input type="checkbox"/> Land Development- <i>Preliminary or Final</i>	\$300	\$150 per lot + \$2000	
	<input type="checkbox"/> Recreational Fee	\$600	-Per new lot or dwelling	
			-Applies to residential subdivisions with 5 or more lots and all residential land development	
<b>Property Owner</b>			<b>Surveyor/ Engineer</b>	
<b>Phone</b>			<b>Phone</b>	
<b>Address</b>			<b>Address</b>	
<b>Email</b>			<b>Email</b>	

APPLICANT CHECKS OFF ITEMS SUBMITTED	TOWNSHIP COMMENT ONLY on receipt of submission items
Signed Agreement & Fee	
5 Sets Paper Plans	
Digital PDF plan sent to info@polktwp.org	
Copy of Deed(s)	
Copy of Surveyor or Engineer License	
Closure/area sheet (each lot, road and boundary)	
MCPC Submission Receipt	

**FOR ADDITION SUBMISSION REQUIREMENTS, PLEASE SEE POLK TOWNSHIP SALDO ORDINANCE.**

**PLEASE SEE ATTACHED SHEET FOR REQUIRED SUPPORTING DOCUMENTS.**

**2022 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 # \_\_\_\_\_

Polk Township  
SALDO Requirements

11/13/2020

**LOT IMPROVEMENT SUBDIVISION §345-308.A / §345-405.A**

*(lot joinder from recorded subdivision plan)*

Signed Agreement & Fee  
5 sets Paper Plans  
Digital PDF plan  
Copy of Deed(s)  
Copy of Surveyor's License  
Closure/area sheet (each lot, road and boundary) \*Unless based on record information\*  
Written request for modification/waiver \*if necessary\*  
MCPC submission receipt

*Reviewed by Supervisors*

Tax certifications

Copy of original subdivision

Copy of proposed deed

\*\*\*A copy of the recorded deed must be provided within 90 days of plan approval \*\*\*

**LOT IMPROVEMENT SUBDIVISION §345-308.B**

*(lot joinder from unrecorded subdivision plan, lot line adjustments)*

Signed Agreement & Fee  
5 sets Paper Plans  
Digital PDF plan  
Copy of Deed(s)  
Copy of Surveyor's License  
Closure/area sheet (each lot, road and boundary)  
Written request for modification/waiver \*if necessary\*  
MCPC submission receipt

*Reviewed by Planning Commission*

Tax certifications if reduction in number of lots

Copy of proposed deed

\*\*\*A copy of the recorded deed must be provided within 90 days of plan approval \*\*\*

**MINOR SUBDIVISION §345-305 / §345-307 / §345-308.B**

*(subdivision that creates 5 or less lots, no new roads)*

Signed Agreement & Fee  
5 sets Paper Plans  
Digital PDF plan  
Copy of Deed(s)  
Copy of Surveyor's License  
Closure/area sheet (each lot, road and boundary)  
Written request for modification/waiver \*if necessary\*  
MCPC submission receipt

*Reviewed by Planning Commission*

PA DEP Planning Module

PNDI report

MCCD submission receipt, if disturbance of 1 acre

Polk Township  
SALDO Requirements

11/13/2020

**MAJOR SUBDIVISION §345-303 /§345-304**

- Signed Agreement & Fee
- 5 sets Paper Plans\*
- Digital PDF plan
- Copy of Deed(s)
- Copy of Surveyor's License
- Closure/area sheet (each lot, road and boundary)
- Written request for modification/waiver \*if necessary\*
- MCPC submission receipt

*(subdivision that creates 6 or more lots or includes new roads)  
Review by Planning Commission*

- PA DEP Planning Module
- PNDI report
- MCCD submission receipt, if disturbance of 1 acre

**\*Paper plan submissions generally include:**  
Site context map  
Existing resources and site analysis plan  
Resource impact and conservation analysis  
Subdivision/improvement plans  
    Subdivision (lots and roads) plans  
    Road profiles  
    Stormwater plan  
    E&S plan  
Various studies

**LAND DEVELOPMENT §345-304/ §345-304 /§345-306**

- Signed Agreement & Fee
- 5 sets Paper Plans\*
- Digital PDF plan
- Copy of Deed(s)
- Copy of Surveyor's License
- Closure/area sheet (each lot, road and boundary)
- Written request for modification/waiver \*if necessary\*
- MCPC submission receipt

*(commerical development, multi-family residential housing  
construction)  
Review by Planning Commission*

- PA DEP Planning Module
- PNDI report
- MCCD submission receipt, if disturbance of 1 acre
- Copy of engineer/surveyor license

**\*Paper plan submissions generally include:**  
Site context map  
Existing resources and site analysis plan  
Resource impact and conservation analysis  
Subdivision/improvement plans  
    Subdivision (lots and roads) plans  
    Road profiles  
    Stormwater plan  
    E&S plan  
Various studies

POLK TOWNSHIP, MONROE COUNTY, PENNSYLVANIA  
RESOLUTION 2019- 05

RESOLUTION PERTAINING TO NOTARY STATEMENT  
REQUIRED ON RECORDED PLANS

**WHEREAS**, Polk Township adopted a Subdivision and Land Development Ordinance (“SALDO”) in 2015; and

**WHEREAS**, Section 408.1 of the Polk Township SALDO provides requirements for plans to be recorded; and

**WHEREAS**, the Board of Supervisors wish to require a Notary statement on recorded subdivision plans acknowledging the landowners’ signatures, and wish to so advise plan applicants without formally amending the SALDO.

**NOW, THEREFORE, be it RESOLVED as follows:**

1. A Notary acknowledgment and signature of the Notary Public or other qualified officer, acknowledging the owner’s signature should appear on all plans. The Notary statement shall read:

State of \_\_\_\_\_

County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_ known to me (or satisfactory proven) to be the person(s) whose name(s) are subscribed to the within instrument, and acknowledged that he/she/they executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and seal.

\_\_\_\_\_  
Notary Public

Commission expires: \_\_\_\_\_

2. The above requirement shall be added to the informational packet given to property owners at the time an application is made for subdivision or land development under the SALDO.

**IN WITNESS WHEREOF**, the Polk Township Board of Supervisors approves this Resolution the 20 day of may, 2019.



ATTEST:

Ruthanne K. Toner  
Ruthanne K. Toner, Secretary

Brian K. Ahner  
Brian K. Ahner, Chairman

Michael D. Hurley  
Michael D. Hurley, Vice Chairman

Carl S. Heckman  
Carl S. Heckman