



# 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"/> Stormwater Plan Review	\$300
<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.**

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