

Taylor Borough Planning Commission

122 UNION STREET TAYLOR, PENNSYLVANIA 18517

Phone: (570) 562-1400 Fax: (570) 562-1415

TaylorBorough.com

Re: Planning Project Contact Information

Please provide all requested information pertaining to the current project you have submitted to the Taylor Planning Commission, so we can contact the appropriate party in regards to updates, review fee schedules in a timely fashion.

PROJECT NAME: _____

PROJECT OWNER: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

ENGINEERING FIRM: _____

FIRM CONTACT: _____

ADDRESS: _____

PHONE NUMBERS: _____

E-MAIL ADDRESS: _____

BILLING FIRM: _____

FIRM CONTACT: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

If you should have any questions, please don't hesitate to contact the Chairman of the Taylor Planning Commission.

5/28/2015

BOROUGH OF TAYLOR
LACKAWANNA COUNTY, PA

TRACKING SYSTEM
SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS

TYPE OF APPLICATION: SUBDIVISION () OR LAND DEVELOPMENT ()

NAME OF APPLICANT _____

NAME OF DEVELOPMENT _____

DESCRIPTION OF DEVELOPMENT:

1. Area (acres) _____
2. Use, units, etc. _____

A. Pre-Application Review Date _____ Pre-Application Response Date _____

B. Preliminary Application

1. Date filed with fees _____ Fee amount \$ _____
2. Action deadline (a) _____
3. Date of application and fee to County Planning Commission _____
4. Response of County Planning Commission: Deadline (30 days) _____
Receipt _____
5. Date of Planning Commission action _____
6. Date of action communicated to applicant (a) (b) _____

C. Final Application

1. Date filed _____
2. Action deadline (a) _____
3. Date of Planning Commission action _____
4. Date of action communicated to applicant (a) (b) _____
5. Date of recording of approved plat _____
(max. 90 days after approval)

D. Billing of Review Fees

1. Date of billing _____ Amount billed \$ _____
2. Date objection filed _____
(max. 10 working days from billing date)
3. Deadline to resolve dispute or appoint engineer _____
(max. 20 working days from billing date)
4. Deadline for final resolution _____
(max. 50 working days from billing date)

NOTES: (a) Not more than 90 days from 1st subsequent Planning Commission meeting; if no meeting within 30 days of filing, then 90 days from 30th day after filing.
(b) Not more than 15 days after action is taken.

E. Improvements

1. Performance bond amount \$ _____
2. Release of Progress Payments
 - a. Request #1 Date _____ Amount \$ _____
 - b. Municipal Engineer certification of completion _____
(not more than 45 days from E.2.a.)
 - c. Amount released \$ _____
3. Release of Progress Payments
 - a. Request #2 Date _____ Amount \$ _____
 - b. Municipal Engineer certification of completion _____
(not more than 45 days from E.3.a.)
 - c. Amount released \$ _____
4. Release of Progress Payments
 - a. Request #3 Date _____ Amount \$ _____
 - b. Municipal Engineer certification of completion _____
(not more than 45 days from E.4.a.)
 - c. Amount released \$ _____
5. Completion of Improvements
 - a. Date developer notifies Governing Body _____
 - b. Date Governing Body notifies Engineer _____
(not more than 10 days from 5.a.)
 - c. Date of Engineer's report _____
(not more than 30 days from 5.b.)
 - d. Date Governing Body notifies developer _____
(not more than 15 days from 5.c.)

F. Final Summary of Review Fees

1. Fees Billed \$ _____ Date _____
2. Fees Received \$ _____ Date _____
3. Actual Cost \$ _____ Date _____
4. Difference \$ _____ Date _____
5. Adjusted Billing \$ _____ Date _____
Check One: Refund () or Developer Payment ()
6. Adjustment Payment: Date _____ Amount \$ _____

G. Recreation Impact

1. Land, fee, improvement (describe) _____

2. Date of developer's compliance/offer _____
3. Amount of developer's compliance _____
4. Date of municipal acceptance of compliance/offer _____

BOROUGH OF TAYLOR
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

CHECK-LIST

PRE-APPLICATION

I. GENERAL INFORMATION

- A _____ Describe existing covenants.
- B _____ Describe land characteristics.
- C _____ Describe available community facilities and utilities.
- D _____ Describe the proposed development.
 - _____ Proposed use
 - _____ Number of lots, buildings, establishments
 - _____ Typical lot sizes and dimensions
 - _____ Proposed prices
 - _____ Proposed covenants
 - _____ Proposed streets and utility improvements
 - _____ Sketch plan showing proposed development layout

II. LOCATION MAP

- A _____ Name of development
- B _____ Zoning of the site and adjacent lands
- C _____ North arrow, scale and date
- D _____ Hazardous features
- E _____ Relationship to existing:
 - _____ Public facilities
 - _____ Shopping facilities
 - _____ Traffic arteries
 - _____ Principal places of employment

III. TOPOGRAPHIC MAP (At a scale of not less than 100 feet = 1 inch),
showing:

- A _____ The proposed name of the Subdivision/Development
- B _____ Name of the Subdivider/Developer
- C _____ Name of the registered owner
- D _____ North point, scale and date
- E _____ Name of engineer, surveyor, or other qualified person responsible for the map
- F _____ Tract boundaries with bearings and distances
- G _____ Topography, with elevations based on data approved by the Commission, and showing contours at vertical intervals of five (5) feet, or as required by the Municipal Engineer
- H _____ Approximate location of water courses, tree masses, rock out-crops, existing buildings, and actual location of sewers, inlets, water mains, easements, fire hydrants, railroads, existing or confirmed streets and their established grades
- I _____ Adjacent streets

BOROUGH OF TAYLOR
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE

CHECK-LIST

MINOR SUBDIVISIONS

SUBMIT FOUR (4) COPIES OF THE FOLLOWING

- A _____ PROPOSED SUBDIVISION LAYOUT
_____ Property Dimensions
_____ Distances between property lines and existing buildings
_____ on the site and adjacent to the site
- B _____ EXISTING CONDITIONS
_____ Adjacent street widths
_____ Location and characteristics of existing utilities
_____ Water courses
_____ Other drainage facilities
_____ Special features/hazards
- C _____ CERTIFICATIONS
_____ Evidence of adequacy of on-site sewage disposal, if
_____ applicable
_____ Evidence of adequate water supply

BOROUGH OF TAYLOR
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE
CHECK-LIST

MAJOR SUBDIVISIONS OR LAND DEVELOPMENTS

PRELIMINARY APPLICATION

SUBMIT EIGHT (8) COPIES OF THE FOLLOWING, MARKED "PRELIMINARY APPLICATION":

A _____ ENGINEERING DATA - Section 205a.3)

- 1 _____ Results of review for compliance with the Sewage Facilities Act (D.E.R. or S.E.O.)
- 2 _____ Evidence of notification of all affected utilities regarding adequacy of proposed easements
- 3 _____ Soil erosion and sedimentation control plan, by stages
- _____ Review by Municipal Engineer
- _____ Review by County Soils Conservation Office

B _____ GENERAL INFORMATION - Section 205b.1)

- 1 _____ Plan specifications:
_____ 1 inch = 50 ft., or _____ 1 inch = 100 ft.
- 2 _____ Proposed name of subdivision
- 3 _____ Names and addresses of applicant(s), and their professionals, including seals
- 4 _____ Proposed street layout, showing street names, proposed widths of rights-of-way, and pavement widths
- 5 _____ Layout of lots, showing dimensions and numbers, and existing zoning designation
- 6 _____ Parcels of land proposed to be dedicated to the Borough
- 7 _____ Legend and notes
- 8 _____ Building setback or front yard lines
- 9 _____ Graphic scale, north point and date
- 10 _____ A location map showing subdivision name and location; tax map number; major existing thoroughfares related to the subdivision, including the distance therefrom; title, graphic scale, north point and date
- 11 _____ Tract boundary lines, showing dimensions, bearings, and corners
- 12 _____ Existing streets and rights-of-way, on or adjoining the site, including dedicated widths and roadway widths
- 13 _____ Easements: Locations, widths, and purposes

- 14 _____ Existing and proposed utilities including sanitary and storm sewers, and other drainage facilities. Size or capacity of each should be shown and the location of, or distance to, each existing utility indicated
- 15 _____ Existing platting of adjacent land
- 16 _____ Areas subject to periodic flooding
- 17 _____ Other features or conditions which would affect the subdivision
- 18 _____ A description of the protective covenants or private restrictions to be incorporated in the deeds
- 19 _____ Site data including the number of residential lots, typical lot size, the acreage of the subdivision/development and the acreage in proposed recreation, and other public, semi-public and community areas
- 20 _____ Physical features such as railroads, existing permanent buildings, water courses, and other existing features pertinent to proper subdivision shall be shown
- 21 _____ Contours at vertical intervals of two (2) feet if the general slope of the site is less than ten (10%) percent and at vertical intervals of five (5) feet if the general slope is greater than ten (10%) percent

C _____ ENGINEER'S REPORT

The following shall be shown on the Preliminary Plat or the Engineer's Report:

- 1 _____ Profile of each street showing existing ground lines and proposed grades
- 2 _____ A typical cross section of each type of roadway to be built, including all applicable cross-section data for the entire width of rights-of-way
- 3 _____ The proposed type of surfacing for streets
- 4 _____ Information regarding existing drainage systems in the subdivision/development, both surface and underground, including the location, size, type and grade of drainage structures, storm sewers, drain tile and drainage ditches. The engineer's opinion shall be expressed regarding the adequacy of such drainage facilities, and the basis given for such conclusions.
- 5 _____ Information regarding proposed drainage systems in the subdivision, both surface and underground, including the size, location, type and grade of drainage structures, storm sewers, drain tile and drainage ditches proposed to be constructed, and the drainage areas they are designed for.

- 6 _____ The location of all water courses, bodies of water or streams with their low and high water elevations. All the elevations shall be United States Geological survey Datum.
- 7 _____ Sanitary sewers, either in place or proposed
- 8 _____ Results of soil seepage tests which have been conducted throughout the area to determine the ability of the soil to dispose of sewage wastes by seepage.
- 9 _____ A description of the water supply and sewage disposal facilities which will operate successfully in the subdivision/development. In the event individual septic tanks are to be installed, the minimum area required per family for a seepage bed based on the soil seepage tests shall be given.
- 10 _____ Water Supply. A copy of a Certificate of Public Convenience from the Pennsylvania Public Utility Commission or an application for such certificate, a cooperative agreement or a commitment or agreement to serve the area in question.
- 11 _____ Planning Modules. When planning modules are required by the Pennsylvania Department of Environmental Resources (DER). Evidence of DER approval of planning modules, if applicable.
- 12 _____ Where the owner of the site under consideration owns contiguous land suitable for development, the above-described engineering data shall cover all such contiguous lands.
- 13 _____ Highway occupancy permit, if applicable.

BOROUGH OF TAYLOR
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE
CHECK-LIST
MAJOR SUBDIVISIONS OR LAND DEVELOPMENTS

FINAL APPLICATION

SUBMIT EIGHT (8) COPIES OF THE FOLLOWING MARKED "FINAL APPLICATION":

A _____ IMPROVEMENTS

- 1 _____ Municipal Engineer's approval of completion of required improvements
- or 2 _____ Financial security in an amount sufficient to cover the cost of such improvements
- 3 _____ Financial security to secure structural integrity of such improvements

B _____ SUPPORTING DOCUMENTS - Section 207r.

- 1 _____ Evidence showing that all general taxes on the subdivision have been paid in full to date, and that all special taxes or assessments, have been paid or discharged in full or that the court under which side assessments were made has entered an order redistributing the assessments against the land platted.
- 2 _____ A copy of the Sales contract
- 3 _____ A statement signed by the subdivider/developer, setting forth the public improvements he proposes to make, together with plans, specifications, and estimates of cost therefor.
- 4 _____ An affidavit that the applicant is the owner or equitable owner of the land proposed to be subdivided.
- 5 _____ Location and method of street lighting facilities.
- 6 _____ Deed of dedication of streets and other public property.
- 7 _____ Front yard setback lines, the minimum as fixed by the Borough's Zoning Ordinance, and any other setback or street lines established by this Ordinance and those specified in the deed restrictions.
- 8 _____ A check payable to the municipality in an amount determined by the Municipal Engineer sufficient to cover the cost of:
- a) Reviewing the Application's Engineering details;
 - b) Inspecting the site for conformance to survey;

- c) Preparing the cost estimates of required improvements;
- d) Inspection of required improvements during installation; and
- e) Final inspection on completion of installation of required improvements; and
- f) Fees charged by the County Planning Commission and fees for other related consulting services.

C _____ OTHER INFORMATION

- 1 _____ Primary control points, approved by the engineer, or description and "ties" to such control points.
- 2 _____ Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way, and property lines of residential lots and other sites with accurate dimensions, bearings, or deflection angles, and radii, arcs, and central angles of all curves.
- 3 _____ Accurate distances and directions to the nearest established street corners or official monuments. Reference corners shall be accurately described on the plan.
- 4 _____ Accurate locations of all existing and recorded streets intersecting the boundaries of the tract and the names of such streets.
- 5 _____ Location, dimensions, and purpose of easements, including any limitations on such easements.
- 6 _____ Number to identify each lot and/or site, and street numbers of lots.
- 7 _____ Accurate dimensions and purposes for any property to be dedicated or reserved for public, semi-public or community use.
- 8 _____ Building lines on all lots and other sites.
- 9 _____ Profiles of streets and alleys showing grades at minimum scale of fifty (50) feet horizontal and ten (10) feet vertical.
- 10 _____ Cross sections for the entire width of each right-of-way of the streets and alleys showing the width of the right-of-way, width of cartway, location and width of sidewalks, and location and size of utility mains.
- 11 _____ Names of record owners of adjoining unplatted land.
- 12 _____ Reference to recorded subdivision applications of adjoining platted land by record name, date and number.
- 13 _____ Certification by licensed Surveyor or licensed Engineer certifying to accuracy of survey and application.
- 14 _____ Proposed Protective Covenants running with the land, if any.
- 15 _____ Proposed contours at vertical intervals as set forth in Section 205 b.1)a)20).

16 _____ The Application shall have lettered upon it a statement delineating the areas proposed to be dedicated for such public uses as streets, alleys, public schools, parks or any other public use, and there shall be attached to the application a certificate of title certifying the ownership of all such lands to be so dedicated by said application.

17 _____ Plans and profiles of proposed sanitary and/or storm water sewers, with grades and pipe sizes indicated, and a plan of any proposed water distribution system showing pipe sizes and location of valves and fire hydrants.

D _____ POST APPROVAL REQUIREMENT

_____ Recorder of Deeds Certificate with two (2) copies of the application as recorded.

LACKAWANNA COUNTY REGIONAL PLANNING COMMISSION

FEE SCHEDULE

EFFECTIVE June 1, 2008

SUBDIVISION REVIEWS

Minor Subdivision (Less than five lots, including lot line revisions and lot consolidations)
Flat Fee: \$75.00

Major Subdivision (Five or more lots or any plan requiring road construction)
\$75.00 plus \$15.00 per lot. **Minimum fee: \$105.00**

LAND DEVELOPMENT REVIEWS

Two Single-Family Residential Dwellings on an Existing Lot
Flat Fee: \$75.00

Multi-Family Residential (Three or more residential units, such as apartments, townhomes, condominiums, dormitories, nursing homes, assisted-living facilities, etc.)
\$75.00 plus \$15.00 per unit. **Minimum fee: \$105.00**

Non-Residential Structures (Commercial, Office, Professional, Manufacturing, Warehousing/Distribution and similar facilities)
\$75.00 plus \$7.50 per 1,000 square feet of floor area

Government/Community Facilities/Schools/Non-profit Organizations
No Fee

OTHER FEES (No charge for Lacka Co munis/govt/nonprofits)

County Lines \$25.00 (maximum 2 free copies for munis/govt/nonprofits)

Annual Report \$5.00

Stormwater Management Plan \$25.00 (3 documents & maps)

Open Space Plan CD \$20.00

Open Space GIS Files CD \$150.00

Aerial Photos – DVDs

10,000'x10,000' tile \$15.00 per tile

Entire County \$1,500

Other GIS Data Layers - DVDs

1 municipality \$150 per layer \$500 all layers

2-5 contiguous municipalities \$250 per layer \$1,000 all layers

Entire county \$500 per layer \$1,500 all layers

All county GIS layers, including the digital aerial photography \$3,000

Copies \$0.50 per copy (after 4th sheet)

108 - Fee Schedule:**Lackawanna County Recommended Fee Schedule****Residential Developments****(For Townhouses consider "PAD" (Multi-unit Building) as 1 lot)**

1 Lot	\$ 60.00
2-4	125.00
5-10	325.00
11-25	500.00
26-50	700.00
51-70	1,000.00
71 & Above	1,000.00 + \$30.00 for each additional lot

Industrial/Commercial/Other

Less than .33 acres	\$ 75.00
.34 – 0.99 acre	\$ 250.00
1-4.99 acre	450.00
5-14.99 acres	900.00
15-30 acres	1,500.00
Over 30 acres	1,500 + \$30.00 for each additional acre (Round disturbance to nearest whole number)

Timber Harvest

Less than 25 acres	\$ 50.00
25-50 acres	150.00
50-250 acres	300.00
over 250 acres	450.00

E&S Plan associated with Chapter 105 General Permits, which are not part of larger Projects - \$75.00.

109 Approval:

Be it resolved this 24th day of February in the year 2004 that the Lackawanna County Conservation District does hereby adopt a fee schedule and policy for the review and approval of all Erosion and Sediment Control Plans as authorized by the Commonwealth of Pennsylvania Act Number 217 of 1945, Conservation District Law as amended, in accordance with the attached schedule of fees and policy.

Taylor Borough Planning Commission

122 UNION STREET TAYLOR, PENNSYLVANIA 18517
Phone: (570) 562-1400 Fax: (570) 562-1415

SUBDIVISION / LAND DEVELOPMENT APPROVAL EXTENSION

Taylor Planning Commission
122 Union Street
Taylor, PA. 18517

Re: Subdivision / Land Development Plan of _____

I/We submitted for official filing the referenced preliminary plan of subdivision, the submittal acceptance date is _____.

Please be advised that the undersigned, being duly authorized by the owner/developer/applicant, notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Taylor Borough Ordinances, this letter will serve as notice to the Taylor Borough Planning Commission, as well as, Taylor Borough Council its employees, officers and agents, including but not limited to the Zoning Officer, Engineer, Inspectors, and Code Officers that the requirement that action be taken on this subdivision / land development proposal within ninety (90) days (or such other applicable time period) of the acceptance date noted herein or otherwise provided, is hereby waived, without limitation as to time. This waiver is granted to permit us to make such adjustments or revisions to the plans as may be required during the plan review process.

Further, you are hereby assured that I/We will give Taylor Borough Planning Commission and the Council thirty (30) days prior written notice if I/We should determine that limiting the time of the review process becomes necessary. Such revocation notice shall be addressed separately to the Chairman of the Planning Commission with copies to the Borough Manager and President of Council at the above address. After the elapse of the 30-day revocation notice period, the Borough shall have an additional 45 days to issue any approvals, rejections, conditions or otherwise respond to our submission without prejudice or having been determined to be delinquent or a deemed approval arising. I/We further agree that Taylor Borough Planning Commission or other reviewing body having jurisdiction may impose a specific time limitation on the subject time extension, provided the Taylor Borough Planning Commission or other reviewing body notifies (the applicant) thirty (30) days prior to the date of the specific limit date. Such notification shall be made in writing.

Respectively

Signature: _____ Date: _____

Accepted by Planning Commission

_____ Date: _____