

§ 135-12 Preliminary plan submission and application procedure.		Item provided with application check here	Incomplete check here	Waiver requested in writing provide date
A	Minor and major subdivisions and land development preliminary plan submission procedure			
1	Eight copies of preliminary plans for all proposed major or minor subdivisions of land lying within the Township shall be filed with the Township Manager .			
2	Submission to county. The applicant shall also forward one copy of such plans and supporting documents to the Planning Commission of the County of Monroe for action or information as appropriate. The Township shall not approve such applications until the county report is received or until the expiration of 30 days from the date of application was forwarded to Monroe County.			
B	Date of consideration. Provided that plans and necessary supporting data are filed not less than 15 working days in advance of the meeting of the Township Planning Commission , plans will be considered, if completed by the Commission at its next meeting subsequent to filing .			
C	Commission takes final action. The plan filed with the Township Manager for a subdivision or development of a tract pursuant to this section shall be considered as a preliminary plan. However, if the plan and supporting data comply in all respects with the requirements for final plans, the Planning Commission may proceed to final action at the first consideration of the plan. Plans can be filed as either preliminary or for final plan approval and must be noted as such on the plan.			
D	Application procedure. An application for the approval of a preliminary plan shall:			
1	Include all land that the applicant proposes to subdivide or develop.			
2	Include all land, streets, roads, structures and utilities for a distance of 500 feet beyond the property lin.			
3	Be accompanied by a filing fee and escrow fee as prescribed by resolution by the Board of Supervisors of the Township of Tobyhanna .			
4	Comply in all respects with all articles of these regulations and with the Zoning OrdinanceEN officially adopted by the Township and all other appropriate ordinances and resolutions.			
5	Be accompanied by eight sets of the preliminary plan prepared in accordance with Article IV of these subdivision and land development regulations , which shall include, but not necessarily be limited to:			
a	Typical street cross-sections and center line profiles of proposed streets and major drainage facilities including a drainage plan .			
b	Any deed restrictions, protective or pending agreements under which lots are to be sold.			
c	Preliminary designs of any bridges or culverts.			
d	DEP planning modules and/or site suitability reports.			
e	Certifications of central water supply system per the DEP.			
f	Drainage plan report and calculations.			

	Monroe County soils and conservation sediment and erosion control plan and PennDOT permit applications as appropriate.			
E	Referral to the Planning Commission. Before submitting the preliminary plans to the Board of Supervisors for consideration, the applicant shall refer said plans to the Township Planning Commission for its recommendations. If the Planning Commission shall not make such recommendation within 60 days after such reference of a completed application, it shall be deemed consent thereto.			
F	Study of a preliminary plan. The Planning Commission will consider the recommendation of the County Planning Commission, the Township Engineer, Township Zoning Officer/Planner and Sewage Enforcement Officer and then carefully study the practicability of the preliminary plan, taking into consideration this chapter requirements, location and width of streets, their relation to the topography of lot sizes and arrangement, the future development of adjoining lands as yet unsubdivided, and the requirements of the Township Comprehensive Plan.			
G	Professional consultants' review. As a supplement to the study of the preliminary plan by the Township Planning Commission, the Supervisors or Planning Commission shall authorize a review of the plan by the Township Engineer and such other professional consultants, as that term is defined at Section 107 of the Municipalities Planning Code, EN to determine the adaptability of the project to engineering design standards and criteria currently required by the Township. In his/her review, the Engineer or other professional consultant shall apply such judgment and specification interpretation as may be necessary to clarify the intent of the engineering and other regulatory requirements. A report shall be provided to the Planning Commission within 12 working days after referral to the Township Engineer or other professional consultant, unless the Engineer or professional consultant is actually engaged in the collection of data not supplied by the developer. All review costs of the Township Engineer and/or professional consultant shall be in accordance with the current fee resolution and escrow requirements of the Township.			
H	Required changes for preliminary approval. After discussion of the preliminary plan, the Township Engineer, with the advice of the Planning Commission, will recommend to the applicant, in writing, the specific changes he/she recommends in the plan, and the character and extent of required improvements, conditions and reservations which it will require as a prerequisite to the preliminary approval of the subdivision plan or land development. If the developer plans to phase the project, approval or denial is required for that phase as indicated on the application.			
I	Supervisor approval. After receiving the recommendations, if any, of the Township and County Planning Commissions, Township Engineer and Zoning Officer/Planner, the Supervisors will act upon the request for preliminary approval at its next meeting. After taking action, the Supervisors will communicate in writing within 15 days to the subdivider/developer the specific changes and conditions, if any they require in the plan, the character and extent of the required public improvements, and a prerequisite to the approval of the final subdivision plan to be submitted subsequently. The plan approval shall be automatically rescinded upon the applicant's failure to accept such conditions as required by the Board of Supervisors.			
1	The Township Supervisors shall not approve any plans until the recommendations of the Monroe County Planning Commission on the said plan is received or 31 days has lapsed since the application was filed with the Monroe County Planning Commission.			
2	Any modifications of the preliminary plan by the Supervisors as prerequisites to approval shall be revised and noted on the preliminary plan and included on the final plans.			

3	Approval of the preliminary plan shall constitute approval of the subdivision as to the character and intensity of development, the arrangement and approximate dimensions of street, lots and other planned features, but shall not authorize sale of lots or any land improvements.	
4	The Board of Supervisors shall not approve any subdivision plan unless all streets shown thereon shall be of sufficient width and proper grade and shall be so located as to accommodate the probable volume of traffic thereon, afford adequate light and air, facilitate fire protection, provide access of fire-fighting equipment to buildings, and provide a coordinated system of streets conforming to the Township's official plan of streets. Proposed final contours will be required to be shown separately on a plan and include the proposed drainage facilities, a drainage plan, and all other improvements.	
J	Notwithstanding any other provision of this article, any plan required to be submitted by this article shall also include a copy on computer readable media in either auto-cad R-14, auto-cad 2000, TIFF image format or ESRI Arc Info\\arcview, with all required media containing Pennsylvania State Plane N, NAD 83 Coordinates, or such other electronic, digital or computer readable media or format as designated from time to time by resolution duly enacted by the Board of Supervisors. [Added 10-14-2003 by Ord. No. 444; amended 11-10-2003 by Res. No. 2003-025]	
K	Any preliminary plan filed with the Township which has not been revised within six months from the date of the last Township Engineer's review letter shall be deemed inactive and may be denied for failure to promptly process the plan in accordance with Township ordinances. [Added 4-14-2008 by Ord. No. 464]	

§ 135-15. Requirements applicable to all plans

		If Incomplete check here	Item located on Drawing No.	Waiver Requested in Writing (Provide Date)
All plans submitted shall comply with the following:				
A	They shall contain:			
1	Name of record owner			
2	Name of subdivider or developer if different than owner			
3	Name of proposed subdivision			
4	Tract boundaries			
5	Name of municipality(ies) in which subdivision is located			
6	Municipal boundary lines if appropriate			
7	Proposed and existing street and lot layout			
8	North arrow			
9	Graphic scale			
10	Date of plans and revision date(s)			
11	Name of architect, registered engineer or surveyor responsible for plan including seal and signature			
12	Names of owners or subdividers of all adjoining properties			
13	All existing wetlands, watercourses, streams, ponds, lakes and natural or man-made drainage patterns or improvements			
14	All natural features on the site.			
15	Existing development, including streets and buildings within 500 feet of the proposed subdivision or land development			
16	Soil survey from an on-site field investigation or from the Monroe County survey maps.			
17	Location of test pits and data showing pass or fail			
18	Location of all public or private utility easements			
19	A statement of responsibility for use, ownership, maintenance and improvements of any common driveways or private road shall be noted on the plan to be recorded.			
20	A statement of ownership, signed, dated and notarized and consent from the owners to submit plans for Township approval.			
21	A surveyor's certification of accuracy which is signed, dated and sealed.			
22	Current or proposed use(s) of the property including hours of operation.			
23	The type, location and size of the existing sewage system, or type of sewage system proposed			
24	The number of current or prospective individuals using the sewage system, and it shall be updated on an annual basis			
25	If an existing driveway, a copy of a PennDOT or Township highway/encroachment occupancy permit			
26	A lighting plan showing the location and details of the proposed or existing lighting arrangement for commercial and industrial uses.			
27	If requested a report relating to the health and safety issues on/and near the site including details or studies related to noise, fumes, traffic or odor emanating by reason of the proposed use. In other words, and environmental impact study.			

§ 135-17. Preliminary plan requirements		If incomplete check here	Item located on Drawing No.	Waiver Requested in writing (Provide Date)
	The preliminary plan shall show or be accompanied by the following information:			
A	Total acreage of the tract, subdivision and land development			
B	Number of lots proposed			
C	Length of new street proposed			
D	Type of water supply and sewage disposal facilities proposed, i.e. on-lot, community, or central			
E	Zoning requirements including applicable district, lot size and yard requirements and proof of any variance or special exception which may have been granted by the Zoning Hearing Board. All methods must be shown on the plan			
F	A location map for the purpose of locating the site to be subdivided at a scale of not less than 2,000 feet to the inch showing the relation of the tract to adjoining properties and to all streets, roads and municipal boundaries existing within 4,000 feet of any part of the property proposed to be subdivided. (The latest, current, appropriate USGS Quadrangle Map may be used as a base even though these may be older than the above scale, which would satisfy § 135-17.			
G	Contours at vertical intervals are at most five feet			
H	Tract boundaries showing bearings and distances			
I	All contours and elevation points within the subdivision tract shall be established and run direct from US coast and geodetic bench marks with said datum fixed on permanent monuments in the subdivision. The preliminary and final plans shall contain a full and complete description of all such bench marks and their elevations above mean sea level. In the event US coast and geodetic bench marks are not readily available, a beginning bench mark will be established from USGC Map Quadrangles and noted on the plan.			
J	The locations and dimension of any street or easements which abut the land to be subdivided or are within the subdivision or land development			
K	All existing tree masses and other significant natural features, such as rock outcrops, springs, wetlands, swampy areas and areas subject to annual flooding. All natural features should be preserved wherever possible.			
L	All existing buildings, sewer systems, bridges, petroleum, or petroleum product lines, gas lines and other significant man-made features or improvements within 500 feet of the tract			
M	All existing streets, intersections or driveways, adjacent to or within, 500 feet of any part of the tract, including name, right-of-way width and cartway width			
N	All existing property lines, easements and right-of-way that have been established and all existing and proposed driveway entrances and exits			
O	The location and width of any streets, pedestrian paths, or other public ways or places that exist or are shown upon an adopted Township or county plan, if such exists for the area to be subdivided.			
P	The full plan of the subdivision or development, showing the location and width of all proposed streets, roads, alleys, utility rights-of-way and easements, parks, playgrounds, lakes, ponds, wetlands, or other bodies of water, and other			

	proposed buildings and areas, suggested street names, proposed lot lines and approximate dimensions of lots, lot numbers in consecutive order, driveway access areas on corner lots where proposed, proposed minimum setback lines, and all streets, drainage facilities and other areas designed for appurtenant facilities, public use, or proposed to be dedicated, or reserved for future public use, together with the conditions for such dedications or reservations			
Q	A plan for surface drainage of the tract to be subdivided to include all natural draining areas existing or proposed watercourses, lakes, wetlands, areas subject to periodic flooding, the location and results of percolation tests required by § 135-37C natural or historic features, rock outcroppings, stone fields and environmental habitats of any endangered species or plants. Plans for dams, lakes, or alteration of watercourse shall meet the requirements of the Bureau of Dams and Waterways, any other state or county agency. The Township Engineer shall also review and approve all drainage plans and improvements			
R	Typical cross-sections and other center line profiles for proposed streets as shown on the preliminary plan. These plans may be submitted as separate sheets and are part of the plans			
S	Preliminary designs of any bridges, culverts or drainage improvements which may be required and which shall meet the requirements of the appropriate authority or § 135-22C of this chapter. These designs may be submitted as separate sheets and are part of the plans subject to approval			
T	Where the preliminary plan submitted covers only a part of the developer's or subdivider's entire holding, a sketch of the prospective future street system of the unsubmitted part shall be furnished, and the street system of the submitted part will be considered in the light of adjustments and connections with future streets in the part not submitted [not necessarily to the scale required by § 135-15B(4)]			
U	Preliminary layout of utilities prepared in cooperation with the utility to show how service can be made. A letter should accompany the plan indicating that the utility plan has been reviewed by the various utilities companies involved and is considered feasible. All underground utilities shall show a typical design and construction detail			
V	Proposed landscaping shall be indicated on the preliminary plan showing the locations for street trees, if any, and any required buffer strips. (Refer to the Township Zoning Ordinance).EN			
W	Existing and proposed final contours are required by the Planning Commission to determine suitability of topography for any proposed use			
X	Copies of any proposed deed restriction(s) and protective covenants Sec % 135-201			
Y	The latest, current, appropriate USGS Quadrangle Map with the boundaries of the entire tract containing the subdivision clearly outlined to approximate scale			
Z	One original and seven copies of the appropriate planning module shall accompany the preliminary plan			
AA	The owner/applicant shall make application to the Monroe County Conservation District regarding soil and erosion, PennDOT for a highway occupancy permit and any other permits that are required by Pennsylvania state law			
BB	A statement on the plan indicating that "on _____ (date) the Monroe County Planning Commission has viewed the subdivision/land development plan."			

§ 135-18. Final plan requirements.		If Incomplete,	Item located on Drawing No.	Waiver Requested in writing (provide)
	The Final plan shall show or be accompanied by the following information			
1	Proposed subdivision name or identifying title: the name of the municipality(ies) within which the plan is located			
2	The name and address of the owner and subdivider, and the name, license number, and seat of the registered professional engineer, surveyor or architect			
3	Scale, date, north point, and graphic scale			
4	Total acreage and total number of lots			
5	The names of adjoining subdivisions, if any, and the book and page where recorded: and the names of owners of all adjacent unplatted land			
6	A key map for the purpose of locating the site to be subdivided or developed at a scale of not less than 2000 feet to one inch showing the relation of the property to adjoining property and to all streets, roads and municipal boundaries existing within 4000 feet of any part of the property proposed to be subdivided (The latest, current, appropriate USGS Quadrangle Map may be used as a base even though these may be at other than the above scale.)			
7	The full plan of subdivision or developments, including tract boundaries, street lines, lot lines, building lines, pedestrian ways, easements and open spaces. Any limitations of the easements shall be noted on the plan. The total acreage of recreation and/or open space shall be shown and noted.			
8	Any existing public lands, all open spaces for which offers of dedication are included to the Township and all other areas to which title is reserved by the owner			
9	Sufficient data acceptable to the Township Engineer to readily determine the location, bearing, and length of every boundary line (a field survey to be closed with an error not to exceed one in 5,000 and balanced), street line and lot line, and to reproduce such lines upon the ground. All dimensions shall be shown in feet or hundredths of a foot and bearings shown to 10 seconds of an arc			
10	Lots numbered in consecutive order and names of streets			
11	Permanent reference monuments shall be shown on the plan and shall be constructed in accordance with the specifications of this chapter			
12	For residential development, a typical lot-grading plan shall accompany the final plan and be a part of it. For all other developments, existing and final, contours shall be shown			
13	A detailed landscaping plan shall be submitted which shows the location of street trees and the treatment of buffer strips where applicable			
14	A utility plan will also be submitted showing how the utilities will be installed and in accordance with existing Township regulations			
15	A drainage study and stormwater drainage plan with standard construction details shall accompany final plans and be a part of the recorded plans. Drainage shall comply with § 135-22			

16	A plan of recommended areas for locating individual wells, septic tanks and subsurface disposal areas for each lot to be subdivided or a plan of centralized water and sewer facilities. This applies to public or private water and sewer systems			
17	For all streets, complete street profile plans with old ground elevations and finished center line grades indicated at fifty-foot stations together with all vertical curve data shall accompany the final plan.			
18	All construction improvement standards, such as typical road sections, typical channel sections, detention or retention basins, special designs of structures, bridges and headwalls and street index listings shall appear on the appropriate drawings			
19	Copies of any proposed deed restriction and protective and restrictive covenants. See § 135-201.			
20	All plan sheets comprising the set of final plans shall be consecutively numbered as sheet 1 of 1, or 1 of 2, or 2 of 2 etc.			
21	The set of plans shall be neatly bound on the left or top to make the book drawings			
22	Appropriate approval blocks for the Board of Supervisors and Planning Commission members of accepted type shall appear on the first sheet and title sheet of the set of plans. The Board of Supervisors and Planning Commission will sign three sets of reproducible drawings on Mylar or comparable material after the plan is approved and all conditions and financial securities have been completed.			
23	All final plans shall include any other federal or state permits that are required for development. This includes but is not limited in the state of Pennsylvania to an erosion and sedimentation plan approval from Monroe County, PennDOT permit and DEP permits. If a permit from any other county, state or federal regulatory agency, which does have jurisdiction, cannot be obtained prior to final plan approval, the Board of Supervisors may grant conditional approval of the plan pending a copy of the appropriate permit filed with the Township prior to recording the final plan			
24	Elevations and floor plans may be required by the Planning Commission or Board of Supervisors prior to approval of the final plans.			