



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 Municipal Drive , Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

SUBMISSION OF A LAND DEVELOPMENT PLAN

FORMS TO BE SUBMITTED

- Land Subdivision Plan or Development Plan Review Application
- Land Subdivision Plan or Development Zoning Compliance Report
- Land Subdivision On-Site Sewage Disposal Report
- Escrow Fee Calculation Forms

REQUIREMENTS

Please contact the following agencies and deal directly with them regarding submittal of plans, etc:

Monroe County Conservation District (MCCD)
8050 Running Valley Road
Stroudsburg, PA 18360
570.629.3060 (phone)
570.629.3063 (fax)

Monroe County Planning Commission (MCPC)
Administrative Center
Christine Meinhart-Fritz, Planning Director
One Quaker Plaza, Room 106
Stroudsburg, PA 18360
570.517.3100 (phone)
570-517.3858 (fax)

Send one (1) copy of everything in the submission to the Township Engineer:

Russ R. Kresge, Jr. , Professional Engineer and Land Surveyor
5600 Kesslersville Road
Easton, PA 18040
484.548.0808 (phone & fax)

Send Coolbaugh Township six (6) sets of plans and one (1) original plus one (1) copy of narrative, various reports, including but not limited to E&SPC, Stormwater, Drainage, etc.

TIMEFRAMES

Our Ordinance requires submission of plans 15 days in advance of the Planning Commission Meetings, which are held on the second Monday of the month at 6:30pm at the Coolbaugh Township Municipal Center. *Please be advised that the initial submission of plans will not be reviewed by the Township Engineer prior to the first PC Meeting you attend. The PC will discuss Official Acceptance of the plans for review at this meeting.*



COOLBAUGH TOWNSHIP PLANNING COMMISSION

5520 MUNICIPAL DR., TOBYHANNA, PA 18466 PHONE 570.894.8490 FAX 570.894.8413

LAND SUBDIVISION PLAN OR DEVELOPMENT PLAN REVIEW APPLICATION

Application is hereby made for review of the land subdivision plan or development plan and related data as submitted herewith in accordance with the Coolbaugh Township Land Subdivision and Development Regulations.

Final Plan Preliminary Plan Sketch Plan

1. Name of Subdivision or Development _____

2. Applicant Name _____ Phone # _____
(If corporation, list corporate name and the names of two officers of the corporation)

Address _____

3. Applicant's interest in subdivision or development (if other than property owner, give owner's name & address)

4. Engineer or Surveyor name _____ Phone # _____

Address _____

5. Type of subdivision or development proposed:

<input type="checkbox"/> Single Family Lots	<input type="checkbox"/> Townhouses	<input type="checkbox"/> Commercial Multi Lot
<input type="checkbox"/> Two Family Lots	<input type="checkbox"/> Garden Apartments	<input type="checkbox"/> Commercial One Lot
<input type="checkbox"/> Multi Family Lots	<input type="checkbox"/> Mobile Home Park	<input type="checkbox"/> Industrial Multi Lot
<input type="checkbox"/> Cluster Type Lots	<input type="checkbox"/> Campground	<input type="checkbox"/> Industrial One Lot
<input type="checkbox"/> Planned Residential Development	<input type="checkbox"/> Other (_____)	

6. Type of sewage disposal proposed: Central Community On-site

7. Type of water supply proposed: Central Community On-site

8. New roads and / or streets proposed:

Atrerial _____ lineal ft.	Local access _____ lineal ft.
Connector _____ lineal ft.	Marginal access _____ lineal ft.
Collector _____ lineal ft.	Alleys _____ lineal ft.
Minor _____ lineal ft.	Private Access _____ lineal ft.

Total lineal feet of new roads and / or streets proposed: _____ lineal ft.

9. Does plan abut or contain a State road? Yes No

Road number and name _____

10. Does plan abut or contain a Township road? Yes No

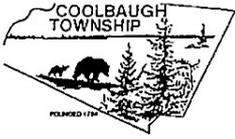
Road number and name _____

11. Roads and / or streets proposed for dedication to the Township _____ lineal ft.

12. Zonind gistrict of subdivision or development _____

13. Tax assessment number of subdivision or development _____

14. Deed of record Book volume _____ Page # _____ Date of deed _____



COOLBAUGH TOWNSHIP PLANNING COMMISSION
 5520 MUNICIPAL DR., TOBYHANNA, PA 18466 PHONE 570.894.8490 FAX 570.894.8413
LAND SUBDIVISION PLAN OR DEVELOPMENT PLAN REVIEW APPLICATION

15. Total acreage of subdivision or development _____

16. Total acreage of adjoining lands in same ownership _____

17. Total number of lots or units proposed _____

18. Average lot size _____ Minimum lot size _____

19. Average lot width _____ Minimum lot width _____

20. Average lot depth _____ Minimum lot depth _____

21. Average lot slope _____ Maximum lot slope _____

22. Are there any steep slope areas? Yes No Acreage _____

23. Are there any wooded areas? Yes No Acreage _____

24. Are there any rock outcrop areas? Yes No Acreage _____

25. Are there any flood hazard areas? Yes No Acreage _____

26. Are there any wetland areas? Yes No Acreage _____

27. Does a stream abut or traverse area? Yes No Name _____

28. General comments about subdivision or development _____

CERTIFICATE OF OWNERSHIP AND ACKNOWLEDGEMENT OF APPLICATION:
 COMMONWEALTH OF PENNSYLVANIA, COUNTY OF MONROE

On this the _____ day of _____, 20____, before me, the undersigned officer personally appeared _____ who being duly sworn, according to law, desposes and says that _____ are the owners of the property described in this application and that the application was made with _____'s knowledge and/or direction and does hereby agree with the said application and to the submission of the same.

 Property owner

 Property owner

My commission expires _____, 20____

 Notary Public or Officer

THE UNDERSIGNED HEREBY CERTIFIES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF THE INFORMATION AND STATEMENTS GIVEN ABOVE ARE TRUE AND CORRECT.

Signature of applicant _____



COOLBAUGH TOWNSHIP PLANNING COMMISSION
 5520 MUNICIPAL DR., TOBYHANNA, PA 18466 PHONE 570.894.8490 FAX 570.894.8413
LAND SUBDIVISION PLAN OR DEVELOPMENT ZONING COMPLIANCE REPORT

Final Plan
 Preliminary Plan
 Sketch Plan

1. Name of subdivision or development _____

2. Zoning district of subdivision or development _____

3. Does subdivision or development abut a different zone?
 Yes
 No
 Zone _____

4. Is a zoning change involved?
 Yes
 No
 New Zone _____

5. Tax assessment number of subdivision or development _____

6. Type of subdivision or development proposed:

<input type="checkbox"/> Single Family Lots	<input type="checkbox"/> Townhouses	<input type="checkbox"/> Commercial Multi Lot
<input type="checkbox"/> Two Family Lots	<input type="checkbox"/> Garden Apartments	<input type="checkbox"/> Commercial One Lot
<input type="checkbox"/> Multi Family Lots	<input type="checkbox"/> Mobile Home Park	<input type="checkbox"/> Industrial Multi Lot
<input type="checkbox"/> Cluster Type Lots	<input type="checkbox"/> Campground	<input type="checkbox"/> Industrial One Lot
<input type="checkbox"/> Planned Residential Development	<input type="checkbox"/> Other (_____)	

7. Type of sewage disposal proposed:
 Central
 Community
 On-site

8. Type of water supply proposed:
 Central
 Community
 On-site

9. Total acreage of subdivision or development _____

10. Total number of lots or units proposed _____

11. Minimum lot size in subdivision or development _____

12. Minimum lot width in subdivision or development _____

13. Minimum lot depth in subdivision or development _____

14. Are there any steep slope areas?
 Yes
 No
 Acreage _____

15. Are there any flood hazard areas?
 Yes
 No
 Acreage _____

16. General comments about subdivision or development _____

THE UNDERSIGNED HEREBY CERTIFIES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF THE INFORMATION AND STATEMENTS GIVEN ABOVE ARE TRUE AND CORRECT.

Date _____

Signature of engineer or surveyor _____



COOLBAUGH TOWNSHIP PLANNING COMMISSION
5520 MUNICIPAL DR., TOBYHANNA, PA 18466 PHONE 570.894.8490 FAX 570.894.8413
LAND SUBDIVISION PLAN OR DEVELOPMENT ZONING COMPLIANCE REPORT

Page 2 of 2

ALL INFORMATION BELOW IS TO BE COMPLETED BY THE TOWNSHIP ZONING OFFICER

- _____ Subdivision or development conforms to the zoning ordinance.
- _____ Subdivision or development will conform to the zoning ordinance with the attached modifications.
- _____ Subdivision or development does not conform to the zoning ordinance for the attached reasons.
- _____ Subdivision or development is recommended for rejection as submitted for the attached reasons.

Date _____ Zoning Officer _____

It is understood that the conclusions rendered on this report do not cover individual permits as required by Zoning Ordinance number fifty-one or any permits required by other ordinances of Coolbaugh Township.



COOLBAUGH TOWNSHIP PLANNING COMMISSION
5520 MUNICIPAL DR., TOBYHANNA, PA 18466 PHONE 570.894.8490 FAX 570.894.8413
LAND SUBDIVISION PLAN ON-SITE SEWAGE DISPOSAL REPORT

Page 1 of 2

Final Plan Preliminary Plan Sketch Plan

1. Name of subdivision or development _____

2. Type of subdivision or development proposed
 Single Family Lots Two Family Lots Multi Family Lots

3. Total acreage of subdivision _____

4. Total number of lots or units proposed _____

5. Average lot size _____ Minimum lot size _____

6. Average lot width _____ Minimum lot width _____

7. Average lot depth _____ Minimum lot depth _____

8. Average lot slope _____ Maximum lot slope _____

9. Are there any steep slope areas? Yes No Acreage _____

10. Are there any wooded areas? Yes No Acreage _____

11. Are there any rock outcrop areas? Yes No Acreage _____

12. Are there any flood hazard areas? Yes No Acreage _____

13. Are there any wetland areas? Yes No Acreage _____

14. Does a stream abut or traverse area? Yes No Name _____

15. Type of water supply proposed Central Community On-site



COOLBAUGH TOWNSHIP PLANNING COMMISSION
5520 MUNICIPAL DR., TOBYHANNA, PA 18466 PHONE 570.894.8490 FAX 570.894.8413
LAND SUBDIVISION PLAN ON-SITE SEWAGE DISPOSAL REPORT

16. Types of soil in the subdivision (Submit Soil Investigation Reports with this form)

Symbol	Soil Type	Acreage	Slope	SCS Rating	DEP Grouping

THE UNDERSIGNED HEREBY CERTIFIES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF THE INFORMATION AND STATEMENTS GIVEN ABOVE ARE TRUE AND CORRECT.

Date _____ Signature of engineer or surveyor _____

ALL INFORMATION BELOW IS TO BE COMPLETED BY THE TOWNSHIP SEWAGE ENFORCEMENT OFFICER

_____ Subdivision or development is suitable for on-site sewage disposal systems.

_____ Subdivision or development is suitable for on-site sewage disposal systems with the attached modifications.

_____ Subdivision or development is unsuitable for on-site sewage disposal systems for the attached reasons.

_____ Subdivision or development is recommended for rejection as submitted for the attached reasons.

Date _____ Reviewing Officer _____ Cert. # _____

It is understood that the conclusions rendered on this report do not cover installation of the individual sewage disposal systems. The design, construction and installation of each facility will be based upon specific testing of conditions affecting each building lot prior to the construction of any dwellings.



COOLBAUGH TOWNSHIP PLANNING COMMISSION
5520 MUNICIPAL DR., TOBYHANNA, PA 18466 PHONE 570.894.8490 FAX 570.894.8413
SOIL INVESTIGATION DATA AND PERCOLATION TEST REPORT

Name of subdivision _____

Person conducting tests _____ Phone # _____

Address _____

Test pit # _____ Soil type _____ Slope _____

Soil conservation service rating _____ DEP Grouping _____

Soil profile		Description of each horizon	
Inches			
_____	To _____	_____	_____
_____	To _____	_____	_____
_____	To _____	_____	_____
_____	To _____	_____	_____
_____	To _____	_____	_____

Percolation Rate _____ minutes/in. Average depth of percolation holes _____

Test pit # _____ Soil type _____ Slope _____

Soil conservation service rating _____ DEP Grouping _____

Soil profile		Description of each horizon	
Inches			
_____	To _____	_____	_____
_____	To _____	_____	_____
_____	To _____	_____	_____
_____	To _____	_____	_____
_____	To _____	_____	_____

Percolation Rate _____ minutes/in. Average depth of percolation holes _____

I hereby certify that the above information is true and correct to the best of my knowledge and belief and that these tests were made by me in accordance with procedures required by the Pennsylvania Department of Environmental Protection and the Coolbaugh Township Land Subdivision and Development Regulations (Ord. #50).

Date _____

Registered Professional Engineer or Certified Sewage Enforcement Officer

Registration # _____

Sheet _____ of _____

SUBDIVISION AND LAND DEVELOPMENT PLANS**ESCROW FEES**

Land Development Plan up to 10 acres; major subdivision plan up to 10 acres	\$5,000.00
Land Development Plan over 10 acres; major subdivision plan over 10 acres	\$10,000.00
Minor Subdivision Plan	\$1,000.00
Natural Features & Conservation Ordinance (Not in conjunction with a Land Development Plan or Subdivision)	\$250.00
Stormwater Ordinance	\$1,000.00

***All engineering and other appropriate consulting fees shall be paid by the applicant. To accomplish this end, for each project, the Township shall establish an escrow account with a deposit in the amount as outlined above. The invoiced fees plus an administrative fee of 20% will be deducted from the escrow account as incurred. When the project reaches a level of submitting an improvements agreement, \$1,000.00 will be retained in the escrow account to cover final engineering/consulting fees, and the remainder will be returned to the applicant. (In the unlikely event of insufficient funds in the escrow account, the applicant will be billed by the Township for the balance due.)**

Refer to escrow calculation form

Editors note: The current form is on file in the Township offices.

COOLBAUGH TOWNSHIP
CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made this _____ day of _____, A.D., 20____,
by and between *COOLBAUGH TOWNSHIP*, Monroe County, Pennsylvania, with offices located
at 5520 Municipal Drive, Tobyhanna, Pennsylvania (hereinafter referred to as "*Township*") and
_____, of
_____ (hereinafter referred to as "*Developer*").

W I T N E S S E T H:

WHEREAS, the Developer is the legal or equitable owner of certain real estate bearing
Monroe County PIN _____, located at _____, within the
_____ Zoning District; and

WHEREAS, the Developer has presented to the Township plans for subdivision, land
development, building development, rezoning request or other plans for the use of their land to
the Township, or has applied for other requisite permits or approvals from and/or has made some
other request for action by the Township as described as follows:

_____;

WHEREAS, the Developer has requested and/or requires the Township approval and/or
review of its proposed plans and/or some other action of the Township, and the Township is
willing to authorize its professional consultants and/or employees to meet and review said plans,
requests and/or proposals upon execution of this agreement, and upon deposit of an escrow
account according to the current Township Fee Schedule.

NOW, THEREFORE, the parties agree as follows:

1. The Developer and Township hereby authorize and direct the Township's professional consultants, as defined at Section 107 of the Pennsylvania Municipalities Planning Code, to review Developer's above-referenced plans, requests or proposals and to make such recommendations and specifications as may be necessary with respect to such plans, requests or proposals in accordance with all applicable Township ordinances, and State and Federal rules and regulations.

2. The Developer and Township acknowledge that the Township will incur costs and fees relating to the review of Developer's plans, requests and/or proposals by its professional consultants and/or employees, and Developer agrees to pay and/or reimburse the Township for such costs in accordance with this agreement. Developer also specifically agrees to pay and/or reimburse the Township for all costs associated with the scheduling, advertising and holding of public meetings solely for the Developer's plans, requests and/or proposals, including any joint meetings with other entities, municipalities, boards and/or commissions in relation thereto.

3. The Developer shall pay the professional consultant's charges and fees for the following: (a) review of any and all development plans, proposals, studies, or other correspondence relating to the development; (b) attendance at any and all meetings relating to Developer's plan or proposal; (c) preparation of any studies, reports, engineered plans, maps, plans, surveys, appraisals, legal documents, ordinances, legal advertisements or other correspondence relating to Developer's plan, request or proposal; and (d) any additional cost and/or expense, including but not limited to public notices, advertisements and/or stenographer fees associated with the Developer's plan, proposal and/or request. It is understood by the execution of this agreement that the Developer specifically accepts the Fee Schedule currently in effect in the Township.

4. The Developer hereby agrees to deposit with the Township the sum of _____ Dollars (\$ _____), payable as cash in U.S. Dollars or check drawn on a Pennsylvania bank, as security for the payment of all costs and expenses, charges and fees as set forth in Paragraphs 2 and 3 above, upon execution of this agreement,

which shall be held in a non-interest-bearing account by the Township.

In the event that the above deposited escrow fund shall fall below fifty percent (50%) of the original deposit, the Developer shall immediately, upon receipt of written notice from the Township or its agent(s), deposit sums with the Township necessary to replenish the account to one hundred percent (100%) of its original balance. In the event that this is insufficient to pay current Township-incurred expenses, Developer agrees to pay the total amount currently due for Township-incurred expenses without delay in addition to re-establishing the escrow account balance as set forth herein. The Township will use its best efforts to advise the Developer of the impending likelihood that its costs have exceeded the required escrow account sums as described above.

5. Developer and Township agree that upon completion of the Township's review of Developer's plan, request or proposal, all unused portions of the escrow account as described above shall be returned to the applicant upon written request to the Township Manager. If the plan, request or proposal constitutes a subdivision or land development or a planned residential development for which a Development and/or Financial Security Agreement is required by the Borough, Developer shall execute a new Development Agreement which will estimate the professional consultant's costs for the period governing the beginning of construction through the end of dedication. The parties acknowledge and agree that any new Development Agreement shall provide a schedule for periodic release of professional consultant fees for the construction and dedication phase of the project.

6. In the event that Developer fails to provide sufficient funds in the above-described revolving escrow account upon fifteen (15) days written notice to the Developer or make the initial deposit payment described above within five (5) days of the date of this agreement, Developer shall be in default of this agreement and in violation of the applicable Sections of the Township's Subdivision and Land Development Ordinance. In the event of Developer's default as described above, the Township may refuse to issue any permit or grant any approval necessary to further improve or develop the subject site until such time as the terms of this agreement are

strictly met by Developer.

7. Developer and Township further agree that all fees or costs arising out of this agreement shall be paid prior to the issuance of any permit, occupancy or otherwise, for the use, improvement or construction of the buildings as proposed on the Developer's plan or project. The Developer agrees and acknowledges that no permit, occupancy or otherwise, or recordable liens, shall be released by the Township until all outstanding professional consultant fees and costs are paid to the Township, and provided that the Developer is not in default under this agreement.

8. The Developer may at any time terminate all further obligations under this Agreement by giving fifteen (15) days written notice to the Township that it does not desire to proceed with the plan, request and/or proposal, the Developer shall be liable to the Township for its costs and expenses incurred to the date and time of its receipt of the notice.

9. The Developer and the Township further agree that the Township shall have the right and privilege to sue the Developer or then property owner in assumpsit for reimbursement or to lien the property or both, in its sole discretion, for any expense in excess of the then current balance of funds on deposit with the Township in accordance with this agreement incurred by the Township by reason of any review, supervision and inspection of Developer's request, proposal and/or project by its professionals including, but not limited to, the Township Engineer and Solicitor. The Township's election of its remedies under this paragraph shall not constitute a waiver of any other remedies the Township may have.

10. The Developer and the Township acknowledge that this agreement represents their full understanding as to the Township's reimbursement for professional or consultant services. Nothing in this Agreement guarantees that the Developer's plan, request or proposal will be approved and/or favorably acted upon by the Township, but only that the Developer shall reimburse the Township for all costs, expenses and professional consultant fees incurred by the Township as set forth herein.

11. This agreement shall be binding on and inure to the benefit of the successors and

assigns of Developer. The Township shall receive thirty (30) days advance written notice from Developer of any proposed assignment of Developer's rights and responsibilities under this Contract for Professional Services.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have caused their signatures to be affixed and have affixed their hands and seals the day and year first above written.

COOLBAUGH TOWNSHIP: _____

Date: _____

DEVELOPER: _____

Date: _____