



COOLBAUGH TOWNSHIP

5520 Municipal Drive, Tobyhanna, PA 18466

570-894-8490 Fax 570-894-8413

www.coolbaughtwp.org

Land Subdivision or Development Plan Review Application

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

701 Main Street, Suite 405

Stroudsburg, PA 18360

570.517.3100 (phone)

570-517.3858 (fax)

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

Keystone Consulting Engineers

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 21 days in advance of the Planning Commission Meetings, which are held on the second Tuesday 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.*



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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

Name of Subdivision or Development _____

Applicant Name _____ Phone _____

(If corporation, list corporate name and the names of two officers of the corporation)

Address _____

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

Engineer or Surveyor Name _____ Phone _____

Address _____

Type of Subdivision or development proposed:

_____ Single Family Lots _____ Townhouses _____ Commercial Multi Lot

_____ Two Family Lots _____ Garden Apartments _____ Commercial One Lot

_____ Multi Family Lots _____ Mobile Home Park _____ Industrial Multi Lot

_____ Cluster Type Lots _____ Campground _____ Industrial One Lot

_____ Planned Residential Development _____ Other _____

Type of sewage disposal proposed: _____ Central _____ Community _____ On Site

Type of water supply proposed: _____ Central _____ Community _____ On Site

New Roads and/ or streets proposed:

Arterial _____ lineal ft.

Connector _____ lineal ft.

Collector _____ lineal ft.

Minor _____ lineal ft.

Local Access _____ lineal ft.

Marginal Access _____ lineal ft.

Alleys _____ lineal ft.

Private Access _____ lineal ft.

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

Does plan abut or contain a State Road? _____ Yes _____ No

Road number and name _____

Does the plan abut or contain a Township Road? _____ Yes _____ No

Road number and name _____



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

Zoning District of Subdivision or Development _____

Tax Assessment number of subdivision or development _____

Deed of Record Book volume _____ Page# _____ Date of Deed _____

Total acreage of subdivision or development _____

Total acreage of adjoining lands in same ownership _____

Total number of lots or units proposed _____

Average Lot Size _____ Minimum Lot Size _____

Average Lot Width _____ Minimum Lot Width _____

Average Lot Depth _____ Minimum Lot Depth _____

Average Lot Slope _____ Minimum Lot Slope _____

Are there any steep slopes areas? _____ Yes _____ No Acreage _____

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

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

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

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

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

General Comments about subdivision or development _____

Certificate of Ownership and Acknowledgement of Application:

Commonwealth of Pennsylvania, County of Monroe

On this _____ day of _____, 20_____, before me, the undersigned officer personally appeared _____ who being duly sworn, according to law, deposes 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 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 _____



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Land Subdivision or Development Plan Review Application

Compliance Report

_____ Final Plan _____ Preliminary Plan _____ Sketch Plan

Name of Subdivision or Development _____

Zoning District of Subdivision or Development _____

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

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

Tax Assessment number of subdivision or development _____

Type of Subdivision or development proposed:

_____ Single Family Lots	_____ Townhouses	_____ Commercial Multi Lot
_____ Two Family Lots	_____ Garden Apartments	_____ Commercial One Lot
_____ Multi Family Lots	_____ Mobile Home Park	_____ Industrial Multi Lot
_____ Cluster Type Lots	_____ Campground	_____ Industrial One Lot
_____ Planned Residential Development	_____ Other _____	

Type of sewage disposal proposed: _____ Central _____ Community _____ On Site

Type of water supply proposed: _____ Central _____ Community _____ On Site

Total acreage of subdivision or development _____

Total number of lots or units proposed _____

Minimum lot size in subdivision or development _____

Minimum lot width in subdivision or development _____

Minimum lot depth in subdivision or development _____

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

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

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 _____



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Land Subdivision or Development Plan Review Application

Compliance Report

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 (51) or any permits required by other ordinances of Coolbaugh Township.



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Land Subdivision or Development Plan Review Application

On-Site Sewage Disposal Report

_____ Final Plan _____ Preliminary Plan _____ Sketch Plan

Name of Subdivision or Development _____

Type of Subdivision Proposed _____ Single Family Lots _____ Two Family Lots _____ Multi Family Lots

Total acreage of subdivision _____

Total number of lots or units _____

Average lot size _____

Minimum lot size _____

Average lot width _____

Minimum lot width _____

Average lot depth _____

Minimum lot depth _____

Average lot slope _____

Minimum lot slope _____

Are there any steep slopes areas? _____ Yes _____ No Acreage _____

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

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

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

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

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

Type of water supply proposed _____ Central _____ Community _____ On Site

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 Surveyor or Engineer _____



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On-Site Sewage Disposal Report

All information below is to be completed by the 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 dwelling.



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Land Subdivision or Development Plan Review Application

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

Inches	Description of each horizon
_____ 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

Inches	Description of each horizon
_____ 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 _____



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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) Stormwater Ordinance	\$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)

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*").

WITNESSETH:

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 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.

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 Paragraph 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.

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.

7. 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.

8. 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.

9. 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.

10. 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: _____