

**FORKS TOWNSHIP PLAN RECEIPT CHECK LIST**  
**Minor Subdivision/Lot Line Adjustment Plan Check List**

Name of Subdivision or Land Development Plan: \_\_\_\_\_

Property Identification # \_\_\_\_\_ Date: \_\_\_\_\_

Name of Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Engineer or Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Signed dated Application – 1 original copy
- Professional Services Agreement and Escrow payment
- Required Application Fees
- Plan -2 full sets; 19 - 11"x17"
- Electronic submission – one complete set
- Proof of notifications to properties within 300 feet – copy of letter sent, copy of certified receipts returned
- Aerial overview of property including surrounding properties
- Renderings and architectural drawings
- Storm Water Management (SWM) Report- 1 hard copy and 1 electronic copy
- Wetland Study (if applicable) – 1 hard copy and 1 electronic copy
- Planning Modules as per DEP requirement (if applicable) - 1 hard copy and 1 electronic copy
- Erosion and Sedimentation Narrative – 1 hard copy and 1 electronic copy
- Modification Request (waiver) forms completed – one form for each request – 1 hard copy
- Submittal of carbonite geological study per 175-42(Q) – 1 hard copy and 1 electronic copy
- PennDot Highway Occupation Permit (HOP) submission (if applicable) – 1 hard copy and 1 electronic copy

Submission Receipt- After it has been determined that the Plan Submission includes all required material as specified by this Ordinance, the Planning Commission shall issue a receipt of acceptance for the Plan at a regular meeting. The date the submission receipt is issued constitutes the official date of submission for purposes of plan review pursuant to the MPC.

**The Items required as listed above are requirements for plan receipt issuance only. No other acceptance or approval is implied.**