

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.