

**NORTH LEBANON TOWNSHIP**  
Application for Submission of Plans

Submission Fees:

Date: \_\_\_\_\_

Payable to: Twp  \_\_\_\_\_

Mun. Authority  \_\_\_\_\_

**5 COPIES OF PLAN REQUIRED**

Please note Storm Water Management report NOT required for NL Township submission.

Section I

**Title of Plan:** \_\_\_\_\_

**Plan Type:**

Subd <input type="checkbox"/>	Land Dev <input type="checkbox"/>	Sketch Pl <input type="checkbox"/>
Minor <input type="checkbox"/>	Major <input type="checkbox"/>	Lot Add <input type="checkbox"/>
Prelim <input type="checkbox"/>	Final <input type="checkbox"/>	w/deed description

Section II

1. **Contact Person :** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

2. **Engineer/Surveyor:** \_\_\_\_\_ **Contact:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Section III

1. **Location:** \_\_\_\_\_ **GIS #** \_\_\_\_\_

2. **Total Area:** \_\_\_\_\_ **# of Proposed Lots** \_\_\_\_\_

3. **Zoning District:** \_\_\_\_\_

4. **Land Use -Current:** \_\_\_\_\_ **Proposed:** \_\_\_\_\_

5. **Water Supply:** **Public** City Authority  Twp proj  **Well**

6. **Sanitary Sewer:** **Public**  **Onlot**  1 copy required for  
Mun Auth review

7. \*Cul-de-sac Proposed: Yes  No
8. Ag Security Removal Yes  No

\*Board approval required

Section IV: Required Improvements (check all applicable)

- 1. Full Street Construction
- 2. Partial Street Construction/ Upgrading
- 3. Sidewalks  Curbing
- 4. Public Sanitary Sewer 
  - a. PaDot HOP  b. Twp St Occup
- 5. Public Water with Fire Hydrants 
  - a. PaDot HOP  b. Twp St Occup
- 6. Street Lights
- 7. Signs
- 8. Storm Sewer
- 9. Other: \_\_\_\_\_  
\_\_\_\_\_

Section V: Waiver Requests

1. Are there waivers to any provisions of the Zoning Ordinance being requested?

Yes  No

If yes site section and request: \_\_\_\_\_  
\_\_\_\_\_

2. Are there waivers to any provisions of the Subdivision and Land Development Ordinance being requested? If yes site section and specific request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section VI: Supporting Documents

The following documents **MUST** be submitted with all plans:

(check appropriate column)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
5 copies of plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neighbor Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of letter _____			
Signed Site Visitation Permission Form	<input type="checkbox"/>	<input type="checkbox"/>	
Signed Fee Agreement Form	<input type="checkbox"/>	<input type="checkbox"/>	
On Lot Sewer Planning Module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• <i>Copy To Twp until signed copy rec'd from Lebanon County Planning Dept (LCPD)</i>			
Public Sewer Planning Module (4 copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. post card mailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. USGS map 8 ½ x 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. signed water capacity ltr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. signed sewer capacity ltr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. PNDI survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. project map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Applications submitted without full documentation will not be accepted and another appointment will have to be scheduled.**



### **\*Site Visitation Permission**

Adequate review of this plan may require site visitation, which may require us to go on this property.

Township and County Planning personnel, Planning Commission members, Municipal Authority members and the Board of Supervisors have permission to go on this property for any reasons relating to the review of this plan.

Acknowledgement of approval by Applicant  
Or their Representative:

\_\_\_\_\_

Name

Date

### **\*Fee Agreement**

The applicant and owner(s) hereby agree and acknowledge that the responsibility for any fees incurred by North Lebanon Township and the NLT Municipal Authority, Township Solicitor and any Engineering firms deemed necessary for services rendered for plan processing will be paid by the applicant or owner(s). These rates, set by adoption of annual Resolution by the North Lebanon Township Board of Supervisors. All parties to this application, including the Owner shall be required to execute this agreement.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Signature Owner (s) if different than applicant)

*\*NOTE: Signatures required at two different locations on this page.*

Part 1

Application Procedures

**§101. Separate Application to North Lebanon Municipal Authority.**

Whenever a subdivision plan or land development plan is submitted for approval by the Board of Supervisors of North Lebanon Township, a separate application shall be made to the North Lebanon Township Municipal Authority relating to on-lot or municipal sewer service for the plan. All construction standards shall be met as established by the specifications and resolutions of the Authority and the developer shall comply with the payment of all applicable fees and charges as established by the Authority including, but not limited to, review fees, tapping fees and sewer permit fees. (Res. 18-1999, 8/16/1999, §13)

→ **§102.**

**Notice to Surrounding Property Owners.**

1. Within twenty (20) days after filing a subdivision plan and/or land development plan for property located in North Lebanon Township, the party submitting the plan shall submit proof to North Lebanon Township and the Lebanon County Planning Department a copy of a letter of transmittal that has been mailed to property owners within a radius of three hundred (300) feet of the subject property notifying such property owners of such filing and notifying such property owners that the filing is available for inspection at the North Lebanon Township Building on any Monday through Friday from 8:00 a.m. to 3:00 p.m., and the applicant shall also provide to Lebanon County Planning and North Lebanon Township with a list and a map containing the names and addresses of the property owners who have been notified.
2. If the preliminary plan has been approved after meeting the above requirements of notice to the property owners and if the final plan is submitted for approval within five (5) years of the date of the approval of the preliminary plan, the developer shall not be required to mail a notice to the surrounding property owners within three hundred (300) feet of the project for the final plan submission.

(Ord. 1-2001, 2/19/2001, §XVIII; as amended by Ord. 5-2005, 12/19/2005, §XII)

**§103. Application Procedures.**

A subdivision plan which provides for a lot addition shall not require a planning module by North Lebanon Township provided that the following requirements are met as part of the subdivision plan approval process:

- A. The lot addition and the tract of land to which it is joined shall be combined into one legal description.
- B. The new deed shall be prepared and executed by the appropriate parties, along

**NORTH LEBANON TWP  
SUBDIVISION/LAND DEVELOPMENT SUBMISSION FEE SCHEDULE**

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The following fees and information are due at time of submission of plans or upon request from Manager and/or Ass't Manager. No plan review will be started until all submission items and fees are received in the Twp office.

**NORTH LEBANON TOWNSHIP REQUIREMENTS:**

- (2) COPIES OF NEW PLANS MUST BE SUBMITTED TO TWP OFFICE
- (1) COPY OF REVISED PLANS TO BE SUBMITTED TO TWP OFFICE

**PLAN CATEGORY & FEE SCHEDULE:**

\$125.00 MINOR SUBDIVISION (LOT ADDITION OR LAND EXCHANGE, DIVISION OF EXISTING PROPERTY – **NO** NEW LOTS BEING CREATED)

\$300.00 Extension request on any previously recorded plan when close to or after the 5-yr period per the MPC Section 504(4)

*MAJOR/MINOR SUBDIVISION WITH NEW LOTS OR UNITS:*

# OF LOTS/UNITS	<u>PRELIMINARY</u> PLAN FEE *	<u>FINAL</u> PLAN FEE*	<u>PRELIM / FINAL</u> FEE
1	300.00	200.00	500.00
2--5	500.00	400.00	900.00
6-10	400.00	500.00	1250.00
11-20	1000.00	750.00	1750.00
21-50	1500.00	1000.00	2500.00
51-100	1800.00	1250.00	3050.00
101-200	2100.00	1500.00	3600.00
201 +	2400.00 + 15.00 PER LOT /UNIT OVER 201	1750.00 + 5.00 PER LOT/UNIT OVER 201	4150.00+20 per Lot/unit over 201

**\*Any Subdivision Plan that is a combined Preliminary/Final – the total of PRELIMINARY /FINAL column shall be applicable.**

*LAND DEVELOPMENT PLAN \*\**

TOTAL ACRES	FINAL PLAN FEE
0 – 2	700.00
2.01 – 5	800.00
5.01 – 10	1000.00
10.01 – 15	1500.00
15.01 – 25	2000.00
25.01 + over	3000.00

**\*\*Acreage of tract for newly developed lot or acreage undergoing review for expansion.**

**NOTE:** If fees collected are not sufficient to cover actual review costs, the balance will be billed to the developer and payable, which is payable PRIOR to Final Plan approval.

Revised 3-2016

**NLT MUNICIPAL AUTHORITY  
SUBDIVISION/LAND DEVELOPMENT SUBMISSION FEE SCHEDULE**

**NLT MUNICIPAL AUTHORITY REQUIREMENTS:**

- (3) COPIES OF NEW PLANS SUBMITTED TO NLT MUNICIPAL AUTHORITY
- (4) COPIES OF PUBLIC SEWER PLANNING MODULE INFORMATION SUBMITTED TO NLT MUNICIPAL AUTHORITY
- (1) COPY OF ON-LOT SEWER PLANNING MODULE SUBMITTED TO NLT MUNICIPAL AUTHORITY
- (1) **COPY LEGAL DESCRIPTION FOR MINOR LOT ADDITION SUBMISSIONS AND FEE PAYABLE TO NLT MUNICIPAL AUTHORITY----- FEE ----- \$125.00**
- (2) COPIES OF REVISED PLANS TO BE SUBMITTED TO NLT MUNICIPAL AUTHORITY

**PADOT PERMIT REVIEW FEE (HOP) PAYABLE TO NLT MUNICIPAL AUTHORITY ..... \$500.00**

**MAJOR/MINOR SUBDIVISION WITH NEW LOTS OR UNITS:**

<b># OF LOTS/UNITS</b>	<b>PRELIMINARY PLAN FEE*</b>	<b>FINAL PLAN FEE*</b>	<b>PRELIM / FINAL FEE</b>
1	350.00	250.00	600.00
2--5	600.00	500.00	1100.00
6-10	800.00	600.00	1400.00
11-20	1250.00	1000.00	2250.00
21-50	1750.00	1250.00	3000.00
51-100	2500.00	1500.00	3550.00
101-200	2400.00	1750.00	4150.00
201 +	2700.00 + \$5 PER LOT /UNIT OVER 201	2000.00 + 5.00 PER LOT/UNIT OVER 201	4700.00+10 per Lot/unit over 201

**LAND DEVELOPMENT PLAN** – \*\* (Assessed by Total Acreage of Tract Regardless of Area Affected by Development)

<b>TOTAL ACRES **</b>	<b>FINAL PLAN FEE</b>
0 – 2	700.00
2.01 – 5	850.00
5.01 – 10	1250.00
10.01 – 15	1750.00
15.01 – 25	2500.00
25.01 + over	3500.00

\*For any Subdivision Plan that is a combined Preliminary/Final Plan, the total of both Preliminary and Final columns shall be applicable.

\*\* Acreage of tract for newly developed lot or acreage undergoing review for expansion.

**NOTE:** Fees include Authority review. If fees collected are not sufficient to cover Engineering or Legal costs, the remaining amount will be billed and shall be payable prior to final plan approval.

*Paper Asbuilts will be required upon completion. Asbuilts stored electronically on disc using CAD format compatible with GIS (latest version) must also be provided.*