



## COOLBAUGH TOWNSHIP MUNICIPAL CENTER

5550 Memorial Blvd., Tobyhanna, PA 18466  
(570) 894-8490 • FAX (570) 894-8413

### **SUBMISSION OF A LAND DEVELOPMENT PLAN**

#### **FORMS**

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  
(570) 629-3063 - Fax

Monroe County Planning Commission (MCPC)  
Administrative Center  
John Woodling, Planning Director  
1 Quaker Plaza, Room 106  
Stroudsburg, PA 18360  
(570) 517-3100  
(570) 420-3564 - Fax

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

Russ Kresge & Associates  
909 East Laurel Avenue  
Pen Argyl, PA 18072  
(610) 863-6525 (Fax same #)

Send Coolbaugh Township six (6) sets of plans and one (1) original/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 each month at 7:00 p.m. 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.*











**ATTACHMENT A**  
**COOLBAUGH TOWNSHIP**  
**ESCROW FEE CALCULATION FORM**

Applicants for the review of any plans planning modules or other items required in the Coolbaugh Township Ordinances or other regulations shall complete the following information and submit this form with the required escrow amount to the Township Secretary.

The undersigned hereby applies for review of the plans described below:

1. Date submitted to the Township \_\_\_\_\_
  
2. Name of Development \_\_\_\_\_  
Location \_\_\_\_\_  
Deed Book # \_\_\_\_\_ Page # \_\_\_\_\_  
Zoning District \_\_\_\_\_  
Tax Assessment # \_\_\_\_\_  
Total Acreage \_\_\_\_\_  
Number of Units (if applicable) \_\_\_\_\_
  
3. Name of Property Owner (s) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_
  
4. Name of Applicant (if other than owner)  
Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Applicants Interest \_\_\_\_\_  
\_\_\_\_\_

5. Engineer, Surveyor or other person or firm responsible for the preparation of the Plan

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Please check one:

\_\_\_\_\_ Engineer                      \_\_\_\_\_ Surveyor

\_\_\_\_\_ Other (specify) \_\_\_\_\_

6. Please check all items which are applicable:

\_\_\_\_\_ Sketch Plan  
\_\_\_\_\_ Preliminary Plan  
\_\_\_\_\_ Final Plan  
\_\_\_\_\_ Planning Module  
\_\_\_\_\_ Conservation Plan  
\_\_\_\_\_ Drainage Plan  
\_\_\_\_\_ Site Development Plan

\_\_\_\_\_ Tentative Approval Plan (PRD)

7. Please check the type of development (all which apply):

- \_\_\_\_\_ Land Development
- \_\_\_\_\_ Major Subdivision
- \_\_\_\_\_ Minor Subdivision
- \_\_\_\_\_ Conditional Use
- \_\_\_\_\_ Commercial
- \_\_\_\_\_ Industrial
- \_\_\_\_\_ Planned Residential Development
- \_\_\_\_\_ Single Family
- \_\_\_\_\_ Multi-Family
- \_\_\_\_\_ Other \_\_\_\_\_

**ESCROW ACCOUNT DESCRIPTION**

**REVIEW FEES**

All engineering, legal 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. The escrow fee required for the project shall be paid to the Township Secretary at the time that the required application, plan(s) or planning module is submitted for review. The escrow account will be used to pay for expenses as they are incurred for engineering reviews, legal services and other professional consulting services which will be billed at prevailing hourly rates, plus a twenty percent administration charge.

The Township Engineer shall review the Escrow Fee Calculation Form and determine if the fee submitted is adequate. If the escrow amount is inadequate, then the applicant will be informed in writing of the additional amount required and how it was determined. The Township will consider the application incomplete and no action will be taken until the escrow amount is paid in full.

If, during the review and approval process, all of the escrow account has been billed for the services described above because of multiple reviews, complexities in the site or other reasonable expenses, and the review is not complete, an additional escrow fee (or fees)

\_\_\_\_\_ Tentative Approval Plan (PRD)

7. Please check the type of development (all which apply):

- \_\_\_\_\_ Land Development
- \_\_\_\_\_ Major Subdivision
- \_\_\_\_\_ Minor Subdivision
- \_\_\_\_\_ Conditional Use
- \_\_\_\_\_ Commercial
- \_\_\_\_\_ Industrial
- \_\_\_\_\_ Planned Residential Development
- \_\_\_\_\_ Single Family
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will be requested from the applicant in order to continue processing the application. The Township will stop the review process until the additional fee (or fees) are paid in full. After the review of the plan(s) or planning module has been completed by the Township and it has been determined that there are no outstanding charges, the amount remaining in the escrow account will be returned to the applicant.

**FIELD INSPECTIONS:**

An escrow account will also be set up by the Township for all required site inspection after the final plan(s) have been approved by the Board of Supervisors. The amount required by the applicant for the Inspection Escrow Account will be determined by the Township Engineer based on the inspection schedule, the schedule of construction and the size and complexity of the site.

Any other review or inspections required by any ordinances or regulations of Coolbaugh Township which are not specifically outlined in this form shall have a minimum escrow fee of \$500.00. If the Township Engineer or other professional consultant determines that this minimum fee is not adequate to properly review or inspect the project then the additional amount required will be determined and requested from the applicant and no reviews or inspections will be initiated until the additional amount is received by the Township. If during the review or inspection process the escrow account has been depleted, then additional fee(s) will be requested from the applicant in writing and the review or inspection process will be stopped until the fee is received.

**REQUIRED ESCROW FEES**

**I. Major Subdivisions and Residential Land Developments**

Total No of units or lots \_\_\_\_\_ Total acreage\_\_\_\_\_

**A. Subdivision and Land Development Ordinance**

	<b>No. Units or lots</b>	<b>Fee \ Unit or lot</b>	<b>Total Fee</b>
First 10 units or lots _____		\$ 250.00	_____
Next 11 to 50 units/lots _____		\$ 30.00	_____
Next 51 to 100 units/lots _____		\$ 10.00	_____
Each additional unit/lot over 100 _____		\$ 5.00	_____
<b>Escrow Subtotal</b>		<b>(A)</b>	_____

**B. Natural Features Conservation Ordinance**

will be requested from the applicant in order to continue processing the application. The Township will stop the review process until the additional fee (or fees) are paid in full. After the review of the plan(s) or planning module has been completed by the Township and it has been determined that there are no outstanding charges, the amount remaining in the escrow account will be returned to the applicant.

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**REQUIRED ESCROW FEES**

**I. Major Subdivisions and Residential Land Developments**

Total No of units or lots \_\_\_\_\_ Total acreage \_\_\_\_\_

**A. Subdivision and Land Development Ordinance**

	<b>No. Units or lots</b>	<b>Fee\Unit or lot</b>	<b>Total Fee</b>
First 10 units or lots	_____	\$ 250.00	_____
Next 11 to 50 units/lots	_____	\$ 30.00	_____
Next 51 to 100 units/lots	_____	\$ 10.00	_____
Each additional unit/lot over 100	_____	\$ 5.00	_____
<b>Escrow Subtotal</b>		<b>(A)</b>	_____

**B. Natural Features Conservation Ordinance**

	<b>No. Acres</b>	<b>Fee/Acre</b>	<b>Total Fee</b>
First 10 acres	_____		\$300.00
Each additional acre over 10	_____	\$ 2.00	_____
<b>Escrow Subtotal</b>			<b>(B)</b> _____

**C. Storm Water Management and Earth Disturbance Ordinance**

	<b>No, Acres</b>	<b>Fee \Acre</b>	<b>Total Fee</b>
First 20 acres	_____		\$500.00
Each additional acre over 20	_____	\$ 10.00	_____
<b>Escrow Subtotal</b>			<b>(C)</b> _____

**Subtotal for Major Subdivisions or Residential Land Developments**

Subdivision and Land Development Ordinance (A)	_____
Natural Features Conservation Ordinance (B)	_____
Storm Water Management and Earth Disturbance Ordinance (C)	_____
<b>Subtotal Escrow Fee Required (A + B + C)</b>	_____

**II. COMMERCIAL AND INDUSTRIAL LAND DEVELOPMENTS**

**TOTAL ACREAGE** \_\_\_\_\_

**A. Subdivision and Land Development Ordinance**

	No. Acre	Fee/Acre	Total Fee
First 10 acres	_____	\$ 250.00	_____
Next 11 to 50 acres	_____	\$ 30.00	_____
Next 51 to 100 acres	_____	\$ 10.00	_____
Each additional acre over 100	_____	\$ 5.00	_____
<b>Escrow Subtotal</b>		<b>(A)</b>	_____

**B. Natural Features Conservation Ordinance**

	No. Acres	Fee/Acre	Total Fee
First 10 acres	_____		\$500.00
Each additional acre over 10	_____	\$ 5.00	_____
<b>Escrow Subtotal</b>		<b>(B)</b>	_____

**C. Storm Water Management and Earth Disturbance Ordinance**

	No. Acres	Fee/Acre	Total Fee
First 10 acres	_____		\$ 500.00
Each additional acre over 10	_____	\$ 10.00	_____
<b>Escrow Subtotal</b>		<b>(C)</b>	_____

**Subtotal for Major Subdivisions or Residential Land Developments**

Subdivision and Land Development Ordinance (A)	_____
Natural Features Conservation Ordinance (B)	_____
Storm Water Management and Earth Disturbance Ordinance (C)	_____
<b>Subtotal Escrow Fee Required (A + B + C)</b>	_____

**III. MINOR SUBDIVISION AND ALL OTHERS REQUIRING NATURAL FEATURES OR STORM WATER MANAGEMENT AND EARTH DISTURBANCE REVIEW**

Total no. of units or lots \_\_\_\_\_ Total acreage \_\_\_\_\_

**A. Subdivision and Land Development Ordinance**

Minor Subdivision		\$200.00
<b>Escrow Subtotal</b>	<b>(A)</b>	_____

**B. Natural Features Conservation Ordinance**

	<b>No. Acres</b>	<b>Fee/Acre</b>	<b>Total Fee</b>
First 10 acres	_____		\$250.00
Each additional Acre	_____		
Over 10	_____	\$ 2.00	_____
<b>Escrow Subtotal</b>		<b>(B)</b>	_____

**C. Storm Water Management and Earth Disturbance Ordinance**

	<b>No. Acres</b>	<b>Fee/Acre</b>	<b>Total Fee</b>
First 20 acres	_____		\$300.00
Each additional acre	_____		
over 20	_____	\$ 5.00	_____
<b>Escrow Subtotal</b>		<b>(C)</b>	_____

**Subtotal for Minor Subdivision and all others**

Subdivision and Land Development Ordinance (A)	_____
Natural Features Conservation Ordinance (B)	_____
Storm Water Management and Earth Disturbance Ordinance (C)	_____
<b>Subtotal Escrow Fee Required (A + B + C)</b>	_____

**\*NOTE: Minor Subdivisions combining lots (with certain provisions being met) requires a \$100.00 flat fee including administration charges and which is not held in escrow.)**

**IV. PLANNING MODULES**

No. of EDU'S \_\_\_\_\_

\*EDU is an equivalent dwelling unit. For the purposes of calculating the fee only, one EDU will equal 262.5 gallons per day.

	<b>No. EDU's</b>	<b>Fee/EDU</b>	<b>Total Fee</b>
First 50 EDU's	_____		\$ 500.00
Each additional EDU over 50	_____	\$ 10.00	_____
<b>Escrow Subtotal</b>			_____

**V. All other Reviews and Inspections not included above**

Minimum Escrow Amount \$ 500.00

**\*NOTE: Minor Subdivisions combining lots (with certain provisions being met) requires a \$100.00 flat fee including administration charges and which is not held in escrow.)**

**IV. PLANNING MODULES**

No. of EDU'S \_\_\_\_\_

\*EDU is an equivalent dwelling unit. For the purposes of calculating the fee only, one EDU will equal 262.5 gallons per day.

	<b>No. EDU's</b>	<b>Fee/EDU</b>	<b>Total Fee</b>
First 50 EDU's	_____		\$ 500.00
Each additional EDU over 50	_____	\$ 10.00	_____
<b>Escrow Subtotal</b>			_____

**V. All other Reviews and Inspections not included above**

Minimum Escrow Amount \$ 500.00

**SUMMARY FORM**

**Total Escrow Submitted**

- I. Major Subdivision and Residential Land Developments \_\_\_\_\_
- II. Commercial and Industrial Land Developments \_\_\_\_\_
- III. Minor Subdivision Subdivisions and All others which  
require Natural Features or Stormwater Review \_\_\_\_\_
- IV. Planning Modules \_\_\_\_\_
- V. Other Reviews and Inspections \_\_\_\_\_

**Subtotal** \_\_\_\_\_

**Plus 20% Administration** \_\_\_\_\_

**Total Amount Submitted** \_\_\_\_\_

\*\*\*\*\*

**To be signed by all applicants.**

The information on this form is correct to the best of my knowledge and I have read and understand the requirements of the escrow account.

\_\_\_\_\_  
Signature of Applicant

Date \_\_\_\_\_

\*\*\*\*\*

**To be completed by Township:**

Date Received: \_\_\_\_\_ Check No. \_\_\_\_\_

Amount Received: \_\_\_\_\_ Twp. Eng. Review: \_\_\_\_\_