

**HANOVER TOWNSHIP
MAJOR LAND DEVELOPMENT APPLICATION**

Planning Commission meetings are held the 1st Tuesday of each month. All applications must be submitted to the Code Enforcement Office by **12pm not less than 18 days prior** to the date of the scheduled meeting.

APPLICATION NO. _____ OF _____

1. APPLICANT(S)

NAME: _____

ADDRESS: _____

PHONE AND EMAIL ADDRESS _____

ATTACH ADDITIONAL SHEET IF NECESSARY

2. OWNER(S) OF RECORD

NAME: _____

ADDRESS: _____

PHONE AND EMAIL ADDRESS _____

ATTACH ADDITIONAL SHEET IF NECESSARY

3. REGISTERED SURVEYOR/ENGINEER

NAME: _____

ADDRESS: _____

PHONE: _____

4. LOCATION/ADDRESS OF PROPERTY TO BE DEVELOPED:

5. **IS THE PROPOSED DEVELOPMENT LOCATED UPON ONE LOT OF RECORD?**

YES NO ATTACH COPY OR COPIES OF CORRESPONDING DEED(S)

ATTACH A COPY OR COPIES OF THE CURRENT DEED OF RECORD FOR THE SUBJECT PROPERTY.

6. **LINEAR DIMENSIONS OF LOT AND TOTAL AREA (SQUARE FEET AND ACREAGE) OF THE LOT OR LOTS.**

7. **IF APPLICABLE, LIST LINEAR DIMENSIONS AND SQUARE FEET OF THE LAND AREAS AND/OR PARCELS TO BE LEASED AND/OR CREATED WITHIN THE EXISTING DEED(S) OF RECORD. ATTACH INDIVIDUAL DESCRIPTIONS OF EACH.**

LOT #1 _____

LOT #2 _____

LOT #3 _____

ATTACH ADDITIONAL SHEETS AS NECESSARY

8. **ZONING DISTRICT(S) IN WHICH THE PROPERTY IS LOCATED:**

9. **HAS THE ZONING OFFICER REVIEWED THE PROPOSED DEVELOPMENT?**

YES NO

BASED UPON THE ZONING OFFICER'S REVIEW, WILL ANY VARIANCES BE REQUIRED UNDER THE HANOVER TOWNSHIP ZONING ORDINANCE?

YES NO

IF YES, SPECIFY THE REQUIRED VARIANCES PER THE DECISION OF THE ZONING OFFICER. (ATTACH COPY OF WRITTEN DECISION OF THE ZONING OFFICER.)

10. **SEWAGE DISPOSAL:**

SUBMISSION OF APPROPRIATE DEP SEWAGE PLANNING MODULE IS REQUIRED IN ACCORDANCE WITH THE GOVERNING REGULATIONS OF THE PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION.

11. **ATTACH A NARRATIVE REPORT, WITH SUFFICIENT DETAIL, ON NATURE OF PROPOSED DEVELOPMENT AND INTENDED USE OF THE PROPERTY. IF APPLICABLE, ATTACH SEPARATE NARRATIVE WHICH DESCRIBES ALL EXISTING USES, STRUCTURES, BUILDINGS, PARKING, ETC. LOCATED UPON THE SITE. PLAN MUST ILLUSTRATE THE LOCATION AND DIMENSIONS OF EACH WITH APPLICABLE SETBACK DISTANCES FROM ALL PROPERTY LINES.**

12. **ATTACH SEPARATE NARRATIVE, WITH SUFFICIENT DETAIL WHICH DESCRIBES PROPOSED NEW DEVELOPMENT UPON THE SITE. THE PLAN MUST ILLUSTRATE THE AFOREMENTIONED INFORMATION INCLUDING THE LOCATION AND DIMENSIONS OF EACH WITH THE SETBACK DISTANCES FROM ALL PROPERTY LINES.**

13. **ARE ANY THERE MODIFICATIONS/WAIVERS FROM THE HANOVER TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE REQUESTED?**

YES NO

IF YES, SPECIFY BELOW THE REQUESTED MODIFICATIONS/WAIVERS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE RELATED TO SUCH REQUEST.

ATTACH ADDITIONAL SHEETS AS NECESSARY

STATE IN FULL BELOW THE GROUNDS AND/OR FACTS OF UNREASONABLENESS OR HARDSHIP TO SUPPORT THE REQUESTED MODIFICATIONS/WAIVERS.

ATTACH ADDITIONAL SHEETS IF NECESSARY

14. PROVIDE ONE ORIGINAL AND FOUR COMPLETED COPIES OF THE MAJOR LAND DEVELOPMENT APPLICATION WITH APPLICABLE TOWNSHIP FEES. PROVIDE ONE ORIGINAL AND FOUR (4) PREFOLDED COPIES AND ONE ELECTRONIC COPY IN A PDF FILE FORMAT UPON A USB FLASH DRIVE OF THE PLANS AND ALL SUPPORTING DATA.
15. PROVIDE AS APPLICABLE FOUR (4) COPIES AND ONE ELECTRONIC COPY IN A PDF FILE FORMAT UPON A USB FLASH DRIVE OF THE FOLLOWING:
 - A. CERTIFICATION OF OWNERSHIP (CURRENT DEED).
 - B. EXISTING AND PROPOSED EASEMENTS AND DEED RESTRICTIONS, IF ANY.
 - C. ENGINEERING PROFILES, TYPICAL CROSS-SECTIONS AND SPECIFICATIONS OF ALL PROPOSED IMPROVEMENTS.
 - D. COMPLETED DEP SEWAGE PLANNING MODULE.
 - E. ITEMIZED ESTIMATED COST OF ALL REQUIRED AND/OR PROPOSED IMPROVEMENTS.
 - F. ANY OFFERS OF DEDICATION FOR STREETS OR OTHER REQUIRED PUBLIC IMPROVEMENTS.
 - G. THE COMPLETED COPY OF ANY APPLICABLE HIGHWAY OCCUPANCY PERMITS.
 - H. A COMPLETE LISTING OF ALL PUBLIC UTILITY COMPANIES INTENDED TO PROVIDE SERVICE TO THE LOTS WITHIN THE SUBDIVISION AND A LETTER FROM EACH APPLICABLE UTILITY COMPANY INDICATING THAT SAID COMPANY CAN AND SHALL ADEQUATELY SERVE THE LOTS WITHIN THE PROPOSED SUBDIVISION, INCLUDING ANY CONDITIONS REQUIRED FOR THE PROVISION OF SERVICE.
 - I. IF APPLICABLE, ANY OFFERS OF DEDICATION OF PROPOSED IMPROVEMENTS, SIGNED BY THE OWNER OF THE PROPERTY AND PROPERLY NOTARIZED.

CERTIFICATION OF INFORMATION AND PAYMENT OF CONSULTING FEES

I _____ HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER AGREE TO REIMBURSE HANOVER TOWNSHIP FOR ALL CONSULTING

AND LEGAL FEES INCURRED BY HANOVER TOWNSHIP FOR REVIEW, INSPECTION AND ADMINISTRATIVE SERVICES RELATED TO THIS APPLICATION AND ACCOMPANYING PLANS AS SO REQUIRED AND DIRECTED BY HANOVER TOWNSHIP. SAID PAYMENT WILL BE MADE IN FULL WITHIN 30 DAYS FROM BILLING DATE INDICATED UPON THE INVOICE. I FURTHER CERTIFY AND AGREE TO PROVIDE THE HANOVER TOWNSHIP WITH "AS BUILT" DRAWINGS OF ALL IMPROVEMENTS PRIOR TO FINAL APPROVAL OF THE SUBDIVISION PLANS.

SIGNATURE OF APPLICANT/DEVELOPER

DATE

SIGNATURE OF OWNER
(OWNER OF RECORD AS PROVIDED BY DEED)

DATE

THE OWNER'S SIGNATURE IS ALWAYS REQUIRED. FAILURE TO PROVIDE OWNER'S SIGNATURE WILL RESULT IN YOUR APPLICATION BEING DEEMED INCOMPLETE AND IT WILL BE RETURNED TO YOU.

TO BE COMPLETED BY HANOVER TOWNSHIP

- A. TOWNSHIP APPLICATION FEE AND DATE RECEIVED: _____
- B. THE DATE PLANS AND APPLICATION WERE SUBMITTED OR MAILED TO THE LUZERNE COUNTY PLANNING COMMISSION. _____
- C. FIRST MEETING DATE AT WHICH THIS SUBDIVISION PLAN WAS CONSIDERED BY THE HANOVER TOWNSHIP PLANNING COMMISSION: _____
- D. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF ANY CONSULTANT TO HANOVER TOWNSHIP PLANNING COMMISSION AND COMMENTS OF THE LUZERNE COUNTY PLANNING COMMISSION.
- E. DECISION RENDERED AND DATE OF DECISION BY THE HANOVER TOWNSHIP PLANNING COMMISSION. _____
- G. DATE OF MAILING OF WRITTEN NOTIFICATION OF DECISION TO APPLICANT: _____