

# **BLACK CREEK TOWNSHIP SUBDIVISION / LAND DEVELOPMENT APPLICATION PACKAGE:**

## **To all applicants:**

1. Enclosed are the required materials to be submitted along with a new Subdivision and/or Land development submission.
2. All submittals must comply with all of the submission requirements of the Black Creek Subdivision and Land Development Ordinance.
3. Additional information may be required by Black Creek Township during the review process.
4. Should you have any questions concerning this material, please contact the municipal office at (570) 384-3206.
5. Plans, applications, reports and supporting documents are due at the Township Municipal Building **TWO WEEKS PRIOR** to the next Planning Commission Meeting. Specifically, all information must be received by the Township on Thursday, 14 days prior to the meeting, by 2:30 p.m.
6. **Revised** plans, applications, reports and supporting documents must be submitted to the Township **ONE WEEK PRIOR** to the next Planning Commission Meeting. All information submitted after this deadline will not be considered until the meeting held the following month.
7. There are no exceptions to this policy.
8. The Black Creek Planning Commission meets on the third Thursday of every month at the Black Creek Township Municipal Building at 6:00 p.m.
9. All correspondence to be mailed shall be mailed to the following address:

Black Creek Township Municipal Building  
Park Road  
P.O. Box 3  
Rock Glen, PA 18246

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**CERTIFICATE OF OWNERSHIP AND  
ACKNOWLEDGEMENT OF APPLICATION**

COMMONWEALTH OF PENNSYLVANIA COUNTY OF \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_ who being duly sworn, according to law, deposes and says that \_\_\_\_\_ owners of the property described in this application and that the application was made with \_\_\_\_\_ knowledge and/or direction and does hereby agree with the said application and to the submission of the same.

\_\_\_\_\_  
Property Owner

THE UNDERSIGNED HEREBY CERTIFIED THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF THE INFORMATION AND STATEMENTS GIVEN ABOVE ARE TRUE AND CORRECT.

**SIGNATURE OF APPLICANT** \_\_\_\_\_

My Commission Expires \_\_\_\_\_, 201\_\_ Notary Public or Officer.

Official submission receipt date \_\_\_\_\_ Received By \_\_\_\_\_

**RECREATION FEE REQUIREMENT**  
**PER SECTION 624 OF THE SALDO**

Name of Subdivision / Land Development \_\_\_\_\_

Property Owner \_\_\_\_\_

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

Total Number of Residential Building Lots / Units Proposed \_\_\_\_\_

Amount Submitted \_\_\_\_\_ Check Number \_\_\_\_\_

Received By \_\_\_\_\_ Date \_\_\_\_\_

**TYPICAL AGENCIES/INDIVIDUALS INVOLVED IN SUBDIVISION/LAND  
DEVELOPMENT PROCESS**

Black Creek Township Planning Commission

Black Creek Township Engineer

Black Creek Township Zoning Officer

Black Creek Township Supervisors

Luzerne County Planning Commission

Luzerne County Engineering Office

Luzerne Conservation District

Highway Occupancy Permits From:

Pennsylvania Department of Transportation  
Luzerne County Engineer's Office  
Black Creek Township

Pennsylvania Department of Environmental Protection

Pennsylvania Historical Society

Army Corps of Engineers

**ADDITIONAL AGENCIES MAY BE INVOLVED DEPENDING ON THE NATURE OF THE  
PROJECT.**

# APPLICATION FOR SUBDIVISION / LAND DEVELOPMENT

**BLACK CREEK TOWNSHIP, LUZERNE COUNTY, PA**  
 ( Two signed copies of application must submit for review)

An application shall be considered “**complete**” and officially **filed/accepted** by the Township only if all requirements of the Township are met. The requirements include but are not limited to the following: one, all Subdivision and Land Development Ordinance requirements, two, all additional requirements of the Subdivision/Land Development Application Package, three, all application/review fees have been paid, and four, proof of submission to all third party agencies has been provided.

**Application No.**

\_\_\_\_\_

\$ \_\_\_\_\_  
 Fee Enclosed      Check No.

<b>1.</b>	<b>Project Name:</b>	_____
<b>2.</b>	<b>Type of Application:</b>	<input type="checkbox"/> Sketch (Land Development) <input type="checkbox"/> Preliminary Land Development <input type="checkbox"/> Final Land Development <input type="checkbox"/> Preliminary/Final Land Development <input type="checkbox"/> Sketch (Subdivision) <input type="checkbox"/> Preliminary Major Subdivision <input type="checkbox"/> Final Major Subdivision <input type="checkbox"/> Preliminary/Final Minor Subdivision
<b>3.</b>	<b>Proposed Project/Site Information:</b>	<input type="checkbox"/> Total acreage of property to be developed/subdivided <input type="checkbox"/> Total number of proposed lots <input type="checkbox"/> Total number of proposed building lots <input type="checkbox"/> If non-residential, total square footage of pr. building <input type="checkbox"/> Total lineal feet of new roadways <input type="checkbox"/> Are roadways intended to be public or private? <input type="checkbox"/> Is concrete curbing proposed? <input type="checkbox"/> Are sidewalks proposed? <input type="checkbox"/> Are streetlights or parking lot lighting proposed? <input type="checkbox"/> Total acreage of earth disturbance proposed <input type="checkbox"/> Recreation (fee or facilities in place of fee) <input type="checkbox"/> Are wetlands and/or floodplains to be impacted? <input type="checkbox"/> Ownership of Existing Access Site Road (Private, Township, County or State)

<b>4.</b>	<b>Property Owner:</b>	Name: _____
		Address (Line 1): _____
		Address (Line 2): _____
		Phone: _____ Fax: _____ Email: _____
<b>5.</b>	<b>Applicant: (If diff. than owner)</b>	Name: _____
		Address (Line 1): _____
		Address (Line 2): _____
		Phone: _____ Fax: _____ Email: _____
<b>6.</b>	<b>Physical Location of Project:</b>	
<b>7.</b>	<b>Luzerne County Tax Map Description and Current Deed of Record Information:</b>	
	Tax Map(s) _____ Lot Number(s) _____	
	Deed Volume(s) _____ Page(s) _____	
	Attach a copy of the Current Deed of Record for the Subject Property.	
<b>8.</b>	<b>Zoning District(s) in which the property is located:</b>	
<b>9.</b>	<b>Has the Zoning Officer reviewed the proposed subdivision?</b>	
	_____ Yes _____ No	

	Based upon the Zoning Officer's review will any Variances and/or Special Exceptions be required?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, specify the required Variances and/or Special Exceptions per the decision of the Zoning Officer.	
	Note: Zoning approval is required prior to submission of plans to Black Creek Township Planning Commission. Provide review letter from Zoning Officer.	
<b>10.</b>	<b>Attach a Narrative Report describing the general nature of proposed development and intended use of the property to be subdivided and/or developed.</b>	
<b>11.</b>	<b>Are any modifications from the Black Creek Township Subdivision and Land Development Ordinance (SALDO) requested?</b>	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, all SALDO modification requests must be attached (see modification guidance on page 24).	
<b>12.</b>	<b>Proposed Type of Sewage System:</b>	
	<b>Proposed Type of Water Supply:</b>	
<b>13. Engineer / Surveyor:</b>	Name: _____	
	Address (Line 1): _____	
	Address (Line 2): _____	
	Phone: _____ Fax: _____ Email: _____	
<b>14. Attorney:</b>	Name: _____	
	Address (Line 1): _____	
	Address (Line 2): _____	
	Phone: _____ Fax: _____ Email: _____	



<b>15. Development Type:</b>	_____ Single Family Residential	___ Multi Family Residential	
	_____ Commercial	___ Institutional	
	_____ Industrial	___ Recreational	
	_____ PRD		
	Describe Type if "other":		
<b>16. Certification of Information and Payment of Consulting Fees:</b>			
	I hereby certify that the information on this application is true and accurate to the best of my knowledge. I further agree to pay for all consulting fees incurred by Black Creek Township for the review of this application, accompanying plans, and for the inspection of site construction as required by Black Creek Township Ordinances. Said payment, in full, shall be submitted to Black Creek Township within 30 days from billing date indicated upon the invoice of Notice of Payment.		
	_____		_____
	Signature of Applicant/Developer		Date
	_____		_____
	Signature of Owner (If not same as Applicant/Developer)		Date
	The individuals signing above or their designated representative must attend the appropriate Black Creek Township Planning Commission meeting to respond to any questions. Failure to do so may result in denial or delayed action of the proposed application.		
<b>17. Application received by Township</b>	_____		
	Date		Signature
<b>18. Administrative Review Completed</b>	_____		
	Date		Signature

	_____ Complete Submission	
	_____ Incomplete Submission – Deficiencies noted on attached correspondence. Please address all deficiencies in writing and re-submit all applicable plans, reports and required documents.	
	Applicant Notified by Certified Mail # _____ Date _____	
<b>19.</b>	<b>Recommendation rendered by the Black Creek Township Planning Commission:</b>	
	Recommendation (approval, approval with conditions or denial)	Date
	List Conditions of approval recommendation: _____	_____
<b>20.</b>	<b>Decision rendered by Black Creek Township Supervisors:</b>	
	Decision (approval, approval with conditions, or denial) List Conditions of approval _____	_____ Date
<b>21.</b>	<b>Date of certified mailing of written notification of decision to the Applicant:</b>	
	Certified Mail # _____ Date _____	
<b>22.</b>	<b>Date of proof of plan and document recording submitted to Township:</b>	
	Receipt Attached _____ Date _____	

# **BLACK CREEK TOWNSHIP**

## **FEE SCHEDULE**

### **SUBDIVISION AND LAND DEVELOPMENT**

1. Minor Subdivision-       \$200.00 plus \$10.00 for each lot or dwelling unit.
2. Major Subdivision-       \$400.00 plus \$10.00 for each lot or dwelling unit.
3. Site/Land Development Plan-   \$400.00
4. In addition to the filing fees set forth above, the applicant or developer shall individually or jointly be responsible for paying all review and inspection fees incurred by the Township. These fees include:
  - (a) The cost of the Township Engineer and other professionals to perform the following services:
    - Review of plan
    - Site Inspection
    - Preparation of cost estimates for required improvements
    - Inspection of required improvements during the course of construction and installation of said improvements
    - Final inspection of the subdivision and/or land development and the required improvements contained therein
  - (b) Review and inspection fees will be charged by the Township at the current hourly rate being billed to the Township by the Engineer and other professionals at the time of the work, review or inspection.
  - (c) The review and inspection fees will be billed by the Township monthly and the applicant or developer shall be required to pay those bills within thirty (30) days from the date they are billed.
  - (d) With each plan and at the time of application, the applicant or developer must pay to the Township an escrow fee of \$300.00 for a minor subdivision plan and \$750.00 for a major subdivision/land development plan. The escrow funds will be used to pay for the professional services being billed by the Township with any excess being refunded to the applicant or developer within sixty (60) days from the date the final plan has been approved and recorded.

## **MINIMUM REQUIRED ITEMS FOR A COMPLETE SUBDIVISION AND LAND DEVELOPMENT SUBMISSION**

**NOTE: The following are the minimum items required for Black Creek Township to deem an application complete. Any item not submitted (if applicable) is reason for the Township to return the submission package to the applicant and deem the submission incomplete. Please be advised that a project will not be added to the Planning Commission Agenda nor will an engineering review will be conducted until a submission is deemed completed by Black Creek Township. Also, it is the responsibility of the applicant to submit all information to all required outside agencies. See Black Creek Subdivision and Land Development Ordinance and Subdivision / Land Development Application for additional submission requirements.**

1. Two (2) copies of a completed Black Creek Township Subdivision/Land Development Application and Stormwater Management Application (if applicable)
2. Two (2) copies of the deed for the property. (Proof of Ownership)
3. Application fees for Black Creek Township Subdivision/Land Development Plan, Black Creek Township Stormwater Management Plan (if applicable) and the Black Creek Township Escrow Fee.
4. Fourteen (14) sets of Subdivision/Land Development plans certified by a surveyor and/or engineer. The plan must include Soil Erosion and Sediment Control Plans and Stormwater Management Plans (if applicable).
5. Fourteen (14) copies of all calculations, applications, documents and/or reports.
6. Two (2) copies of any zoning approvals (if applicable).
7. All additional items required by the Black Creek Subdivision and Land Development Ordinance and the Black Creek Application Package.

**FACT SHEET**  
**CLUES TO WETLAND IDENTIFICATION FOR DEVELOPERS,**  
**CONTRACTORS, SURVEYORS, FARMERS AND LAND OWNERS**

**Wetlands are areas where ground and/or surface water lingers for at least brief periods during the growing season.**

In Pennsylvania, wetlands are protected by both state and federal regulations. Wetlands are valuable because they function as ways that benefit the natural world, including the human community.

**DEP PERMITS MAY BE REQUIRED**

**WETLANDS DELINEATIONS MAY BE REQUIRED AS PART OF YOUR SUBDIVISION SUBMISSION.**

**ARE WETLANDS PRESENT ON YOUR SITE?** Make a walking inventory of fields, forests, and woodlots, answer the following questions:

**Yes**   **No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are there open bodies of water, ponds, lakes, streams, or reservoirs?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there natural drainage channels (permanent or temporary)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the ground soggy or spongy under foot at any time during the growing season?<br>(growing season in this area 4/15 – 10/15 according to DER Hydrology map)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there “low spots” or depressions where water lies or pools for more than seven days during the growing seasons?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are swales, springs, or seeps present?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there areas you will not cross by vehicles, tractor or other machinery for fear of “getting stuck”?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the site been “ditched” or “tiled” in spots to “dry it out”?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do some plants have roots growing from their stems above the soil line?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you see these plants: cattails, sedges (frequently with triangular stems), iris (flags), arrowheads, joe pyeweed, touch-me-not (jewelweed), rushes, sensitive fern, ironweed or skunk cabbage? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you see these trees or saplings: willows, red or silver maples, box elders, black or green ash, sycamore, or black gum?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are tree trunks expanded or swollen at the base?  |

- Are the trees “blown down” (windthrows), exposing a shallow but extensive root systems?
- Are any of these shrubs present: blueberry, bush type dogwoods (for example, red osier), alders, buttonbush, or spicebush?
- Cleared areas where water has scoured the surface and removed the plants?
- Places where fallen leaves are discolored gray or black?
- Site/sedimentation deposits on decaying leaves lying on the ground or on lining plant leaves, or on stems or tree trunks?
- Drift lines (wrack lines) where sticks, leaves, and other water-carried debris have lodged along a contour or at the base of vegetation?
- Is there a dark brown layer of organic matter, over two inches thick, on the soil surface?
- Does sphagnum moss (a lush, green, juicy moss) cover the site?
- Digging to a depth of 18 inches, is the soil color gray, gray-blue, or gray-green or marked with spots, streaks, or lines of different color? Note: In agricultural fields these characteristics are observed below the plow-line.
- Does a soil test pit (hole dug to 18 inches) fill with water or does water “trickle down the sides”?

If you have answered “yes” to any of these questions, a wetland may be present on your project site or property. Further information/assistance is available, seek the advice of professionals. Observe! Ask questions! Be alert to changes in state and federal regulations! Be aware of local regulations/ordinances! Seek professional advice at state, federal and private levels! It is important to note that permits are normally needed before you perform any work in a wetland. Contact: Area Offices of DEP’s Dams and Waterway Management, DEP’s River and Wetlands Conservation Office, your local County Conservation District Office, or Soil Conservation Service Office and the appropriate Army Corps of Engineers District Office.

I verify that the statements made on this fact sheet are true and correct to the best of my knowledge, information and belief. I understand that false statements are punishable by law.

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(Signature)

## **SEWAGE FACILITIES PLANNING MODULE**

1. Applicant must first request an application mailer from DEP or obtain the mailer from their website:  
[www.depweb.state.pa.us/](http://www.depweb.state.pa.us/)

Department of Environmental Protection  
2 Public Square  
Wilkes Barre, PA 18701-3296  
(570) 826-2511

2. Complete the application mailer and return
3. Tailored Sewage Facilities Planning Module will follow

**Please be advised that Sewage Planning of some type must be completed for all proposed subdivisions (and most Land Developments) in Black Creek Township.**

# **Black Creek Subdivision and Land Development Ordinance Modification Request Guidelines:**

Any modification request must be done in writing and must contain the following information at a minimum:

1. Name of Project:
2. Modification Request Number:
3. Name of Applicant:
4. Section of SALDO:
5. Description of SALDO Section:
6. Description of Modification Request:
7. Is the Modification Request the minimum modification necessary to provide relief?  
Please explain.
8. Justification for Relief (Provide explanation with all answers):
  - a. Is the SALDO section unreasonable or cause an undue hardship as it applies to the subject property?
  - b. Does the SALDO section prohibit reasonable utilization of the property?
  - c. Does the alternate proposal provide equal or better results than the SALDO Section?
  - d. Has public interest and safety been secured?
9. Will relief to the SALDO section alter the overall intent of the SALDO? Please explain.
10. Name of representative presenting request at the Planning Commission Meeting.
11. Note: A modification request WILL NOT be considered for approval unless the request has been submitted in writing in conformance with these guidelines AND a representative presents the request at a Planning Commission Meeting.



