

WHITE HAVEN BOROUGH SUBDIVISION / LAND DEVELOPMENT INSTRUCTIONS

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 White Haven Borough Subdivision and Land Development Ordinance.
3. Additional information may be required by White Haven Borough during the review process.
4. Should you have any questions concerning this material, please contact the Borough Manager or Secretary at (570) 443-9129.
5. Plans, applications, reports and supporting documents are due at the White Haven Borough Municipal Building **TWO WEEKS PRIOR** to the regularly scheduled Borough Council Meeting at which time Borough Council will accept the plans as being filed and refer them to the Borough Planning Commission for review at a public meeting.
6. Borough Council usually meets on the fourth Monday of every month at the White Haven Borough Municipal Building, 312 Main Street, White Haven, PA 18661 at 7:00 P.M.
7. The Borough Fees are as follows:

Minor Subdivision- \$250.00

Major Subdivision- \$450.00 plus \$10.00 for each lot or dwelling in the subject plan.

Site/Land Development Plan- \$250.00

NOTE: The filing fees set forth above, does not include the fees that must be paid to third party agencies such as Luzerne County Engineering, Luzerne County Planning. The Applicant/Developer shall also be responsible for reimbursing the Borough for the fees incurred by its Professional Consultants with reviews, site inspections etc.

4.	Property Owner:	Name: _____
		Address (Line 1): _____
		Address (Line 2): _____
		Phone: _____ Fax: _____ Email: _____
5.	Applicant: (If diff. than owner)	Name: _____
		Address (Line 1): _____
		Address (Line 2): _____
		Phone: _____ Fax: _____ Email: _____
6.	Physical Location of Project:	
7.	Luzerne County Tax Map Description and Current Deed of Record Information:	
	Tax Map(s) _____ Lot Number(s) _____	
	Deed Volume(s) _____ Page(s) _____	
	Attach a copy of the Current Deed of Record for the Subject Property.	
8.	Zoning District(s) in which the property is located:	
9.	Has the Zoning Officer reviewed the proposed subdivision?	
	_____ 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: Approval of the plan by Borough Council will be conditioned upon obtaining zoning approval unless zoning approval has been obtained prior to plan submission.	
10.	Please described or attach a narrative describing the general nature of proposed development and intended use of the property to be subdivided and/or developed.	
11.	Are any modifications from the SALDO requested?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
	If additional space is needed, please attach your waiver requests or reference by notation on the plan.	
12.	Proposed Type of Sewage System:	
	Proposed Type of Water Supply:	
13.	Engineer / Surveyor:	Name: _____
		Address (Line 1): _____
		Address (Line 2): _____
		Phone: _____ Fax: _____ Email: _____
14.	Attorney:	Name: _____
		Address (Line 1): _____
		Address (Line 2): _____
		Phone: _____ Fax: _____ Email: _____
15.	Development	<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Multi Family Residential

	Type:		
		_____ Commercial	_____ Institutional
		_____ Industrial	_____ Recreational
		_____ PRD	
		Describe Type if "other":	
16.	Certification of Information and Payment of Consulting Fees:		
	<p>I hereby certify that the information on this application is true and accurate to the best of my knowledge. I further agree to pay the fees for all "professional consultants" of White Haven Borough as that term is defined under Section 107(a) of the Pennsylvania Municipalities Planning Code, 53 P.S. Section 10107(a) fees incurred by White Haven Borough for the review of this application, accompanying plans, and for the inspection of site construction as required by White Haven Borough Zoning, SALDO and Building Ordinances. All payments shall be made to the Borough within 30 days of receipt of invoice from the Borough.</p>		
	<p>_____</p> <p style="text-align: center;">Signature of Applicant/Developer</p>		
	<p>_____</p> <p style="text-align: center;">Date</p>		
	<p>_____</p> <p style="text-align: center;">Signature of Owner (If not same as Applicant/Developer)</p>		
	<p>_____</p> <p style="text-align: center;">Date</p>		
	<p>The individuals signing above or their designated representative must attend all Borough Planning and Council meetings where the application/plan will be discussed and/or voted upon. Failure to do so may result in denial or delay in the application/plan.</p>		
17.	Application received by Borough		
		_____	_____
		Date	Signature
18.	Council Meeting date to accept plan		
		_____	_____
		Date	Signature
	<p>_____ Complete Submission _____ Incomplete Submission _____ Applicant Notified</p>		

