

Application Review Checklist

Failure to submit these items could result in the Application being rejected and being placed on the following month's agenda, pending receipt of the missing items

- _____ Completed Application
- _____ Project Narrative
- _____ Submittal Fee
- _____ County Review Fee
- _____ Township Engineer Retainer Fee (where applicable)
- _____ Plot Plans or Site Development Plans
 - _____ 8 copies 18"X 24", 24"X 36", or 32" X 40"
 - _____ 5 copies 11"X 17" or 1/2 size
 - _____ Recording copy 18"X 24" (Final Plan only)
(where applicable)
- _____ E&S control plan (where applicable)
- _____ Stormwater Management Plan (where applicable)
- _____ Centerline Road Profiles & Road Cross-Sections (where applicable)
- _____ Deed to the property
- _____ Notarized Power of Attorney granted authorization for the developer to act on the owner's behalf if owner is not available to attend meetings
(where applicable)
- _____ Engineer prepared cost estimates (where applicable)
- _____ Will Serve letters
 - _____ Electric
 - _____ Sewer
 - _____ Water
 - _____ Gas

*****OFFICE USE ONLY*****

Zoning Officer Signature: _____

Date Received: _____

Application Review Process

Project Name (for Zoning File)
Developer/Engineer

<u>DATE(S)</u>	<u>ACTION</u> (as applicable)	
_____	Application received by Zoning office	_____ Received by
_____	Reviewed by Zoning Office	_____ Reviewed by
_____	Property posted	_____ Posted by
_____	Notice to parties of interest	
_____	Legal Notice in newspaper	
_____	PC site visits	
_____	Workshop	
_____	Meeting/Hearing	
	_____ Decision	
	_____ Date of Action	
_____	Notification of Action Letter	
_____	Plan Recorded	

Zoning and/or Legal issues prior to application:

Stipulations/Conditions/Contingencies of Approval:

Reason for Disapproval:

