

JACKSON TOWNSHIP, LEBANON COUNTY
CHECKLIST FOR SUBDIVISION, LAND DEVELOPMENT, AND STORMWATER MANAGEMENT PLAN SUBMISSIONS

Per §22-303.1.D of the Jackson Township Subdivision and Land Development Ordinance, the Township staff shall have seven business days from the date of submission of an application to check the plans and documents to determine if on their face they are in proper form and contain all required information. If defective, the application shall be returned to the applicant within 12 business days following the date of submission by the applicant along with a statement explaining the reason(s) for rejection, otherwise, it shall be deemed accepted for filing as of the date of submission. Acceptance of filing shall not, however, constitute a waiver of any deficiencies or irregularities. Under this section, the applicant may appeal a decision by the Township staff to the Board.

Instructions:

This checklist shall be completed by the applicant or the applicant’s agent and submitted with all applications for consideration of a subdivision and/or land development plan or stormwater management site plan. Failure to provide the required applications, submission fees, plans, and other supporting documentation to the Township and any other entity/agency listed herein may result in rejection of the application.

Complete the checklist for the type of plan being submitted (e.g., do not complete the checklists for Sketch Plan, Lot-Add On Plan, and Stormwater Management Site Plan if the application is for a Preliminary Subdivision and Land Development Plan).

For each item listed under each plan type, check the appropriate box to confirm if the item is provided. If it is unknown whether an item is required, check with the Township Engineer to determine if the item is required as part of the application. If an item is not required, check the box designated “N/A” for not applicable. For each applicable item listed, both hard and PDF copies are required to be submitted.

Sketch Plan:

- | | | |
|---|--|---|
| Application Form | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy |
| Submission Fees (see Township Resolution No. 052024-1 for fee schedule) | <input type="checkbox"/> Application Fee | <input type="checkbox"/> Review Deposit |
| Sketch Plan | <input type="checkbox"/> Two Hard Copies | <input type="checkbox"/> PDF Copy |
| Confirm the Township Engineer received the following documents: | | |
| Application Form | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy |
| Sketch Plan | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy |

Lot Add-On Plan:

Application Form	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Submission Fees (see Township Resolution No. 052024-1 for fee schedule)	<input type="checkbox"/> Application Fee	<input type="checkbox"/> Review Deposit	
Documentation of Zoning Hearing Board Decision (if applicable) (i.e., written decision granting approval of variance or special exception)	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Lot Add-On Plan	<input type="checkbox"/> Two Hard Copies	<input type="checkbox"/> PDF Copy	

Confirm the following entities/agencies were provided with the documents listed:

1. Township Engineer

Application Form	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Lot Add-On Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Documentation of ZHB Decision (if applicable)	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A

2. Lebanon County Planning Department

Lot Add-On Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
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Preliminary/Final Subdivision and/or Land Development Plan (Minor & Major):

Application Form	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Submission Fees (see Township Resolution No. 052024-1 for fee schedule)	<input type="checkbox"/> Application Fee	<input type="checkbox"/> Deposit	
Documentation of Zoning Hearing Board Decision (if applicable) (i.e., written decision granting approval of variance or special exception)	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Subdivision and/or Land Development Plan	<input type="checkbox"/> Two Hard Copies	<input type="checkbox"/> PDF Copy	
Post-Construction Stormwater Management Plan	<input type="checkbox"/> Two Hard Copies	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Erosion & Sediment Pollution Control Plan	<input type="checkbox"/> Two Hard Copies	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A

Required Reports

Post-Construction Stormwater Management Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Erosion & Sediment Pollution Control Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Water Service Feasibility Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Sewer Service Feasibility Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Transportation Impact Study or Assessment	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Wetlands Study or Wetlands Non-Presence Letter	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A

Confirm the following entities/agencies were provided with the documents listed:

1. Township Engineer

Application Form	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Subdivision and/or Land Development Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Documentation of ZHB Decision (if applicable)	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Post-Construction Stormwater Management Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Post-Construction Stormwater Management Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Erosion & Sediment Pollution Control Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Erosion & Sediment Pollution Control Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Water Service Feasibility Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Sewer Service Feasibility Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Transportation Impact Study or Assessment	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Wetlands Study or Wetlands Non-Presence Letter	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A

2. Lebanon County Planning Department

Subdivision and/or Land Development Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
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|---|--|-----------------------------------|------------------------------|
| 3. Jackson Township Authority (if extension of or connection to public sewer is proposed) | | | <input type="checkbox"/> N/A |
| Subdivision and/or Land Development Plan | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | |
| Water Service Feasibility Report | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | <input type="checkbox"/> N/A |
| Sewer Service Feasibility Report | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | <input type="checkbox"/> N/A |
| 4. Myerstown Water Authority (if extension of or connection to public water is proposed) | | | <input type="checkbox"/> N/A |
| Subdivision and/or Land Development Plan | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | |
| Water Service Feasibility Report | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | <input type="checkbox"/> N/A |
| Sewer Service Feasibility Report | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | <input type="checkbox"/> N/A |
| 5. Emergency Services Provider(s) (when deemed necessary by the Township Engineer) | | | <input type="checkbox"/> N/A |
| Subdivision and/or Land Development Plan | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | |
| 6. Lebanon County Conservation District | | | <input type="checkbox"/> N/A |
| Subdivision and/or Land Development Plan | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | |
| Post-Construction Stormwater Management Plan | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | <input type="checkbox"/> N/A |
| Post-Construction Stormwater Management Report | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | <input type="checkbox"/> N/A |
| Erosion & Sediment Pollution Control Plan | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | <input type="checkbox"/> N/A |
| Erosion & Sediment Pollution Control Report | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | <input type="checkbox"/> N/A |
|
<u>Stormwater Management Site Plan:</u> | | | |
| Application Form | <input type="checkbox"/> Hard Copy | <input type="checkbox"/> PDF Copy | |
| Submission Fees (see Township Resolution No. 052024-1 for fee schedule) | <input type="checkbox"/> Application Fee | <input type="checkbox"/> Deposit | |
| Stormwater Management Site Plan | <input type="checkbox"/> Two Hard Copies | <input type="checkbox"/> PDF Copy | |
| Erosion & Sediment Pollution Control Plan | <input type="checkbox"/> Two Hard Copies | <input type="checkbox"/> PDF Copy | <input type="checkbox"/> N/A |

Required Reports

Post-Construction Stormwater Management Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Erosion & Sediment Pollution Control Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Wetlands Study	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A

Confirm the following entities/agencies were provided with the documents listed:

1. Township Engineer

Application Form	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Stormwater Management Site Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Post-Construction Stormwater Management Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Erosion & Sediment Pollution Control Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Erosion & Sediment Pollution Control Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A
Wetlands Study or Wetlands Non-Presence Letter	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A

2. Lebanon County Conservation District

Stormwater Management Site Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Post-Construction Stormwater Management Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Erosion & Sediment Pollution Control Plan	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Erosion & Sediment Pollution Control Report	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	
Wetlands Study or Wetlands Non-Presence Letter	<input type="checkbox"/> Hard Copy	<input type="checkbox"/> PDF Copy	<input type="checkbox"/> N/A