

**HAWLEY BORO PLANNING COMMISSION**  
 94 Main Ave Hawley PA 18428  
 (570) 226-9545 (570) 226-4869 (fax)

**APPLICATION FOR SUBMISSION**

Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_

Developer \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_

Attorney \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_

Engineer/Surveyor \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_

All Agents of Owner/Applicant are authorized to act on behalf of the Owner/Applicant in any capacity relative to this application. **Owner is ultimately responsible for payment of invoices/fees should the applicant fail to pay within thirty (30) days of invoice.** Documents will not be released for any purpose without the approval of the Planning Commission unless the Application is withdrawn.

Deed Owners' Signature(s) \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

(If more than one person is named on the deed, ALL must sign application—original signatures only)

**PRIMARY party responsible for reimbursement of applicable Professional fees:** Late charges of 1.5% per month (18% per annum) will be applied to all outstanding balances remaining over thirty from date invoiced.

Print Name	Signature	Date

**Type of Submission**

Request for: Preliminary \_\_\_\_\_ Final \_\_\_\_\_  
 Lot Improvement \_\_\_\_\_ Subdivision \_\_\_\_\_ Land Development \_\_\_\_\_  
 Sewage Planning Module \_\_\_\_\_

Materials required for submission can be found in the Subdivision/Land Development Ordinance, which is available for purchase at the Hawley Borough Office or can be viewed online at [www.hawleyborough.org](http://www.hawleyborough.org)

To be placed on the Agenda of the Planning Commission, applications/submissions must be **COMPLETE** and submitted to the Borough Secretary at least 10 calendar days before the Planning Commission Meeting (first Tuesday of the month).

## HAWLEY BOROUGH SUBMISSION FEE SCHEDULE

<u>DESCRIPTION</u>	<u>APPLICATION FEE</u>	<u>ESCROW FEE</u>
Lot Line Adjustment	\$100.00	\$500.00
Minor Subdivision (1-6 lots)	\$300.00 plus \$25/lot	\$500.00 plus \$25/lot
Preliminary Major Subdivision	\$750.00 plus \$25/lot	\$1000.00 plus \$50/lot
Final Major Subdivision	\$500.00 plus \$25/lot	\$1000.00 plus \$50/lot
Preliminary Site plan	\$500 plus \$10/1000 sq ft. of site disturbance	Same amount as Preliminary Site Plan application fee
Final Site Plan	½ the amt. of Prelim. Site Plan	Same amt as app. Fee.
Conditional use:	\$750.00 (continuation of hearing \$350.00 And any additional fees will be the Responsibility of the applicant)	\$500.00