

**MAHONING TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT
SUBMISSION PROCEDURE AND POLICY**

1. The completed application with all required fees, the required site plans, the plan check list and other required supplement information, shall be submitted ten (10) business days before the next scheduled Planning Commission meeting. **No application will be accepted after 3:00 p.m. on deadline date. Any plan submitted after this deadline will be rescheduled to the next regularly scheduled meeting.**
2. A minimum of ten (10) folded copies of the proposed site plan shall be submitted to the township office. All storm water reports, wetland delineations and DEP sewage module must accompany the submission if required.
3. The Planning Commission meets the 3rd Wednesday of the month at 6:00 p.m. at the Mahoning Township Municipal Building located at 2175 Blakeslee Boulevard Drive West, Lehigh, PA Carbon County. The applicant or authorized representative shall attend the Planning Commission meeting to discuss the submitted plans.
4. The Planning Commission shall review the application at the next regularly scheduled meeting following the review by Carbon County Planning & Development Office for completeness only. If the application is incomplete, the Planning Commission shall reject the submission. If the application is complete, the Planning Commission shall accept the application as being filed for review, shall state to the applicant that the application has been so accepted, and shall forward copies to the Township Engineer for their review if required. The Township Engineer will be instructed to review and comment on only those plans sent by the Planning Commission. All plans sent to the Engineer without Planning Commission approval will only be a courteous copy and not subject for review. It is the applicant responsibility to make submission to outside agencies including Carbon County Planning & Development Office either concurrently or before the actual submission to the township.
5. All reviews start at the time of the Planning Commission meeting date that the plan is complete and accepted and not the actual submission date.
6. Please note it is the policy of the Planning Commission not to review more than one site plan on the same property at the same time. It is also the policy of the Planning Commission not to receive a revised site plan at the night of the scheduled Planning Commission meeting. They will only review the same plan that has been reviewed by the Township Engineer.
7. All SALDO waivers and modifications must be made in writing and accompany the application form. The Board of Supervisors until reviewed by the Planning Commission will not entertain waivers. Waivers not shown on the application form may be grounds for the Planning Commission to table a submitted plan to allow time to examine the repercussions of recommending approval of the waivers.
8. **No sketch plan shall be reviewed by the township engineer until first reviewed by the Planning Commission.** If the Planning Commission would agree to send a sketch plan for review, all fees for the review will be paid to the township before it is forwarded to the Township Engineer for comment.
9. The Planning Commission will recommend approval of an application when the following conditions are met:
 - The application appears on the agenda for a regular meeting.
 - All issues raised by the Planning Commission and the Township Engineer and other consultants have been resolved to the satisfaction of the Planning Commission or remaining issues require a decision by the Board of Supervisors.

When the applicant's plan is recommended for preliminary and/or final approval by the Township Planning Commission, **the applicant's plan will be placed on the next regularly scheduled Township Board of Supervisors meeting following the Township Planning Commission meeting.**