



CHESTNUTHILL TOWNSHIP

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MEMO

TO: ALL APPLICANTS

FROM: CHESTNUTHILL TOWNSHIP BOARD OF SUPERVISORS

SUBJECT: CHESTNUTHILL TOWNSHIP PLAN SUBMITTAL REQUIREMENTS

The plan submission requirements and policies are as follows:

1. The applicant shall file with the Township staff at least **15 calendar days prior** to a regular Planning Commission meeting (not including a workshop meeting) the required fees and the information and plans required under § **98-29**. Any subsequent submittal of revised plans shall be submitted **at least 15 days** before a Planning Commission meeting where the plans are intended to be reviewed, unless permission is granted (*in writing via email*) for a later submittal by the Township Engineer or Planning Commission, particularly when a revision only involves minor technical changes or corrections. These deadlines may be revised by resolution of the Board of Supervisors.

2. The Township Policy regarding submittal of revised plans to be before a Board of Supervisors meeting will have a deadline of **at least 15 days** prior before a Board of Supervisors meeting, unless permission is granted (*in writing via email*) for a later submittal by the Township Engineer.

***It is recommended that submittal and revised plans also be submitted electronically.

3. Township Engineer's comment letter must be sent to both the Township and the Owner/Applicant/Engineer **no later than the Friday 4pm** prior to either the Township Planning Commission meeting or the Township Board of Supervisors meeting.

If the above noted actions are not followed by our Township Engineer, the applicant or their designated agent, then it is the Township's Policy that the plan will be tabled until the following Township Planning Commission meeting or Township Board of Supervisors meeting.