

# CITY OF WILKES-BARRE

## GENERAL CHECKLIST

### FOR

### LAND DEVELOPMENT APPLICATIONS

THE INFORMATION CONTAINED HEREIN REPRESENTS A GENERAL OVERVIEW OF REQUIREMENTS RELATED TO A PROPOSED LAND DEVELOPMENT OF PROPERTY. THIS INFORMATION DOES NOT NECESSARILY CONTAIN ALL REQUIRED AND/OR RELEVANT INFORMATION FOR THE SUBMISSION OF A LAND DEVELOPMENT APPLICATION AND PLAN UNDER THE CITY OF WILKES-BARRE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE. THIS INFORMATION IS SOLELY DESIGNED TO PROVIDE A LIMITED DEGREE OF PRELIMINARY ASSISTANCE TO THE APPLICANT. THEREFORE THE CITY OF WILKES-BARRE DOES NOT WARRANT OR REPRESENT THAT COMPLIANCE WITH THE INFORMATION ADDRESSED WITHIN THIS CHECKLIST WILL RESULT IN FULL COMPLIANCE WITH THE CITY OF WILKES-BARRE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE AND/OR RESULT IN LAND DEVELOPMENT APPROVAL. TO INSURE THAT YOUR APPLICATION AND PLANS ARE CORRECT AND COMPLETE, PLEASE REFER TO THE COMPLETE TEXT OF THE CITY OF WILKES-BARRE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE.

1. A survey drawing of the subject property, at a scale of 1"=20', with the surveyor's seal and certification of accuracy.
2. Certification of ownership, notarized and placed upon the plan.
3. A location map.
4. Boundary and size of lot or lots with all dimensions and total land area expressed in square feet.
5. All structures (principal and accessory), existing and/or proposed, shall be indicated upon the plan, with the dimensions of each and the associated distance to the front, rear and side yard property lines.

6. Zoning District in which the property is located.
7. Names of adjacent/adjoining property owners.
8. Location and dimensions of all off-street parking areas, existing and proposed upon the subject property, along with any screening.
9. A completed zoning application for the proposed development based upon the site plan.
10. All drawings shall be prepared on sheets being 22"x36" for consistency with the Recorder of Deeds Plat Book.
11. Name of the subdivision or land development, e.g., "The Jones Company Land Development".
12. Identification numbers for each lot, if there is two or more contiguous lots, under the ownership of the applicant.
13. Identification and size of all public right-of-ways, i.e., streets, roads, lanes, alleys, etc., which border the property.
14. Location and size of any existing or proposed easements, including, but not limited to public utilities.
15. A copy of the deed description of the existing lot or lots of record.
16. Construction drawings and profiles of all required improvements, including but not limited to items such as streets, driveways, sidewalks, curbing, catch basins, parking areas, loading areas and other impervious surfaces.
17. Existing and proposed contours of the site at vertical intervals of two (2) feet.
18. Preparation and submission of storm water calculations.
19. Certification on the absence or presence of wetlands. Sites containing wetlands shall required a complete delineation of subject area.
20. Submission and approval of a Soil Erosion and Sedimentation Plan to the Luzerne County Conservation District. Copies must also be submitted to the City.
21. Submission and approval of appropriate DER. Planning Module.
22. The location of any bodies of water, creeks, ponds, floodplains, wetlands, etc. and any other significant environmental features. With regard to wetlands, all plans must

specifically address the subject of as to whether any wetlands are located upon the site. If no wetlands are located within the site, a certification of the absence of wetlands shall be so noted upon the plan, which is certified by a person with appropriate training and experience in the identification of wetlands. If wetlands are located within the site, a delineation of all wetlands boundaries, upon the site shall be provided by a person with appropriate training and experience in the identification of wetlands. The inclusion of wetlands upon the site shall require a complete survey, delineation and total acreage of said wetlands boundaries included upon the plans.

23. All plans shall contain the following notice in compliance with PA. Act 287:

CALL BEFORE YOU DIG!

BEFORE YOU DIG ANYWHERE IN PENNSYLVANIA  
CALL 1-800-242-1776  
PA ACT 287 OF 1974 REQUIRES THREE  
WORKING DAYS NOTICE TO UTILITIES  
BEFORE YOU EXCAVATE, DRILL OR BLAST  
PENNSYLVANIA ONE CALL SYSTEM INC.

24. Fee Schedule - City of Wilkes-Barre :

A. Multiple Principal Structures:

plus per structure.

B. Single Structure:

plus per unit of proposed residential and/or nonresidential occupancy.

25. Luzerne County Review Fees:

A fee of plus for per lot or unit to the Luzerne County Planning Commission and a fee of for up to square feet of impervious cover, plus for each additional square feet of impervious cover, or part thereof made payable to the Luzerne County Engineer's Office.

26. All plans must be submitted to the Luzerne County Planning Commission for their review and comment prior to final action by the Planning Commission. The County has a 30-day time limit to comment.

27. A total of 20 copies of all drawings, the Land Development Application and supporting narrative which describes the proposed development and must be submitted. The drawings MUST be prefolded upon submission to this Office.
28. If the property is located on a State Legislative Route, the applicant must secure a "Highway Occupancy Permit" from PennDOT and indicate such on the plans
29. Plans, applications, and any supporting data must be submitted not less than 21 days prior to the next scheduled meeting of the Planning Commission.
30. A 3"x5" blocked area for the signatures of the Planning Commission's Chairman and Secretary, which indicates approval of the plan, and the date of approval.
31. A 3"x5" blocked area for the signature of the appropriate official of the Luzerne County Planning Commission, indicating the plan was reviewed by the Luzerne County Planning Commission, and the date of review.
32. Any approved subdivision plan must be recorded within ninety (90) days from the date of final approval. Failure to do so within the ninety (90) day period renders the application null and void.
33. Return a copy of recorded plan to the Bureau of Planning and Zoning and a receipt of its recording from the Office of the Luzerne County Recorder of Deeds.

**CITY OF WILKES-BARRE**  
**LAND DEVELOPMENT APPLICATION**

Application No. \_\_\_\_\_

**1. APPLICANT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**2. OWNER OF RECORD**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**3. REGISTERED SURVEYOR/ENGINEER**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

**4. ADDRESS/LOCATION OF PROPERTY TO BE DEVELOPED**

\_\_\_\_\_

\_\_\_\_\_

**5. IS THE PROPOSED DEVELOPMENT LOCATED UPON ONE LOT OF RECORD? YES \_\_\_\_\_ NO \_\_\_\_\_**

**ATTACH COPY OF DEED(S)**

6. A. PROVIDE THE LINEAR DIMENSIONS OF LOT(S) AND TOTAL SQUARE FEET OF EACH LOT OR LOTS.

---

---

- B. IF THE PROPOSED NEW DEVELOPMENT IS TO BE LOCATED UPON A LEASED/LICENSED AREA OF LAND, PROVIDE THE LINEAR DIMENSIONS OF LOT(S) AND TOTAL SQUARE FEET.

---

7. CITY TAX MAP DESCRIPTION: VOLUME \_\_\_ PAGE \_\_\_ LOT NUMBER \_\_\_\_\_

8. ZONING DISTRICT: \_\_\_\_\_

9. ATTACH NARRATIVE REPORT ON NATURE OF PROPOSED DEVELOPMENT AND INTENDED USE.

10. HAS THE ZONING OFFICER REVIEWED THE PROPOSED LAND DEVELOPMENT?

YES       NO

HAS THE ZONING OFFICER DETERMINED IF THE PROPOSED LAND DEVELOPMENT WILL REQUIRE ANY VARIANCES FROM THE ZONING ORDINANCE?

YES       NO

IF YES, SPECIFY ANY REQUIRED VARIANCES PER THE DECISION OF THE ZONING OFFICER (ATTACH COPY A LETTER FROM ZONING OFFICER).

---

---

---

11. ARE ANY MODIFICATIONS FROM THE LAND DEVELOPMENT AND LAND DEVELOPMENT ORDINANCE REQUESTED? YES  NO   
IF YES, SPECIFY THE REQUESTED MODIFICATIONS AND SECTIONS AND/OR PROVISIONS OF THE ORDINANCE AND THE BASIS FOR SUCH REQUEST.
  
12. ATTACH 20 PREFOLDED COPIES OF THE LAND DEVELOPMENT PLAN AND APPLICATION AT A SCALE OF ONE (1) INCH EQUALS (20) FEET AND ANY APPLICABLE SUPPORTING MATERIAL, I.E., DEP SEWAGE PLANNING MODULE, SOIL EROSION AND SEDIMENTATION CONTROL PLAN, AND/OR HIGHWAY OCCUPANCY PERMIT. IF APPLICANT INDICATES THAT A DEP SEWAGE PLANNING MODULE AND/OR SOIL EROSION AND SEDIMENTATION CONTROL PLAN IS NOT REQUIRED, WRITTEN CONFIRMATION FROM THE GOVERNING AGENCY IS MUST BE INCLUDED AS VERIFICATION WITH THE SUBMISSION OF THE APPLICATION AND PLAN.

**DISCLAIMER NOTICE**

THIS APPLICATION AND ANY RELATED PLANS AND DRAWINGS HAVE NOT BEEN REVIEWED TO DETERMINE ITS COMPLIANCE WITH TITLE III OF THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), WHICH PROHIBITS DISCRIMINATION ON THE BASIS OF DISABILITY IN PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES. COMPLIANCE WITH TITLE III OF THIS ACT WITH REGARD TO PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES SHALL BE THE RESPONSIBILITY OF THE APPLICANT AND/OR OWNER.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS TRUE AND ACCURATE. I FURTHER AGREE TO REIMBURSE THE CITY FOR ALL REASONABLE CONSULTING FEES INCURRED FOR THE REVIEW AND INSPECTION OF THIS APPLICATION AND ACCOMPANYING PLANS.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

**REQUIRED ATTENDANCE:** THE PARTIES SIGNING ABOVE, OR THEIR DESIGNATED REPRESENTATIVE, MUST ATTEND THE PLANNING

**COMMISSION MEETING AT WHICH THIS APPLICATION WILL BE  
CONSIDERED. FAILURE TO DO SO MAY RESULT IN TABLING THE  
APPLICATION AND/OR ITS DENIAL.**

---

---

**TO BE COMPLETED BY CITY**

- A. CITY APPLICATION FEE AND DATE RECEIVED: \_\_\_\_\_
- B. COUNTY REVIEW FEE: \_\_\_\_\_
- C. DATE PLAN AND APPLICATION WERE SUBMITTED TO LUZERNE COUNTY PLANNING COMMISSION: \_\_\_\_\_
- D. DATE OF NEXT SCHEDULED PLANNING COMMISSION MEETING: \_\_\_\_\_  
\_\_\_\_\_
- E. ATTACH COMMENTS AND/OR RECOMMENDATIONS OF THE LUZERNE COUNTY PLANNING COMMISSION.
- F. DECISION AND DATE RENDERED BY PLANNING COMMISSION:
- G. ATTACH COPY OF DER NOTIFICATION OF APPROVAL OF PLANNING MODULE (IF APPLICABLE).
- H. ATTACH COPY OF PENNDOT APPROVAL OF HIGHWAY OCCUPANCY PERMIT (IF APPLICABLE).
- I. ATTACH COPY OF LUZERNE COUNTY CONSERVATION DISTRICT APPROVAL OF SOIL EROSION AND SEDIMENTATION CONTROL PLAN (IF APPLICABLE).
- J. DATE OF MAILING OF WRITTEN NOTIFICATION OF DECISION TO APPLICANT: \_\_\_\_\_