

SCHUYLKILL COUNTY PLANNING COMMISSION

Act 247 Review Guidelines and Fee Schedule

For reviews in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as amended

Required Fees and Time Limits

To determine the applicable fee and review time limit for Schuylkill County Planning Commission reviews, reference the appropriate section of the Pennsylvania Municipalities Planning Code as follows:

	Act 247 Section	Fee	Time Limit (Days)
301.3	Comprehensive Plan Amendments	No	45
304	Public Facilities	No	45
305	School Facilities	No	45
408	Official Map	No	45
502	Subdivision and Land Developments	Yes	30
505	Subdivision and Land Development Ordinance Amendments	No	30
609	Zoning Ordinance and Map Amendments	No	30
609.1	Curative Amendments	No	30

- A time limit may be extended if requested by the applicant or by the municipality. If a municipality requests a time extension, it must be in concurrence with the applicant.
- Whenever applications require more than one type of review or otherwise fall under more than one section of the Pennsylvania Municipalities Planning Code, the Schuylkill County Planning Commission will attempt to complete all reviews within the shortest official time limit. However, the Schuylkill County Planning Commission reserves the right to use the maximum permitted time limit if needed.
- The County Fee for municipal reviews of subdivision and land developments is \$75.00 per plan.

Application Procedure

1. The applicant submits the plans, a completed Municipal Request for Review form, and the county fee to the local municipality. The county fee must be in the form of a check or money order made payable to the SCHUYLKILL COUNTY TREASURER. The county fee is not to be combined with the municipal fee. The applicant's canceled check and time stamped copy of the Municipal Request for Review form serves as the receipt.
2. The municipality will forward an application consisting of the county fee, the Municipal Request for Review form signed by the appropriate municipal official, and the plans to the Schuylkill County Planning Commission along with any other relevant information.
3. The review time limit will officially begin when the Schuylkill County Planning Commission receives all necessary information and applicable fees.
4. In the event of a returned check, the Schuylkill County Planning Commission review and its corresponding time limit will stop as of the date we receive notification (of the returned check). Schuylkill County Planning Commission will notify the applicant and the municipality. The review process will restart on the date the Schuylkill County Planning Commission receives the required fee.