NEWPORT TOWNSHIP
LUZERNE COUNTY, PENNSYLVANIA
MAJOR SUBDIVISION / LAND DEVELOPMENT APPLICATION

Simplified application and submission checklist
Newport Township Subdivision and Land Development Ordinance of 2026

SUBMISSION REQUIREMENTS
Six (6) hard copies must be submitted to the Township and one (1) electronic copy must be submitted to the Township and the Township Engineer.

Instructions: The applicant should mark each item included with the application. Township staff will complete the review column. Use the additional space provided to explain the project or identify items that do not apply. The SALDO controls if this form conflicts with the Ordinance.

1. APPLICATION TYPE

■ ☐Preliminary Plan ☐ Final Plan ☐ Preliminary and Final Plan (if accepted by the Township) ☐ Resubmission

2. PROJECT AND PROPERTY INFORMATION

Project / subdivision name	**Tax parcel number(s)**
Property location / address	**Total tract acreage**
Property owner	**Applicant / developer**
Mailing address	**Phone / email**
Plan preparer / engineer / surveyor	**Phone / email**
Number of proposed lots / units	**Proposed use / description**

SECTION 3 — GENERAL SUBMISSION CHECKLIST

Applicant: mark each item included with the application. Township staff should complete the review column. Each item is given additional space so the text is easy to read.

Applicant	Submission item	Township review
☐	Completed and signed application. If the applicant is not the property owner, include owner authorization.	■ Complete ■ Missing ■ N/A
☐	Required application fee, in accordance with the current Township fee schedule.	■ Complete ■ Missing ■ N/A
☐	Copy of the current deed.	■ Complete ■ Missing ■ N/A
☐	Plan prepared and certified by the appropriate licensed professional, where required.	■ Complete ■ Missing ■ N/A
☐	Location map showing the property and nearby streets or major features.	■ Complete ■ Missing ■ N/A
☐	Boundary survey and existing conditions, including dimensions, bearings, acreage, and adjoining properties.	■ Complete ■ Missing ■ N/A
☐	Proposed lot layout, lot numbers, dimensions, and areas.	■ Complete ■ Missing ■ N/A
☐	Existing and proposed streets, access, rights-of-way, and easements.	■ Complete ■ Missing ■ N/A
☐	Existing and proposed utilities, including water, sanitary sewer, storm drainage, electric, and gas, as applicable.	■ Complete ■ Missing ■ N/A
☐	Contours / topography and identification of floodplain, watercourses, wetlands, steep slopes, fill, mining areas, or other site constraints, as applicable.	■ Complete ■ Missing ■ N/A

Applicant	Submission item	Township review
☐	Stormwater management plan and runoff calculations, as applicable.	■ Complete ■ Missing ■ N/A
☐	Soil survey data and water / sewage feasibility information, as applicable.	■ Complete ■ Missing ■ N/A
☐	Estimated impervious coverage and proposed grading / land disturbance information.	■ Complete ■ Missing ■ N/A
☐	Proposed dedications, open space, public / community land, covenants, or deed restrictions, if any.	■ Complete ■ Missing ■ N/A
☐	Prior subdivision history for the tract, as required by SALDO §701.	■ Complete ■ Missing ■ N/A

SECTION 4 — PRELIMINARY PLAN CHECKLIST

Complete this section when submitting a Preliminary Plan. Refer to Newport Township SALDO §§402 and 701. Check the items included with the Preliminary Plan.

Applicant	Submission item	Township review
☐	Preliminary street profiles, cross-sections, and improvement specifications, if streets are proposed.	■ Complete ■ Missing ■ N/A
☐	Preliminary sanitary sewer and stormwater system information / profiles, as applicable.	■ Complete ■ Missing ■ N/A
☐	Existing features on or adjoining the site, including buildings, roads, utilities, culverts, and fire hydrants, as applicable.	■ Complete ■ Missing ■ N/A
☐	Proposed land reserved for parks, schools, playgrounds, or other public / community use, if any.	■ Complete ■ Missing ■ N/A
☐	Other preliminary plan materials requested by the Planning Committee or Township Engineer. Describe below.	■ Complete ■ Missing ■ N/A

Additional notes:

SECTION 5 — FINAL PLAN CHECKLIST

Complete this section when submitting a Final Plan. Refer to Newport Township SALDO §§402 and 701. Check the items included with the Final Plan.

Applicant	Submission item	Township review
☐	Final plan incorporates changes required during preliminary plan review.	■ Complete ■ Missing ■ N/A
☐	Final survey details, lot and street dimensions, curve data, monuments, and easements are shown.	■ Complete ■ Missing ■ N/A
☐	Required professional certifications, plan notes, restrictions / covenants, and dedication information are included.	■ Complete ■ Missing ■ N/A
☐	Final street, sewer, water, stormwater, and other improvement plans / specifications are included, as applicable.	■ Complete ■ Missing ■ N/A
☐	Improvement guarantee / financial security documents, if required.	■ Complete ■ Missing ■ N/A
☐	Floodplain plan details and supporting information are included, if applicable.	■ Complete ■ Missing ■ N/A
☐	Plan signature / approval spaces are provided as required.	■ Complete ■ Missing ■ N/A
☐	Pennsylvania DEP, PennDOT, or other agency permits / correspondence, where applicable.	■ Complete ■ Missing ■ N/A

Additional notes:

6. ADDITIONAL PROJECT INFORMATION

Use this space to describe the proposed subdivision or land development, explain any checklist items marked not applicable, identify items that will be submitted later, or provide other information relevant to the application.

7. TOWNSHIP COMPLETENESS REVIEW

Date received	Reviewed by	Review date

■ Complete for review ■ Incomplete — additional items required

Missing items / comments

Referred to: ■ Planning Committee ■ Township Engineer ■ Luzerne County Planning Commission ■ Other

Applicant certification: I certify that the information submitted is true and correct to the best of my knowledge. I understand that submission does not constitute approval and that the Township may require additional information under the SALDO.

Owner / authorized agent signature	Date

Applicant / developer signature (if different)	Date

This checklist summarizes selected requirements of the Newport Township Subdivision and Land Development Ordinance of 2026. It does not replace the Ordinance, Township fee schedule, zoning review, or agency-specific requirements. The Township may identify additional project-specific submissions.

In connection with the enclosed subdivision/land development application, the above-signed applicant hereby agrees to fully reimburse Newport Township for all reasonable and necessary charges, fees, and expenses incurred by the Municipality's professional consultants (including engineers, attorneys, and planners) in reviewing the plans, studies, and related documents and for any site inspection to verify conformance to the approved plans. Said payment, in full, shall be submitted to Newport Township within 30 days from the billing date indicated on the invoice or notice of payment.