



198 Brink Hill Road · Greentown, PA 18426  
(570) 676-9325 · [www.greentownship.org](http://www.greentownship.org)

## **SKETCH PLAN SUBMISSION**

SALDO - Article III Section 302

The Planning Commission's meetings are the fourth Wednesday of the month (if there is no business to be conducted, the meeting is cancelled). All plans must be submitted by Monday of the previous week in order to be on the meeting agenda. A member of the planning commission will review your sketch plan before the meeting. Please submit a sketch plan per the requirements below:

**Per SALDO > Article III > Section 302 <https://www.greentownship.org/wp-content/uploads/2020/10/Ord-94-SALDO-Article-III.pdf>**

302.1 Sketch Plans - Applicants are encouraged, but not required, to submit a sketch plan to the Planning Commission prior to the submission of a Preliminary Plan. Copies of any sketch plans shall be forwarded to the Township Secretary by the Applicant. The purpose of the Sketch Plan is to establish:

- A. The overall objective of the Applicant
- B. The extent to which the proposed plan conforms to the provisions of this Ordinance
- C. If the said plan shall qualify as a major or minor subdivision and/or land development

302.2 Non-form Filing – A sketch plan shall be considered a submission for discussion between the Applicant and the Planning Commission and shall not constitute a formal filing of a plan with the Planning Commission. All sketch plans submitted shall be so noted on the Plan and in the minutes of the Planning Commission.

You can find more information on Land Development plan submissions on the township's website: <https://greentownship.org/subdivision-land-development/>

**\*Please mail sketch plan documents to 198 Brink Hill Road Greentown, PA 18426. All plans must be physical copies, electronic submissions are not accepted.**