

**BOARD OF SUPERVISORS
NORTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PA**

ORDINANCE NO. 2021-3

**AN ORDINANCE REVISING THE SUBDIVISION AND LAND DEVELOPMENT
ORDINANCE AMENDING PLAN SUBMISSION REQUIREMENTS TO REQUIRE
SURROUNDING PROPERTY OWNER NOTIFICATION**

WHEREAS, the Board of Supervisors of North Whitehall Township (Township) believe surrounding property owner notification of plan submissions will enhance awareness and engagement for the citizens and residents of the Township.

NOW, THEREFORE, be it enacted and ordained by the Board of Supervisors of North Whitehall Township, a municipal corporation and Township of the Second Class, duly organized and lawfully existing in the County of Lehigh, Commonwealth of Pennsylvania, that the following sections of the Subdivision and Land Development Ordinance (SALDO) shall be amended and appear as follows:

I. 3.03 GENERAL PLAN SUBMISSION PROCEDURE

The following amended section:

“A. Submission and Property Owner Notification. The Applicant shall submit the plan with the required number of copies to the Administrator by registered or certified mail or by delivery in person. The submission deadline is as defined in Article 2, Definitions. The Administrator shall review the submission within seven (7) calendar days to determine whether the submission is complete. If the submission is not complete, the submission shall be returned to the applicant, otherwise the Administrator shall accept the plan.

Any applicant submitting plans for a subdivision or a land development shall notify all individuals or entities who own real estate adjoining or adjoining an adjoiner (located in the Township of North Whitehall) of the pendency of such subdivision or land development proposal in writing on a form attached hereto as **APPENDIX J**. Such notice shall be made by regular mail to the landowner's last known address. The address on the tax rolls shall be considered the last known address. Such notice shall be mailed within 10 days after the submission of the first plan submission (sketch or preliminary). Verification of mailing, including a copy of the names, addresses, and tax parcel numbers of each person to whom the notice was mailed, shall be given to the Township within 10 days of submission. The applicant shall also post a copy of the APPENDIX J notice at a minimum of two conspicuous locations on the subject property. The size of the postings shall be greater than 200 square inches. The applicant shall submit photographs of the posting within 10 days of submission.

APPENDIX J

Notification of Plan Submission

Dear Property Owner:

This letter is written to inform you that _____ has filed a subdivision/land development application for property located on _____ Road in North Whitehall Township comprising _____ acres and identified as Tax Map Pin Number(s) _____. The legal owner of the property is _____. The subdivision/land development plan proposes [choose correct statement]. A. Subdivision of the property to create _____ lots having an average lot area of _____ with _____ acres of open space. The sewage disposal needs of the subdivision shall be serviced in the following way: _____. Water service will be provided by means of _____. B. The land development proposes the construction of _____ square feet of nonresidential buildings which will be used as _____. The sewage disposal needs of the nonresidential buildings will be met in the following way _____. The water service for the nonresidential buildings shall be met by _____. Copies of the subdivision/land development plan are available for inspection at the North Whitehall Township Municipal Building. The telephone number of North Whitehall Township is 610-799-3411. You may also contact (*insert developer / applicant contact information*) _____, a representative of _____ at _____ to answer any questions you may have concerning the subdivision/land development. The developer / applicant intend to present the above referenced plan at the (*insert reviewing body, ie: Planning Commission*) _____ meeting on (*insert date, time and location*) _____.

II. REPEALER.

All other Ordinances or parts of Ordinances in conflict herewith in whole or in part are hereby repealed, but only to the extent of such conflict.

III. EFFECTIVE DATE. This Ordinance shall take effect five (5) days after the enactment thereof.

IV. CERTIFICATION. The Township Secretary to the Board of Supervisors of North Whitehall Township shall certify to the adoption of this Ordinance, after the public hearing thereon, and this meeting of the Board being a duly authorized and advertised public meeting, and shall cause the same to be filed as required by law.

DULY ORDAINED AND ENACTED THIS 4th DAY OF October 2021, BY THE BOARD OF SUPERVISORS OF NORTH WHITEHALL TOWNSHIP, AT A DULY ADVERTISED, NOTICED, PUBLISHED AND LAWFULLY ASSEMBLED REGULAR PUBLIC MEETING AND HEARING.

ATTEST:

**BOARD OF SUPERVISORS OF
NORTH WHITEHALL TOWNSHIP**

BY: Brenda Norder
Brenda Norder,
Secretary

BY: Ronald J. Heintzelman
Ronald J. Heintzelman,
Chairman

BY: [Signature]
Mark H. Hills, Jr.,
Vice-Chairman

BY: [Signature]
Dennis Klusaritz,
Member