



SUBDIVISION AND LAND DEVELOPMENT

PLAN APPLICATION SUBMISSION INFORMATION

PLAN APPLICATION FORM

PRELIMINARY PLAN

Application Submittal

1. Any person seeking to subdivide and/or develop any land within North Whitehall Township shall submit a complete subdivision and land development application in accordance with the 1999-1 (as amended) Subdivision and Land Development Ordinance (SALDO) for review and approval by the Township.
2. This application, application fee, escrow deposit, and any reports, studies, or other information that together comprise the complete application, must be submitted at least 30 days prior to the Planning Commission meeting at which the Applicant desires to have the application reviewed.
Applications that do not contain all required signatures will be considered incomplete.
3. This application and plans will be reviewed within 5 business days and accepted as an official submission if deemed complete.
4. All Zoning Variances and/or relief is required to be completed prior to submission of plans. Upon submission, if any plan requires Zoning Relief the plans will be denied as an official submission.
5. The Township reserves the right to determine in its sole discretion whether the application will be placed on the Planning Commission meeting agenda.

Application Form

This application form is to be used for all subdivision and land development applications. Submission and plan drafting requirements for each plan application type can be found at www.northwhitehall.org or by request. The application checklist is required to be completed and submitted as part of this application.

Application Fee and Escrow Deposit

1. All applications shall be accompanied by a non-refundable application fee and a consultant review escrow deposit in accordance with the Township Fee Schedule. Separate checks are required for the non-refundable application fee and the escrow deposit.
2. Any submission that is reviewed and denied will be returned to the Applicant with details of the denial and the escrow amount originally submitted {application fees are non-refundable}.

NOTE: By submitting this application, Applicant agrees to comply with the terms set forth above.

Project Number:	Date Received:
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Proposed Development Overview

Name of Proposed Development:

Property Address:

(City) (State) (Zip)

Lehigh County Tax Parcel ID No(s): Total Tract Acreage:

Zoning District:

☐ AR/AR-L	☐ AR-1	☐ CR	☐ SR	☐ VR	☐ VC
☐ C	☐ C-2	☐ PC	☐ LI/B	☐ ME/I	

Application Type:

☐ Sketch Plan
☐ Major Subdivision -- {Preliminary Plan only} {Attachment #3}
{Final Plan} {Attachment #4}
☐ Minor Subdivision -- {Preliminary Plan only} {Attachment #3}
{Final Plan} {Attachment #4}
☐ Land Development -- {Preliminary Plan only} {Attachment #3}
{Final Plan} {Attachment #4}
☐ Lot Line Adjustment / Consolidation Plan or Revised Approved Plan {Final Plan only} {Attachment #5}

Description of Proposed Development:

Contact Information

Legal Name of Applicant: _____

Contact Person: _____ **Email:** _____

Mailing Address: _____

(City) (State) (Zip)

Phone: _____ **Cell Phone:** _____ **Fax:** _____

.....

Record Title Owner: (If Different than Applicant) _____

Contact Person: _____ **Email:** _____

Mailing Address: _____

(City) (State) (Zip)

Phone: _____ **Cell Phone:** _____ **Fax:** _____

.....

Design Firm: _____

Contact Person: _____ **Email:** _____

Mailing Address: _____

(City) (State) (Zip)

Phone: _____ **Cell Phone:** _____ **Fax:** _____

Attorney Firm: _____

Attorney Name: _____ **Email:** _____

Mailing Address: _____

(City) (State) (Zip)

Phone: _____ **Cell Phone:** _____ **Fax:** _____

.....
Authorized Representative: _____

Contact Person: _____ **Email:** _____

Mailing Address: _____

(City) (State) (Zip)

Phone: _____ **Cell Phone:** _____ **Fax:** _____

Questions

Type of Water Supply Proposed: ☐ Public ☐ Individual Well ☐ Private Centralized System

Type of Sanitary Sewage Disposal Proposed: ☐ Public ☐ Individual On-Lot Septic

Street Ownership Proposed: ☐ Public (for dedication to the Twp) ☐ Private

Homeowners' Association: ☐ Yes ☐ No

A Waiver Request is included with this application: ☐ Yes ☐ No {if Yes, provide written request}

Previous Subdivision or Construction on parcel(s) within the past 5 years? ☐ Yes ☐ No

Any relevant Zoning Variances/Special Exception Approvals on parcel(s) ☐ Yes ☐ No

To your knowledge, Zoning Variances needed? ☐ Yes ☐ No {if Yes, provide description}

Representations

1. By making a submission under this Ordinance, the applicant and all of its agents, employees, and consultants acknowledge(s) and agree(s) that all documents and other information submitted to the Township pursuant to this Ordinance, whether subject to a statutory or common law copyright, constitute public records within the meaning of the Pennsylvania Right to Know Law, Act 3 of 2008, as amended, and are therefore subject to review upon request in accordance with the Right to Know Law and applicable Township ordinances and resolutions.

2. Applicant(s) and/or Owner(s) hereby grant(s) permission to and authorize(s) members of the North Whitehall Township Planning Commission, Township staff, and Township consultants to enter the subject property to view the premises in conjunction with the Subdivision and Land Development application which is hereby filed.

Unworn Falsification to Authorities

To the best of my knowledge and belief, all information on this application is true, correct, and complete and with the understanding that any false statement is subject to the penalties of 18 Pa. C.S.A. Section 4904, relating to "Unsworn Falsification to Authorities."

Signature of Applicant

Date

Signature of Applicant's Consultant*

Date

***Required if applicant is submitting copyrighted materials prepared by person(s) other than applicant.**

Signature Line for Applicant's Consultant (Additional)

Date

Signature Line for Applicant's Consultant (Additional)

Date

Consent to Township Reproduction of Copyrighted Materials

By checking the appropriate box below, the applicant, and all of its employees and consultants, to the extent that any such documents or information submitted to the Township pursuant to this Ordinance are subject to protection pursuant to Federal or State copyright laws, or common law copyright protection, the applicant and all of its agents, employees, and consultants, hereby waive(s) all copyright protection as relates to reproduction and duplication by the Township and all of its agents, servants, employees, officials, and consultants, and the public at large, and the applicant and all of its agents, employees, and consultants further acknowledge(s) and agree(s) that the Township shall have the right to post documents and other information submitted to the Township pursuant to this Ordinance on the Township's website for public inspection, and that hereby agrees to indemnify, defend, and hold harmless the Township and all its agents, servants, employees, officials, and consultants of and from any and all claims, demands, judgments, or damages arising out of relating to claims of violation and violations of Federal and State copyright laws or common law copyright protection.

Note, if the Applicant (and/or the Applicant's Consultant if required) fail to check any of the boxes below, such failure will be given the same effect as if the applicant and/or the applicant's consultant have withheld their consent to the above.

Applicant (Check One):

☐ I hereby consent to the Township's duplication or reproduction of copyrighted materials (including posting the same on the Township's website for public inspection) submitted by or on behalf of myself in connection with this application, and agree to indemnify, defend, and hold harmless the Township and all its agents, servants, employees, officials, and consultants of and from any and all claims, demands, judgments, or damages arising out of relating to claims of violation and violations of Federal and State copyright laws or common law copyright protection.

☐ I do not consent to the Township's duplication or reproduction of copyrighted materials submitted by or on behalf of myself in connection with this application, and I acknowledge that the Township may be obligated to provide the public with an opportunity to inspect the same pursuant to Pennsylvania's Right to Know Law, as amended, 65 P.S. § 67.101 et seq.

Signature of Applicant

Date

Applicant's Consultant (Check One):

Y I hereby consent to the Township's duplication or reproduction of copyrighted materials (including posting the same on the Township's website for public inspection) submitted by or on behalf of myself in connection with this application, and agree to indemnify, defend, and hold harmless the Township and all its agents, servants, employees, officials, and consultants of and from any and all claims, demands, judgments, or damages arising out of relating to claims of violation and violations of Federal and State copyright laws or common law copyright protection.

Y I do not consent to the Township's duplication or reproduction of copyrighted materials submitted by or on behalf of myself in connection with this application, and I acknowledge that the Township may be obligated to provide the public with an opportunity to inspect the same pursuant to Pennsylvania's Right to Know Law, as amended, 65 P.S. § 67.101 et seq.

Signature of Applicant's Consultant*

Date

***Required if applicant is submitting copyrighted materials prepared by person(s) other than applicant.**

Signature Line for Applicant's Consultant (Additional)

Date

Signature Line for Applicant's Consultant (Additional)

Date

Application Completion Checklist (supplement to Attachment #3, #4, or #5)

****To be completed by the applicant for North Whitehall Township to review**

S	NS	NWT REVIEW	S = Submitted NS = Not Submitted NWT REVIEW = Office Use Only
☐	☐	☐	Planning Commission Application Form (Fully Completed)
☐	☐	☐	Planning Commission Application Fees
☐	☐	☐	(3) copies of Planning Commission Applications
☐	☐	☐	Escrow Application Form Completed
☐	☐	☐	(3) copies of the Escrow Fee Application
☐	☐	☐	(3) copies – SALDO Plan Checklist (Section 375 “Attachment #3, #4, and/or #5)
☐	☐	☐	(17) copies (36” x 24”) Full Size Plan Sets
☐	☐	☐	(1) Set of Plans signed and notarized
☐	☐	☐	Digital Format of plans (PDF required)
☐	☐	☐	(3) copies Proof of Surrounding Property Notification and Supporting Documents, if applicable, (Including Traffic study, PCSM, E&S, O&M) {See Attached Ordinance 2021 – 3}
☐	☐	☐	Copy of LVPC Application
☒	☐	☐	(17) copies of Reduced Scale Copies (optional)

		☐	Director of Planning & Zoning review
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Project Number:

Date Received:

For Township Use Only

Reviews

- ☐ Township Planner
- ☐ Township Engineer / Consultant
- ☐ Zoning Officer
- ☐ Sewage Enforcement Officer
- ☐ Other: Township Staff
- ☐ Lehigh Valley Planning Commission

Final Action

Township Planning Commission

- ☐ Favorable Recommendation
- ☐ Conditions:

- ☐ Unfavorable Recommendation
- ☐ No Action
- ☐ Tabled

Board of Supervisors

- ☐ Approved
- ☐ Conditions:

- ☐ Not Approved
- ☐ Reason for Denial:



PLANNING COMMISSION APPLICATION

Applicant's Name: _____ **Date of Submission:** _____

Name of Project: _____

Address: _____

(City) (State) (Zip)

Email: _____ **Phone Number:** _____ **Fax:** _____

Fees shall be paid via check at the following times to North Whitehall Township – Planning Department:

1. Minor, Major Subdivision, and Land Development, when a Sketch or Preliminary Plan is submitted.
2. Lot Line Adjustment when Final Plan is submitted.
3. Rezoning Petition at the time of submittal

For all subdivisions, the number of lots shall include the resident lots, if any.

RESIDENTIAL DEVELOPMENT APPLICATION FEES			
		Lot	Amount
Sketch Plan	\$1,000.00		\$
Preliminary Plan	\$1,500.00		\$
Final Plan	\$1,250.00		\$
Revised Plan (Recorded or Not Recorded)	\$1,000.00		\$
Total			\$

RESIDENTIAL LOT LINE/LOT CONSOLIDATION		
	Lots	Amount
\$1,000.00		\$
		\$
Total		\$

"NON RESIDENTIAL" DEVELOPMENT APPLICATION FEES (Apartments included)			
		Lot(s)	Amount
Sketch Plan	\$2,000.00		\$
Preliminary Plan	\$2,500.00		\$
Final Plan	\$1,500.00		\$
Revised Plan(Recorded or Not Recorded)	\$2000.00		\$
Total			\$

NON RESIDENTIAL LOT LINE / LOT CONSOLIDATION		
	Lots	Amount
\$2,000.00		\$
		\$
Total		\$

CONDITIONAL USE		
	Lots	Amount
Conditional Use shall be assessed a filing fee of \$3,500.00 . Also, reimbursement to the Township will be one-half of the stenographer's cost for all meetings.		\$
Total		\$

RE-ZONING		
	Lots	Amount
Re-zoning petitions to amend Zoning Ordinance/Amend Zoning Map \$3,500.00 and one-half of the stenographer cost for all meetings.		\$
Total		\$

****Application fees are non-refundable***



ESCROW APPLICATION FOR ADMINISTRATIVE REVIEWS, ENGINEERING AND LEGAL FEES

Applicant's Name: _____ Date of Submission: _____

Name of Project: _____

Address: _____

(City) (State) (Zip)

Email: _____ Phone Number: _____ Fax: _____

ADMINISTRATIVE REVIEW: \$3,000.00 for Residential, \$5,000.00 for Non-Residential

	Amount
Residential	\$
Non-Residential	\$
Total	\$

RESIDENTIAL DEVELOPMENT: \$3,000.00 per lot or proposed dwelling unit for 1 to 5 lots, \$2,000.00 per lot or proposed dwelling unit for 6 or more lots, includes Lot Line Adjustment and Lot Consolidation.

	Lot	Amount
Minimum Amount \$3,000.00		\$
Maximum Amount \$30,000.00		\$
Total		\$

NON-RESIDENTIAL DEVELOPMENT: \$10,000.00 per lot or proposed dwelling unit for 1 to 5 lots, unit \$5,000.00 per lot or proposed dwelling unit for 6 or more lots, includes Apartments, Lot Line Adjustment and Lot Consolidation.

	Lot (SQ FT)	Amount
Minimum Amount \$5,000.00		\$
Maximum Amount \$50,000.00		\$
Total		\$

REZONING PETITION: \$3,500.00 Re-Zoning Petitions to amend Zoning Ordinance/Amend Zoning Map

Amount
Total \$

***Application fees are non-refundable**

Applicant Signature: _____



SUBDIVISION AND LAND DEVELOPMENT

Section 375 Attachment 3

Township of North Whitehall

Preliminary Plan Requirements Checklist

[Amended 11-3-2004 by Ord. No. 2004-4]

{Major or Minor Subdivisions, Land Development – **Preliminary Plan only**}

Applicant's Name: _____

Date: _____

Applicants Address: _____

(City)

(State)

(Zip)

Applicant's Phone #: _____

Email: _____

Authorized Signature: _____

This checklist is to be completed by the Applicant and will be reviewed by North Whitehall Township staff.

A. GENERAL SUBMISSION ITEMS: The Township Staff may require the submission of additional numbers of copies:

DO NOT FILL IN SECTION "A" (Refer to Application) – PROCEED TO SECTION "B"

Township Application Fee

Township Escrow Fee

3 copies of the Application (See Appendix A)

3 copies of this checklist
(using the copies of the pages in this Section)

17 print copies of the complete Final Plan

3 sets of Supporting Documents, if applicable (Including PCSM, E&S, O&M)

Copy of the application form showing that the Applicant provided copy of the plan to the Lehigh Valley Planning Commission

B. DRAFTING REQUIREMENTS: All information shall be legibly and accurately presented.

S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Plans prepared on a standard sized sheet (18" x 24", 24" x 36", 30" x 42"). All copies of plans should be folded in such a manner that the title of the sheet faces out, except exceptionally large and thick sets of plans may be rolled.
☐	☐	☐	☐	Lettering size: <u>For plan sheet size 18" x 24" or 24" x 36"</u> Min. lettering size is L100 LeRoy board or its equivalent; L80 LeRoy board or its equivalent may be used only if all uppercase lettering. <u>For plan sheet size 30" x 42"</u> Min. lettering size is L120 LeRoy board or its equivalent; L100 LeRoy board or its equivalent may be used only if all upper case lettering.
☐	☐	☐	☐	All dimensions set in feet and hundredths thereof, and bearings in degrees, minutes and seconds.
☐	☐	☐	☐	Differentiation between existing and proposing features
☐	☐	☐	☐	If layout plans involve 2 or more sheets, a map of the layout of the entire project at an appropriate scale on one sheet, and a key map showing how the sheets connect.
☐	☐	☐	☐	If the tract(s) crosses a municipal boundary, a map showing both the portions in North Whitehall Township and the other municipality, in sufficient detail for the Township to determine how the parts will interrelate, including the boundary line or lines between such municipalities. Show and identify both Mast Survey line and Tax Map line, if applicable.
☐	☐	☐	☐	All sheets numbered and listed on one page.
☐	☐	☐	☐	Words "Preliminary Plan" and sheet title (such as "Layout Plan") on each sheet.
☐	☐	☐	☐	Indicate type of Plan (i.e. "Minor Subdivision", "Major Subdivision", "Land Development", etc.).
☐	☐	☐	☐	All blocks requiring signatures (approved blocks, owners' statement, notary, etc.) title blocks and revision blocks shall be located on the right half of the recording sheet

C. GENERAL INFORMATION				
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Name of the project on each sheet.
☐	☐	☐	☐	Name of landowner and/or developer (with addresses).
☐	☐	☐	☐	Names and addresses of abutting property owners, with abutting lot lines.
☐	☐	☐	☐	Lot lines of adjacent lots, and approximate locations of any buildings, common open spaces, detention basins or drainage facilities existing or approved within 200 feet of the boundaries of the proposed project.
☐	☐	☐	☐	Existing and proposed wells, existing primary and alternate septic systems on adjacent and proposed lots.
☐	☐	☐	☐	Surveyor and plan preparer's statement: (see Appendix B)
☐	☐	☐	☐	Approval / Review signature blocks for: Township Supervisors, Township Planning Commission and Lehigh Valley Planning Commission (see Appendix B).
☐	☐	☐	☐	Location map showing relation of site to adjoining properties, subdivisions and streets within 1,000 feet, including designated names, Township or State route numbers for all streets, villages and subdivisions within such area of the site. The scale shall be 1" = 1,000'.
☐	☐	☐	☐	Site boundaries with names and landowners of all contiguous properties and/or developments with Deed Book reference or Plan Book volume reference of recorded subdivision. For the purpose of this item, "contiguous" shall include properties separated from the site boundary by a street, road or other right-of-way.
☐	☐	☐	☐	Total acreage of the site
☐	☐	☐	☐	Name, address, seal and license number of the engineer, land surveyor or landscape architect responsible for the plan. (See Appendix B)
☐	☐	☐	☐	Date of plan and revision block (See Appendix B)
☐	☐	☐	☐	Historical column that denotes history of plan development in chronological order.
☐	☐	☐	☐	Deed Book volume and page number from County records.

☐	☐	☐	☐	Tax map, block and lot numbers for the tract being subdivided.
☐	☐	☐	☐	A statement on the plan of proposed principal uses that are intended for each lot (if nonresidential).
☐	☐	☐	☐	A development scheme for residue land, if any.
☐	☐	☐	☐	Drainage Covenant Agreement (Appendix I).

D. NATURAL FEATURES				
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Existing contour lines shown at the same scale as the layout plan, as follows: Shall be based on a field survey or photogrammetric procedure that was completed at a scale of 1" = 100' or larger. Contours shall be based upon U.S.G.S. or utility datum, with an established benchmark. The contour interval shall be sufficient to determine compliance with Township ordinances. An interval of 2 feet for slopes of less than 15% and 5 feet for slopes of 15% or greater is generally required.
☐	☐	☐	☐	Identification of any slopes of 15 to 25%, and greater than 25% by shading respective area on the plan.
☐	☐	☐	☐	Rock Outcrops; spoil piles, closed depressions, and observed sinkholes.
☐	☐	☐	☐	Location of any areas within the 100-year floodplain (with differentiation between floodway and floodgringe if available from official Federal floodplain maps).
☐	☐	☐	☐	Approximate location and abbreviated names of soil types, according to the Lehigh County Soil Survey (or more detailed professional study) with identification to those that are alluvial or hydric and have a depth to bedrock of less than 3 feet. If such soils do not exist, that shall be stated on the Plan
☐	☐	☐	☐	Wooded areas and notable trees
☐	☐	☐	☐	NOTE -- Show natural and man-made features that are present within the site and within 200 feet of the site boundaries.

E. MAN-MADE FEATURES: (with existing features graphically differentiate from proposed features)

S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Existing and proposed lot lines The boundaries of lots (other than a residual lot of greater than 10 acres) shall be determined by accurate field survey, closed with an error not to exceed 1 in 10,000 and balanced. The boundaries of any residual tract which is 10 acres or more may be determined by deed.
☐	☐	☐	☐	Location of existing and proposed monuments and markers.
☐	☐	☐	☐	Sufficient measurements of all lots, streets, rights-of-way, easements and community or public areas to accurately and completely reproduce each and every course on the ground.
☐	☐	☐	☐	Existing and proposed utilities or utility easements and restrictive covenants and easements, which might affect development (stating which easements and/or rights-of-way are proposed for dedication to the municipality).
☐	☐	☐	☐	Existing and proposed building locations.
☐	☐	☐	☐	Streetlights, sidewalks.
☐	☐	☐	☐	Existing and proposed drainage structures, pipes, culverts and bridges.

F. ZONING REQUIREMENTS: (Refer to the most recent Zoning Ordinance for additional requirements)

S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Applicable zoning district and required minimum lot area.
☐	☐	☐	☐	Minimum setback requirements shown for each lot.
☐	☐	☐	☐	Area and location of any proposed common open space.
☐	☐	☐	☐	If any common open space proposed: method of ownership and entity proposed to be responsible for maintenance.
☐	☐	☐	☐	Statement of type of water and sewer service proposed (such as "public water and public sewer").
☐	☐	☐	☐	Required and proposed building coverage and impervious coverage
☐	☐	☐	☐	Compliance with the site plan requirements of the Zoning Ordinance.

G. PROPOSED LAYOUT				
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Total acreage of site and total proposed number of lots and dwelling units.
☐	☐	☐	☐	Identification number for each lot (and for each building if more than 1 building per lot).
☐	☐	☐	☐	Dimensions of each lot in feet and hundredths.
☐	☐	☐	☐	Proposed and existing rights-of-way and cartway widths and locations of existing and proposed streets, including streets within 200 feet of tract boundaries
☐	☐	☐	☐	Horizontal curve data including radius, tangent distance, arc length, delta angel, chord bearing and distance. Such information may be listed in a table, using reference numbers on a plan, provided that sufficient information is provided along each course (such as radius and arc length) such that each course can be reproduced in the field.
☐	☐	☐	☐	Typical street cross sections. Typical cross section of widening of existing roads or streets.
☐	☐	☐	☐	Right-of-way and curb lines with horizontal curve radial at intersections.
☐	☐	☐	☐	Beginning and end of proposed street construction.
☐	☐	☐	☐	Street improvements proposed by the Applicant, including any acceleration/deceleration lanes, traffic signal(s), street realignment or widening of abutting streets.
☐	☐	☐	☐	Any proposed curbing.
☐	☐	☐	☐	Any proposed sidewalks with proposed handicapped ramps at intersections
☐	☐	☐	☐	Any proposed bicycle paths.
☐	☐	☐	☐	Names of existing streets and proposed names of new streets
☐	☐	☐	☐	Designation which streets are proposed to be dedicated to the Township or to remain private.
☐	☐	☐	☐	Evidence that a PennDot Highway Occupancy Permit has been applied for or approved for any upgrade or new street or driveway entrance on to a State road
☐	☐	☐	☐	Sight Distance triangles meeting applicable requirements.

☐	☐	☐	☐	Any off-site improvements
☐	☐	☐	☐	A note shall be placed on Major Subdivision Plans stating each owner shall maintain a post light in the front yard controlled by an electric eye, which operates from dusk to dawn. Outdoor lights shall not shine offensively on adjacent areas or properties.

H. UTILITY PLAN													
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only									
☐	☐	☐	☐	Symbols As applicable, the following existing and proposed items for each lot, using the following symbols (or other symbols preapproved by the Township staff). Ⓢ Well (if not connected to central water system) with required separation distance shown from septic drain fields, and with dimensions from lot lines. Ⓟ Primary drain field (with dimensions from lot lines, and with depth of limiting zone and average percolation rate stated on plan). Ⓢ Secondary drain field – shall be perc tested, and dimensioned from lot lines. ▲ Suitable soil probe location, with depth to limiting zone. △ Unsuitable soil probe location, with depth to limiting zone. ::: Suitable percolation test locations (2 sites required meeting DEP requirements), with average percolation rate. Unsuitable percolation test location(s) – if any. Type of approved septic systems. <table style="width: 100%; text-align: center;"> <tr> <td>SS</td> <td>ESM</td> <td>OS</td> </tr> <tr> <td>STANDARD</td> <td>SAND</td> <td>OTHER SYSTEM</td> </tr> <tr> <td>SYSTEM</td> <td>MOUND SYSTEM</td> <td></td> </tr> </table>	SS	ESM	OS	STANDARD	SAND	OTHER SYSTEM	SYSTEM	MOUND SYSTEM	
SS	ESM	OS											
STANDARD	SAND	OTHER SYSTEM											
SYSTEM	MOUND SYSTEM												

☐	☐	☐	☐	Location of existing and proposed monuments and markers.
☐	☐	☐	☐	Sufficient measurements of all lots, streets, rights-of-way, easements and community or public areas to accurately and completely reproduce each and every course on the ground.
☐	☐	☐	☐	Existing and proposed utilities or utility easements and restrictive covenants and easements, which might affect development (stating which easements and/or rights-of-way are proposed for dedication to the municipality).
☐	☐	☐	☐	Existing and proposed building locations.
☐	☐	☐	☐	Streetlights, sidewalks.
☐	☐	☐	☐	Existing and proposed drainage structures, pipes, culverts and bridges.
If on-lot sewage disposal service is proposed: (see also "P. Supporting Documents and Additional Information").				
☐	☐	☐	☐	Existing and proposed contour lines on same sheet as utility layout.
☐	☐	☐	☐	Location of existing and proposed wells within 100 feet of boundaries of the project
☐	☐	☐	☐	Proposed or typical location of dwelling/building and driveway or earth moving activities.
☐	☐	☐	☐	Soils mapping (see County Soil Survey).
☐	☐	☐	☐	Exact slope across primary and secondary sewage system sites
☐	☐	☐	☐	Type of approved septic system (in-ground, sand mound, etc.).
If public or central sewage service is proposed:				
☐	☐	☐	☐	Name of provider permitted under Sewage Facilities Plan and adopted by Township
☐	☐	☐	☐	Existing and proposed contour lines on same sheet as utility layout.
☐	☐	☐	☐	Location, size, type and grade of mains and laterals, with locations corresponding to stationing on the profile.
☐	☐	☐	☐	Detailed construction plan drawings of proposed facilities and appurtenances.
☐	☐	☐	☐	Proposed lot lines and any proposed easements or rights-of-way needed for the utilities.
☐	☐	☐	☐	Location of all other existing facilities and public utilities in the vicinity of sanitary sewer lines.

If public or central water service is proposed:				
☐	☐	☐	☐	Location and size of existing and proposed waterlines
☐	☐	☐	☐	Existing and proposed fire hydrant locations
☐	☐	☐	☐	Detailed construction plan drawings of proposed facilities and appurtenances.
☐	☐	☐	☐	Distance that water lines will have to be extended.
☐	☐	☐	☐	Any other appurtenances.
☐	☐	☐	☐	Any existing and proposed underground natural gas, electrical, telephone, cable TV or other utility lines, with any easements shown that will affect development.
☐	☐	☐	☐	List of contacts for all underground utilities in the area, with phone numbers stated on the grading plans (as required).

I. GRADING AND STORMWATER MANAGEMENT PLAN				
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Existing and proposed storm drainage facilities or structures, including but not limited to detention basins, swales, pipes, culverts, inlets, etc.
☐	☐	☐	☐	Capacity, depth, dimensions and locations of detention basins.
☐	☐	☐	☐	Detailed construction plan drawings of proposed facilities and appurtenances.
☐	☐	☐	☐	Pre-development and post-development watershed areas shown on the Plan.
☐	☐	☐	☐	Locations of any proposed or existing storm water easements.
☐	☐	☐	☐	Intended design year standards for culverts, bridge structures and/or other storm water facilities.
☐	☐	☐	☐	Schematic location of all underground utilities.
☐	☐	☐	☐	Entity responsible to maintain/own any detention basins or other appurtenances
☐	☐	☐	☐	Stormwater Management Report – see Appendix F.
☐	☐	☐	☐	Contour Grading Plan – (See Section 375-69).

J. FOR USES OTHER THAN RESIDENTIAL SINGLE FAMILY DETACHED OR TWIN DWELLINGS

S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	For multi-family dwellings, evidence that the project meets the density requirements of the Zoning Ordinance.
☐	☐	☐	☐	Evidence that the project will meet the off-street parking requirements of the Zoning Ordinance.
☐	☐	☐	☐	Arrangement of off-street parking spaces, parking aisles, off-street loading areas and extent of areas to be covered by gravel or asphalt
☐	☐	☐	☐	For townhouses, any proposed methods or proposed buildings (encouraged but not required).
☐	☐	☐	☐	Illustrative sketches or exteriors of proposed buildings (encouraged but not required).
☐	☐	☐	☐	Number, area, height, illumination (if any) and location of proposed signs.
☐	☐	☐	☐	Major types, heights and locations of outdoor lighting.
☐	☐	☐	☐	Location of any proposed outdoor storage areas.
☐	☐	☐	☐	Note stating total square feet of paved area, including gravel areas

K. LANDSCAPE PLAN

S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Locations of treelines and existing forested areas.
☐	☐	☐	☐	Locations of individual trees of greater than 6 inches caliper, other than trees within forested areas and treelines (not required for areas that will not be affected by the proposed plan, if so noted on the plan).
☐	☐	☐	☐	Any proposed evergreen screening, buffer yards or earthen berming (if required by Zoning Ordinance).
☐	☐	☐	☐	Areas of existing mature woods that are proposed to be protected and preserved or removed. (See Zoning Ordinance for tree preservation).

☐	☐	☐	☐	General types, sizes and locations of any required street trees (see Section 375-65) parking lot landscaping and any other major proposed landscaping
☐	☐	☐	☐	Any proposed fencing (including height and type) and/or landscaping around stormwater basins (see Appendix F).

L. EROSION AND SEDIMENTATION PLAN				
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Drawing showing location and types or proposed erosion and sedimentation control measures, complying with the regulations and standards of the County Conservation District and DEP. (Also applies to off-site earthmoving operations).
☐	☐	☐	☐	Narrative describing proposed soil erosion and sedimentation control methods.
☐	☐	☐	☐	Proposed construction sequence
☐	☐	☐	☐	Erosion and Sedimentation Control Plan must match grading and stormwater plans for proposed earthwork.

M. ROAD PLAN-PROFILES				
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Profile of existing and proposed ground surface along centerline of street.
☐	☐	☐	☐	Proposed centerline grade on tangents and elevations at 50 feet intervals.
☐	☐	☐	☐	All vertical curve data including length, elevations and minimum sight distance.
☐	☐	☐	☐	Cross-sections at 50 feet intervals if required by the Township Engineer/Consultant.
☐	☐	☐	☐	Curb grade information (if applicable).

N. SANITARY SEWER AND STORM DRAIN PLAN PROFILES: (with profile drawings on same sheet as plan drawings)

S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Profile of proposed ground surface and with elevations at top of manholes or inlets.
☐	☐	☐	☐	Profiles of storm sewer and sanitary sewer lines, with corresponding stationing
☐	☐	☐	☐	All line crossings of other utilities.
☐	☐	☐	☐	Slope, size, type and length of pipes.
☐	☐	☐	☐	Invert elevation and top of grate or manhole elevation. (Plan view)
☐	☐	☐	☐	Number of letter designation for inlets, manholes and junction boxes.
☐	☐	☐	☐	Headwalls, endwalls, energy dissipaters and/or any other appurtenances.

O. CONSTRUCTION DETAILS

S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Detailed construction plan and cross-sectional drawings of proposed facilities and appurtenances.

P. LIGHTING PLAN: See Zoning Ordinance requirements (Section 440, latest edition)

Q. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION

S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Residual Lands Sketch. If the submitted plans do not include all undeveloped or partially developed adjacent or abutting lands owned by the same developer (or closely related entities), then a sketch shall be submitted showing a potential development scheme for such land holdings consistent with applicable township ordinances. Such sketch shall demonstrate that the proposed subdivision provides for the orderly development of any residual lands and/or does not adversely affect the potential development of residual lands.
☐	☐	☐	☐	Sewage Module. If applicable, 5 copies of the DEP Sewage Planning Module application and supporting information as completed by the Applicant, together with the evidence that the application has been forwarded to the proper review agencies.
☐	☐	☐	☐	Public or Central Water. If public or central water service is proposed by an existing water company or authority, the Applicant shall provide a letter from such water company or authority expects to be able to adequately serve the development, that the proposed water system is generally acceptable and that references standard conditions or specifications required by the company or authority for the provision of services (see Appendix G).
☐	☐	☐	☐	Residual Lands Sketch. If the submitted plans do not include all undeveloped or partially developed adjacent or abutting lands owned by the same developer (or closely related entities), then a sketch shall be submitted showing a potential development scheme for such land holdings consistent with applicable township ordinances. Such sketch shall demonstrate that the proposed subdivision provides for the orderly development of any residual lands and/or does not adversely affect the potential development of residual lands.

☐	☐	☐	☐	Sewage Module. If applicable, 5 copies of the DEP Sewage Planning Module application and supporting information as completed by the Applicant, together with the evidence that the application has been forwarded to the proper review agencies.
☐	☐	☐	☐	Public or Central Water. If public or central water service is proposed by an existing water company or authority, the Applicant shall provide a letter from such water company or authority expects to be able to adequately serve the development, that the proposed water system is generally acceptable and that references standard conditions or specifications required by the company or authority for the provision of services (see Appendix G).
☐	☐	☐	☐	On-Lot Wells. When water service to the proposed subdivision is to be provided by an on-lot well, the developer shall submit two (2) copies of a letter from the applicable Water Authority that service to the site is not feasible.
☐	☐	☐	☐	Public Sewage. If service is proposed by a sewage authority, the developer shall submit a copy of a letter from the authority can adequately serve the subdivision, that the proposed sanitary sewage system conditions or specifications required by the authority for connection to the system.
☐	☐	☐	☐	Non-public sewage. If service is proposed by a central sewage system that is not publicly owned, the developer shall provide sufficient information to show that the proposed system would be feasible, within DEP regulations and maintained and operated by an acceptable entity.
☐	☐	☐	☐	Traffic Impact analysis and Report (see Appendix E)
☐	☐	☐	☐	State Highway Occupancy Permits. Access to State Highway shall be authorized by a Highway occupancy Permit required pursuant to State Highway Law (36 P.S. 670-420, as amended) before driveway access to a State Highway is permitted.

☐	☐	☐	☐	Flood plain. If the project would include any area within the 100-year floodplain or any watercourse, a statement from the Zoning Officer indicating that the proposed subdivision or land development would be in compliance with the Floodplain regulations of the Township.
☐	☐	☐	☐	Date and reference of any decisions of the Zoning Hearing Board of Supervisors that are relevant to the proposal.
☐	☐	☐	☐	For industrial operations or industrial storage: A written description of the proposed use in sufficient detail to indicate a) any noise, glare, smoke and fumes nuisances, b) to allow a general determination of possible fire, explosive, toxic, genetic, public health or other hazards and c) to estimate the amount, direction and times of any shipment / delivery traffic that is expected.
☐	☐	☐	☐	If to be served by on-lot septic service, a copy of septic percolation test and soil probe results.
☐	☐	☐	☐	Deed Book Volume and Page reference of the existing deed of the property(ies).

CERTIFICATION. All certification shall comply with the state professional licensing laws. All subdivisions and land developments shall be certified and stamped by a Registered Land Surveyor. At least 3 sets of copies of plans provided to the Township shall bear original signatures and original seals, 1 of which should be marked as a "Township File Copy".



SUBDIVISION AND LAND DEVELOPMENT

Section 375 Attachment 4

Township of North Whitehall
Final Plan Requirements Checklist

[Amended 11-3-2004 by Ord. No. 2004-4]

{Major or Minor Subdivisions, Land Development – **Final Plan only**}

Applicant's Name: _____

Date: _____

Applicants Address: _____

(City)

(State)

(Zip)

Applicant's Phone #: _____

Email: _____

Authorized Signature: _____

This checklist is to be completed by the Applicant and will be reviewed by North Whitehall Township staff.

A. GENERAL SUBMISSION ITEMS: The Township Staff may require the submission of additional numbers of copies:

DO NOT FILL IN SECTION "A" (Refer to Application) – PROCEED TO SECTION "B"

3 copies of the Completed Application

3 copies of the Final Plan Checklist

17 print copies of the complete Final Plans

3 sets of Supporting Documents, if applicable, (Including Traffic study, PCSM, E&S, O&M)

1 electronic plan submission

B. DRAFTING REQUIREMENTS: All information shall be legibly and accurately presented.				
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	The words "Final Plan", "Minor" or "Major" subdivision or "Land Development" and the sheet title shall appear on each sheet.
☐	☐	☐	☐	Indicate type of Plan (i.e. "Minor Subdivision", "Major Subdivision" or "Land Development", etc.).
☐	☐	☐	☐	The top sheet(s) in the plan submission shall be in signature (recording) sheets(s).
☐	☐	☐	☐	<u>NOTE –</u> All other "Drafting Requirements" are identical to those contained in the "Preliminary Checklist" Attachment #3

C. GENERAL INFORMATION: The words "Final Plan" and the sheet title shall appear on each sheet. Use a copy of the Preliminary Plan checklist from Attachment #3 "GENERAL INFORMATION" followed by the following:				
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	PennDOT Highway Occupancy Permit number, for proposed subdivisions with access onto a state highway, or a note as stated on page 6-9 pertaining to PennDOT Highway Occupancy Permits.
☐	☐	☐	☐	Street numbers assigned by the Township shall be shown on each respective lot on the plan sheet.

D. NATURAL FEATURES: Use a copy of the Preliminary Plan checklist Attachment #3 "NATURAL FEATURES" followed by the following:				
S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	The Applicant may be granted Final Plan approval conditioned upon receipt of all required Federal and State permits
☐	☐	☐	☐	See the "supporting documentation" portion of this section regarding wetland studies.

E. MAN-MADE FEATURES: --NOTE - All “MAN-MADE FEATURES” information required is identical to that required in the “Preliminary Checklist”, Attachment #3

F. ZONING REQUIREMENTS: - NOTE- All “ZONING REQUIREMENTS” information required is identical to that required in the “Preliminary Checklist”, Attachment #3

G. PROPOSED LAYOUT -NOTE- All “PROPOSED LAYOUT” information required is identical to that required in the “Preliminary Checklist”, Attachment #3

H. UTILITY PLAN: -NOTE- All “UTILITY PLAN” information required is identical to that required in the “Preliminary Checklist”, Attachment #3

I. GRADING AND STORMWATER MANAGEMENT PLAN: - NOTE – All “GRADING AND STORMWATER MANAGEMENT PLAN” information required is identical to that required in the “Preliminary Checklist”, Attachment #3

J. FOR USES OTHER THAN RESIDENTIAL SINGLE FAMILY DETACHED OR TWIN DWELLINGS: - NOTE– All “USES OTHER THAN SINGLE FAMILY DETACHED OR TWIN DWELLINGS” information required is identical to that required in the “Preliminary Checklist”, Attachment #3

K. LANDSCAPE PLAN: -NOTE- All “LANDSCAPING PLAN” information required is identical to that required in the “Preliminary Checklist”, Attachment #3

L. EROSION AND SEDIMENTATION CONTROL PLAN: - NOTE- All “EROSION AND SEDIMENTATION CONTROL PLAN” information required is identical to that required in the “Preliminary Checklist”, Attachment #3 with the following addition: Erosion and Sedimentation Control Plan approved by the Lehigh County Conservation District

M. ROAD PLAN-PROFILES: - NOTE – All “ROAD PLAN – PROFILES” information required is identical to that required in the “Preliminary Checklist”, Attachment #3

N. SANITARY SEWER AND STORM DRAIN PLAN PROFILES: All “SANITARY SEWER AND STORM DRAIN PLAN PROFILES” information required is identical to that required in the “Preliminary Checklist”, Attachment #3

O. ADDITIONAL FINAL PLAN REQUIREMENTS: Protective covenants shall be placed on the land providing for:

S	NS	N/A	NWT REVIEW	S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only
☐	☐	☐	☐	Clear sight triangle easements (see Section 375-57).
☐	☐	☐	☐	All utility, drainage, maintenance, pedestrian, open space, or other easements.

REQUIRED PLAN NOTATIONS: The following wording shall be required to be placed on the final subdivision or land development plans, as applicable.

☐	☐	☐	☐	If access will be provided onto a State Highway and a required "PennDOT Highway Occupancy Permit" has not been granted then the following or closely similar wording shall be stated: NOTICE – A PennDOT Highway Occupancy Permit for Lot No(s) is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law", before driveway access to a state highway is permitted. Access to the state highway shall be only as authorized by a PennDOT Highway Occupancy Permit. No Building Permits, Zoning Permits or Certificates of Occupancy Permit has been secured and filed with the Township. Township shall not be held liable for damages, personal injury or death to persons or property arising out of issuance or denial of Highway Occupancy Permit by the Pennsylvania Department of Transportation, pursuant to Section 508 of the Pennsylvania Municipalities Planning Code.
☐	☐	☐	☐	"Well and sewage disposal systems shall be constructed in accordance with standards of the Pennsylvania Department of Environmental Protection".
☐	☐	☐	☐	"Individual owners of lots must receive approval from the Township Sewage Enforcement Officer for a sewage permit prior to undertaking the construction of an on-lot sewage disposal system or building that will need to be served by such a system." Notations stating that the property owner is responsible for maintenance of drainage swales.
☐	☐	☐	☐	Notations stating that wetland permits may be required from the Army Corps of Engineers or Pennsylvania DEP.
STREET LIGHTING				
☐	☐	☐	☐	Existing Street Lighting
☐	☐	☐	☐	Any proposed street lighting (or notation stating none is proposed), including types of poles, spacing of poles and intensity of lamps.

P. CONSTRUCTION DETAILS: (following any applicable Township improvement standards)												
S	NS		N/A		NWT REVIEW		S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only					
☐	☐	☐	☐	☐	☐	☐	Typical cross-section and specifications for street construction as required by Section 375-57 and Appendix C.					
☐	☐	☐	☐	☐	☐	☐	Drainage facilities, grades and materials.					
☐	☐	☐	☐	☐	☐	☐	Pipe bedding and backfill details.					
☐	☐	☐	☐	☐	☐	☐	Storm drainage structures details, including cross-sectional drawings, any detention basin outfall structure and spillway.					
☐	☐	☐	☐	☐	☐	☐	Sanitary sewer structures.					
☐	☐	☐	☐	☐	☐	☐	Curb and sidewalk details.					
☐	☐	☐	☐	☐	☐	☐	Street tree details					
☐	☐	☐	☐	☐	☐	☐	Erosion and sedimentation details.					
☐	☐	☐	☐	☐	☐	☐	Centralized water details					

Q: SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION: Supporting written and data reports submitted at the time of the preliminary plan are not required to be resubmitted unless they need to be revised to reflect changes between the preliminary and the final plans.												
S	NS		N/A		NWT REVIEW		S = Submitted NS = Not Submitted N/A = Not Applicable NWT REVIEW = Office Use Only					
☐	☐	☐	☐	☐	☐	☐	A Copy of any “Supporting Documentation and Additional Information” that was required for the Preliminary Plan and that needed to be adjusted or revised to reflect changes between the Preliminary and the Final Plan.					
☐	☐	☐	☐	☐	☐	☐	If a Preliminary Plan was not required for a subdivision or land development, submit a copy of all supporting information listed in Section 5.03 P that is applicable to this project.					
☐	☐	☐	☐	☐	☐	☐	Any homeowner or condominium association agreement regarding maintenance of utilities and common facilities subject to review by the Township solicitor and acceptance by the Supervisors.					
☐	☐	☐	☐	☐	☐	☐	Dedicated improvements. The developer shall provide a deed of dedication together with an 8 ½ x 11 plans of each such improvement and any other information required by the Recorder of Deeds Office.					
☐	☐	☐	☐	☐	☐	☐	Non-Dedicated Streets Agreement. Agreement for any street not offered for dedication stating who is responsible for the improvement and maintenance of such streets. The developer shall be responsible for such maintenance until the condominium or homeowner association is established and operational.					

☐	☐	☐	☐	Open Space Agreement. A formal contract providing for the maintenance of open space and the method of management, together with all offers of dedication and covenants governing the reservation and maintenance of undedicated open space. This agreement is subject to the review of the Township Solicitor and acceptance by the Supervisors.
☐	☐	☐	☐	Development Schedule. The statement indicating the approximate date when construction of required improvements can be expected to begin and be completed.
☐	☐	☐	☐	State Highway Reviews. The Applicant shall submit to the Township a copy of the application to PennDOT for any needed occupancy permit to have access onto a State highway, and shall also submit any review comments received from PennDOT within 5 days of receiving such comments. If a needed permit is not issued prior to Final Approval, such permit shall automatically be a condition of Final Plan approval
☐	☐	☐	☐	Water Certification. If water service is proposed by means other than by private individual wells owned by the owner of each lot, the Applicant shall present evidence to the Township that the service will be provided by a certified public utility, a bona fide cooperative association of property owners or by a municipal corporation, authority or utility, as permitted by the Township. NOTE --This evidence shall include a copy of 1 or more of the following, as appropriate: a) the "Certificate of Public Convenience" from the Pennsylvania Public Utility Commission, b) a copy of an application submitted for such certificate or a cooperative agreement or c) a commitment or agreement to serve the area in question.
☐	☐	☐	☐	Wetland Statement. The Applicant shall provide a signed statement, stating whether areas of the tract proposed to be altered, disturbed or developed includes "wetlands" under the applicable Federal and / or state definitions NOTE – See also the "Natural Features" portion of this Section If applicable, copy of the wetland study, and qualifications of person who prepared the study
☐	☐	☐	☐	Addresses. Plan showing existing street address numbers of adjacent lots and proposed street address numbers of proposed lots, as issued by the Township.

**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.

APPENDIXJ

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*) _____.

11. 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.

111. 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 OF 2021, BY THE BOARD OF SUPERVISORS OF NORTH WHITHALL TOWNSHIP, AT A DULY ADVERTISED, NOTICED, PUBLISHED AND LAWFULLY ASSEMBLED REGULAR PUBLIC MEETING AND HEARING.

ATTEST:

**BOARD OF SUPERVISORS OF
NORTHWHITEHALLTOWNSHIP**

BY: 6-,-t... f...:

Brenda Norder,
Secretary

BY: Ronald J. Heintzelman

Ronald J. Heintzelman,
Chairman

BY: Mark H. Hills, Jr.

Mark H. Hills, Jr.,
Vice-Chairman **!if)**

BY: Dennis Klusaritz

Dennis Klusaritz
Member



TRAFFIC & RECREATION FEES FOR SUBDIVISION AND LAND DEVELOPMENT

Applicant's Name: _____ Date of Submission: _____

Name of Project: _____

Address: _____

(City)

(State)

(Zip)

Email: _____ Phone Number: _____ Fax: _____

Fees are required to be paid prior to recording of the plan payable to North Whitehall Township

SUBDIVISION		
	Lots	Amount
Traffic Impact per newly created lot to be used or intended to be used for a dwelling unit X \$200.00 per lot for one to fifty lots. Any development exceeding 50 lots shall be required to submit a Traffic Impact Study unless the Supervisors determine that a study is not required.		\$
Recreation Fee a fee of \$3,500 per new dwelling unit or lot intended for a dwelling unit. In the case of nonresidential land development, see below.		\$
Total		\$

LAND DEVELOPMENT (NON-RESIDENTIAL)		
	Lots (BLDG SQ. FT)	Amount
Traffic Impact Study or Fee determined by Township Traffic Engineer		\$
Recreation Fee \$0.35 per square foot of building floor area and impervious coverage shall be charged to the applicant in lieu of the requirement for public dedication of land (rounded up to the nearest dollar)		\$
Total		\$