



SUBDIVISION AND LAND DEVELOPMENT

PLANNING COMMISSION APPLICATION

SUBMISSION INFORMATION FORM

SKETCH 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 place 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)
☐	☐	☐	(3) copies of Planning Commission Applications
☐	☐	☐	Escrow Application Form Completed
☐	☐	☐	(3) copies of the Escrow Fee Application
☐	☐	☐	(17) copies (36" x 24") Full Size Plan Sets
☐	☐	☐	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(s)	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, \$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: _____

**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: D...:

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		\$