



Plainfield Township
Planning Office
6292 Sullivan Trail
Nazareth, Pa. 18064

Official Use Only:

Application #

Date received / Resubmission Date:

Phone: 610-759-6944 x 103

email: zoning@plainfieldtownship.org

PLANNING COMMISSION APPLICATION:
MINOR SUBDIVISION

CONTACT INFORMATION (all information is required):

Applicant's Name _____
Address _____
Daytime Phone Number _____
Email _____

Owner's Name _____
Address _____
Email _____

Professional Engineer/Consultant Name: _____
Firm: _____
Address _____
Daytime Phone Number _____
Email _____

Attorney's Name (if applicable) _____
Firm: _____
Address _____
Daytime Phone Number _____
Email _____

PLAN INFORMATION:

Name of Site Plan: _____

Location/Address: _____

Parcel #(s): _____

Current Lot size: _____ acre

Proposed Number of residential lots (circle one): 2 or 3

Zoning District & Overlays: _____

Existing Impervious: _____ SF Existing Building Coverage: _____ SF

Proposed Impervious: _____ SF Proposed Building Coverage: _____ SF

PLAN CONTENTS: (Check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> New Plan | <input type="checkbox"/> Preliminary Plan | <input type="checkbox"/> Re-Subdivision |
| <input type="checkbox"/> Revised Plan | <input type="checkbox"/> Final Plan | <input type="checkbox"/> Land Development |
| <input type="checkbox"/> Alternate Plan | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Site Plan Review |

PLOT IMPROVEMENTS: (Check where appropriate)

Lineal Feet of road frontage for each lot (required):

Water Supply:

☐ Public (Service letter: pending or enclosed)

☐ Centralized

☐ On-Lot

☐ Other _____

Sewage Disposal:

☐ Public (Service letter: pending or enclosed)

☐ Centralized

☐ On-Lot

☐ Other _____

The following items shall be submitted along with the Application:

(application will not be accepted as received if any of the following are missing)

- ☐ One original and TEN copies of this application and checklist (re: attached)
- ☐ One original and TEN copies of ALL required plans and materials
- ☐ Proof of notification of ALL property owners within two-hundred feet (200') of the subject parcel(s) of the proposal and meeting date
(required template provided below; contact Planning Commission Secretary to obtain meeting date, time and location before mailing)
- ☐ Electronic copy of all submission documents (emailed PDF, CD or thumb drive) Correct Application Fees (see below)

APPLICATION FEES:

****Please reference the most up to date Schedule of Fees as adopted by the Board of Supervisors and amended from time to time.****

*The professional services escrow account must be replenished to its original amount as required for the applicable application type within fifteen (15) days from receipt of written notice by the Township when it is depleted to fifty percent (50%) of the original amount and further costs are expected to be incurred by the Township. Submission of revised Final Plans shall require the replenishment of the escrow amount to one hundred percent (100%) of its original amount as required for the applicable application type upon resubmission. Failure to replenish the escrow account as required will result in a stop work order being placed on all further legal and engineering services to be incurred by the Township.

If submitted Application is incomplete, illegible, or not accompanied with the required funds, the application will be rejected by the Township.

APPLICANTS ACKNOWLEDGEMENT:

I, _____, do hereby certify by my signature that the information checked off and provided with this Application is true and correct to the best of my knowledge.

I, _____, do hereby acknowledge by my signature that any work related to this proposal is subject to additional permitting (including but not limited to Uniform Construction Code building permits, septic on-lot disposal system permits, stormwater permits, and zoning/grading permits) which **MUST** be provided to the Township upon approval of this plan. **No work shall commence without approval from the Township.**

Printed name of Applicant _____

Applicant's Signature _____

Notice of Landowners within 200 Feet of a Proposed Subdivision or Land Development

This notice, per the Plainfield Township Article 5.2-D.2 of the Subdivision and Land Development Ordinance (SALDO), is to notify you that an application for the subdivision or land development has been submitted for land that is located within 200 feet of your property.

The project consists of approximately _____ acres of land owned by: _____.

The land will be subdivide / developed by: _____.

The subdivision will create # _____ new building lots.

The development calls for the building of: _____

The above application has been placed on the Planning Commission's agenda for their next regularly scheduled meeting:

Date: _____

Time: _____

Location: _____

Please check the Township's website (www.plainfieldtownship.org) and bulletin board located at the Municipal Building (6292 Sullivan Trail) for any updated information prior to attending the meeting to check for any changes to the agenda.

SUBDIVISION AND LAND DEVELOPMENT

Project Name _____

Tax Map-block-lot _____

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
			d. Adjoining property owners?
			e. Corporate offices?
§22-703.2.C	_____	_____	Owner's Statement of Intent (Appendix 22-C)?
§22-703.2.D	_____	_____	Name, address, signature and seal of the professional land surveyor and professional engineer (see appendix 22-C)
§22-703.2.E	_____	_____	Approval/review signature blocks for (see appendix 22-C)?
			a. Township Planning Commission?
			b. Township Engineer?
			c. Joint Planning Commission Lehigh-Northampton Counties?
			d. Northampton County Recorder of Deeds?
§22-703.2.F	_____	_____	Location map at 1 inch equals 1000 feet or larger showing the relationship of the site to adjoining properties, streets, roads, municipal boundaries, zoning districts, watercourses and any areas subject to flooding within 1000 feet of any part of the property?
§22-703.2.G	_____	_____	North arrow?
§22-703.2.H	_____	_____	Graphic and written scale?
§22-703.2.I	_____	_____	Date of plan and all subsequent revision dates?
§22-703.2.J	_____	_____	Boundaries of all adjoining properties with names of landowners?
§22-703.2.K	_____	_____	The deed book volume and page number as entered by the County Recorder, referencing the latest source of title to the land being subdivided or re-subdivided?
§22-703.2.L	_____	_____	Tax map, parcel, block and lot number for the tract being subdivided or resubdivided?

Natural Features. Does the plan include the location of the following natural features on the site and within 100 feet of the site?

PLAINFIELD CODE

B.1.Minor Subdivisions and Resubdivisions Plan Checklist

Project Name _____

Tax Map-block-lot _____

General Submission Item. Does the submission include:

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-702.2.A(1)	___	___	The required application fees as set forth in the Township Fee Schedule?
§22-702.2.A(2)	___	___	Three copies of the application form (Appendix 22-A)?
§22-702.2.A(2)	___	___	Three copies of the “Plan Checklist” (Appendix 22-B)?
§22-702.2.A(3)	___	___	15 copies of the Plan (prints)?
§22-702.2.A(4)	___	___	Three copies of the supporting documents?

Specific Plan Requirements

Drafting Standards. Does the plan have:

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-703.1.A	___	___	Plan drawings as a size of 18 inches by 34 inches or 24 inches by 36 inches?
§22-703.1.C	___	___	A scale not less than 1 inch equals 50 feet?
§22-703.1.D	___	___	Dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds?
§22-703.1.E	___	___	Sheets numbered and showing their relationship to the total number of sheets?
§22-703.1.F	___	___	An adequate legend indicating clearly which features are existing and which are proposed?
§22-703.1.G	___	___	Revisions noted, if plan is a revision of previously approved plan?
§22-703.1.H	___	___	A boundary line shown as a solid heavy line?

General Information. Does the plan have:

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-703.2.A	___	___	Name and location of subdivision?
§22-703.2.B	___	___	Names and address of: a. Landowner? b. Applicant? c. Developer?

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-703.3.A	___	___	Contour lines, based on a recent field survey or photogrammetric procedure, at vertical intervals of not more than 2 feet for land with an average natural slope of 5 percent or less, and at intervals of not more than 5 feet for land with an average natural slope exceeding 5 percent.
§22-703.3.B	___	___	Shadings or markings differentiating slopes of: a. 8 percent of less? b. Greater than 8 percent to 15? c. Greater than 15 percent to 25 percent? d. Greater than 25 percent?
§22-703.3.C	___	___	Permanent and seasonal high and low water table areas?
§22-703.3.D	___	___	Rivers, streams, creeks, revulets, watercourses, lakes, ponds, dammed waters, springs, wetlands and all other bodies or channels of conveyance of surface and underground water with names, if any?
§22-703.3.E	___	___	100- year floodplain, flood prone and alluvial soil areas?
§22-703.3.F	___	___	Location and extent of various soil types with U.S. Soil Conservation Service definitions and the DEP classifications for each?
§22-703.3.G	___	___	Rock outcrops and stone fields?
§22-703.3.H	___	___	Wooded areas and tree masses?

Boundary Lines of Tract. Does the plan show:

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-703.4.A	___	___	Boundary lines of the area being subdivided or resubdivided?
§22-703.4.B	___	___	Location and type of all existing monuments?
§22-703.4.C	___	___	Location of all fences and fence corners, tree rows, driveways, existing easements and right-of-way, public or private?

Man-made Features. Does the plan include the location of the following man-made features on the site and within 100 feet of the site?

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-703.5.A	___	___	Sufficient bearings, length of lines, radii, arc lengths, street rights-of-way and cartway widths, rights-of-way, easements and community or public area to accurately and completely reproduce each and every course on the ground?
§22-703.5.B	___	___	Existing lot layout on the site?
§22-703.5.C	___	___	State and Federally registered historic sites or structures, including name and description?
§22-703.5.D,E	___	___	Sewer lines, water lines, septic systems, wells, stormwater lines, drains and culverts?
§22-703.5.F	___	___	Utility easements and restrictive covenants and easements for purposes which might affect development?
§22-703.5.G	___	___	Any structure within a front, side or rear yard located from the property line?

Zoning Requirements. Does the plan include the following zoning information?

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-703.6.A	___	___	Applicable zoning district.
§22-703.6.B	___	___	Lot size and yard requirements.
§22-703.6.C	___	___	Building setback lines.
§22-703.6.D	___	___	Zoning variances, including description and date of action.

Proposed Layout. Does the plan include the following items and information regarding the proposed layout?

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-703.7.A	___	___	Total acreage of the site.
§22-703.7.B	___	___	Proposed lot layout with identification number and total number of lots.
§22-703.7.C	___	___	Lot Width, depth and area.
§22-703.7.D	___	___	Rights-of-way, restrictive covenants and easements for all drainage, utilities and other purposes which might affect development.
§22-703.7.E	___	___	Open space and recreation areas including notation.
§22-703.7.E	___	___	Location of dwelling or structure.
§22-703.7.F	___	___	Well location.
§22-703.7.F	___	___	Septic tank location.

§22-703.7.F	___	___	Primary leach field.
§22-703.7.F	___	___	Secondary leach field.
§22-703.7.F	___	___	Approved soil probe location.
§22-703.7.F	___	___	Approved percolation test location.
§22-703.7.G	___	___	Storm drainage facilities or structures.
§22-703.7.H	___	___	Street tree species and location.
§22-703.7.I	___	___	Buffer area, if applicable.

Supporting Documents and Information. Are the following items included in the submission?

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-703.8.A	___	___	Deed restrictions and a note on the plan re: the deed restrictions.
§22-703.8.B	___	___	The letter “R” (signifying a restriction on the lot) placed in the lower left hand corner of each individual lot in the plan encumbered by any deed restriction or covenant.
§22-703.8.C	___	___	Planning module.

Recreation Contribution. Does the plan include.

<u>Code Section</u>	<u>Yes</u>	<u>No</u>	
§22-703.9	___	___	A note on the plan indicating that the applicant shall be required to provide monetary compensation per dwelling unit to the Township for recreational purposes?

Environmental Requirements. Permits and approvals.

<u>Yes</u>	<u>No</u>	
___	___	DEP? (A.O.)
___	___	EPA?
___	___	US Army Corps of Engineers?
___	___	Soil Conservation Service permit?
___	___	Soil Conservation Service review and approval?
___	___	PennDOT Highway Occupancy Permit?
___	___	Other?

Applicant:

Name _____

Address _____

Phone _____

Date _____

Signature _____

NOTE: The Township may require the submission of additional copies of the plan and other information.

C.5. Review/approval/recording Signature Blocks

(a) Reviewed by the Joint Planning Commission of Lehigh and Northampton Counties

_____	_____
JPC Staff Person Responsible for Review	Date

(b) Recommended for Approval by the Plainfield Township Planning Commission.

_____	_____
Chairperson	Date

_____	_____
Secretary	Date

(c) Approved by the Plainfield Township Board of Supervisors.

_____	_____
Chairperson	Date

_____	_____
Secretary	Date

(d) Recorded in the Office of the Recorder of Deeds of Northampton County, Pennsylvania
on _____, 20 _____, in Map Book Volume
_____, Page _____.

Northampton County Recorder of Deeds

**** Recording information block is not required for Site Plan Reviews of Selected Residential and Nonresidential Uses.**