



WILLIAMS TOWNSHIP
655 CIDER PRESS ROAD
EASTON, PA. 18042
PHONE 610-258-6788 FAX 610-258-6080

APPENDIX A
WILLIAMS TOWNSHIP
APPLICATION FORM FOR
SUBDIVISION OR LAND DEVELOPMENT

The Township is highly recommending that you bring a laptop and flashdrive to present your project on the Townships screen that is provided. Please note, the Township will not provide a laptop or internet access for your presentation

_____ New Submission _____ Resubmission

Date of Application _____ (to be filled in by Township Staff)

_____ Sketch Plan Review	
_____ Preliminary Plan	Name of Development _____
_____ Final Plan	
_____ Minor Subdivision	Location _____
_____ Re subdivision	
_____ Boundary Line Adjustment	
_____ Planned Residential Development	
_____ Special Exception	

Land Owner's Name _____ Telephone # _____

Address _____ Email: _____

Applicant's Name _____ Telephone # _____

Address _____ Email: _____

Plan Preparer's Name _____ Telephone # _____

Address _____ Email: _____

Total Acreage _____ Number of Lots _____

Water Supply: On lot well: _____ Public: _____ Other: _____

Sewage System: Private (on lot): _____ Public: _____ Other: _____

Submit 15 copies of this form and any plans you may have to the Township Staff. *All plans must be folded.

Previous Subdivision or Construction on this Tract within the Past 5 Years:

Any relevant Zoning Variances/ Special Exception Approvals on this Tract (and dates):

Application Fees Paid: 1. Check to Williams Township _____
2. Check to Lehigh Valley Planning Commission _____

I HEREBY ACKNOWLEDGE AND REQUEST REVIEW OF THIS APPLICATION

Property Owners Signature _____

Property Owners Printed Name _____

I HEREBY AUTHORIZE THE PLANNING COMMISSIONERS, BOARD OF SUPERVISORS MEMBERS, TOWNSHIP ENGINEER, CODE ENFORCEMENT STAFF AND ANY TOWNSHIP WETLANDS CONSULTANT TO ENTER THE EXTERIOR PREMISES OF THIS PROPERTY, BETWEEN 9 A.M. AND 8 P.M. AT THEIR OWN RISK, WHILE THIS PLAN IS BEING CONSIDERED FOR APPROVAL, AS NEEDED TO DETERMINE COMPLIANCE WITH TOWNSHIP ORDINANCES (Optional)

Property Owner's Signature _____

Property Owner's Printed Name _____

****Please provide the Township with a listing of property owners located within a 200 foot radius of the proposed Land Development. Failure to comply will result in denial of your application.***

TOWNSHIP USE ONLY

Initial Review Received From Township Engineer: _____ (check off)

Reviewed by Zoning Officer: _____ (write in date)

Reviewed by Sewage Enforcement Officer: _____ (write in date or "NA")

Lehigh Valley Planning Commission Review: _____ Date Sent to-_____

Final Action by Township Planning Commission: _____ Date: _____

Action Taken: _____

Final Action by Board of Supervisors: _____ Date: _____

Action Taken: _____

Date Applicant Notified of Board of Supervisors Final Action: _____

Township Staff Initial Review Comments: _____

PLANNING APPLICATION COMPLETE?

Administrative Asst. initials

Township Managers initials

FEES COLLECTED?

Application fee \$

Escrow fee	\$
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Professional agreement received? y/n

15 plan sets received? y/n

Administrative Asst. initials

Township Managers initials

LOT LINE ADJUSTMENTS, ANNEXATIONS AND MINOR
REVISIONS OF APPROVED PLANS
CHECKLIST AND LIST OF SUBMITTAL REQUIREMENTS

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone No.: _____

Applicant's Signature: _____ Date: _____

*Insert "NA" in the "not Submitted" column if not applicable. Insert "W" in the "Not Submitted" column if a waiver is requested from the requirement.

NOT
SUBMITTED SUBMITTED*

- | | | | |
|-------|-------|-----|--|
| _____ | _____ | 1. | Township application /review fee(s) / escrow |
| _____ | _____ | 2. | 15 copies of the Completed Application (see Appendix A) |
| _____ | _____ | 3. | 15 copies of this Checklist (using the photocopies of the pages in this Section) |
| _____ | _____ | 4. | 15 print copies of the complete Final Plans |
| _____ | _____ | 5. | A copy of completed County Subdivision and Land Development Review Application with any review fee charged by the LVPC (if required by the LVPC; Township permits the applicant to deliver directly to the LVPC) |
| _____ | _____ | 6. | Plans prepared on a standard sized sheet (such as 18"x24", 24"x36", 30"x42" or 36"x48") |
| _____ | _____ | 7. | Plans drawn at a scale of 1 inch equals 50 feet or other standard scale. |
| _____ | _____ | 8. | All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds. |
| _____ | _____ | 9. | Differentiation between existing and proposed features |
| _____ | _____ | 10. | Boundary line of the tract, shown as a heavy line |
| _____ | _____ | 11. | Words "Final Plan " and name of project on each sheet |
| _____ | _____ | 12. | Notarized Owners Statement – see Appendix C |
| _____ | _____ | 13. | Plan preparer's statement (See Appendix C) |

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NOT
SUBMITTED SUBMITTED

- | | | | |
|-------|-------|-----|--|
| _____ | _____ | 14. | Approval/review signature blocks for: Township Board of Supervisors, Township Planning Commission and Lehigh |
|-------|-------|-----|--|

Valley Planning Commission (see Appendix C)

- | | | | |
|-------|-------|-----|--|
| _____ | _____ | 15. | Location map at a standard scale (preferably 1"= 2000' or 1"= 800') showing the location of the project |
| _____ | _____ | 16. | North arrow, graphic scale, written scale |
| _____ | _____ | 17. | Date of plan and all subsequent revision dates and submission dates (especially noting if is revision of a previously approved plan) with space for future revision dates. |
| _____ | _____ | 18. | Existing and proposed lot lines and street rights-of ways |
| _____ | _____ | 19. | Existing building locations and type of land uses |
| _____ | _____ | 20. | Applicable zoning district and required minimum lot area |
| _____ | _____ | 21. | Minimum setback requirements shown for each lot |
| _____ | _____ | 22. | Note stating type of water and sewer service proposed (such as "municipal water and municipal sewer") |
| _____ | _____ | 23. | Lot width (at minimum building setback line) and lot area for each lot |
| _____ | _____ | 24. | Dimensions of each lot in feet |
| _____ | _____ | 25. | List of any Modifications or Waivers requested to this Ordinance |
| _____ | _____ | 26. | Provide most recent Title Search Report |
| _____ | _____ | 27. | Copy of written property easements and/or restrictions |
| _____ | _____ | 28. | Fully executed Professionals Service Agreement |

C. Additional Information. The Planning Commission may require that a plan under this Section include the submission of additional information that would be required if the plan would be a final minor subdivision plan, if such information is necessary to determine compliance with this ordinance.

D. An annexation under this section shall be made part of the same lot with the same deed.

705. RECORDING PLANS. See Article IX.

