

CHECKLIST AND LIST OF SUBMITTAL REQUIREMENTS

Lot Line Adjustments, Annexations and Minor Revisions of Approved Plans

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

*****Applicant is required to bring an electronic copy and a laptop to the Planning Commission Meeting.*****

Submitted	Not Submitted	*Insert "N/A" in the "Not Submitted" column if not applicable. Insert "W" in the "Not Submitted" column if a waiver is required from the requirement.
		1. Township application /review fee(s) / escrow
		2. An electronic copy of the completed application, plans and supporting documents in PDF form saved on a DVD and/or USB drive.
		3. 15 copies of the Completed Application
		4. 15 copies of this Checklist
		5. 3 full-size complete set of subdivision and/or development plans.
		6. 12 11"x17" reduced-sized complete sets of subdivision and/or development Plans.
		7. 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)
		8. Plans prepared on a standard sized sheet (such as 18"x24", 24"x36", 30"x42" or 36"x48")
		9. Plans drawn at a scale of 1 inch equals 50 feet or other standard scale.
		10. All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds
		11. Differentiation between existing and proposed features
		12. Boundary line of the tract, shown as a heavy line
		13. Words "Final Plan " and name of project on each sheet
		14. Notarized Owners Statement
		15. Plan preparer's statement
		16. Approval/review signature blocks for: Township Board of Supervisors, Township Planning Commission and Lehigh Valley Planning Commission
		17. Location map at a standard scale (preferably 1"= 2000' or 1"= 800') showing the location of the project
		18. North arrow, graphic scale, written scale
		19. Date of plan and all subsequent revision dates and submission dates (especially noting if it is a revision of a previously approved plan) with space for future revision dates
		20. Existing and proposed lot lines and street rights-of-ways
		21. Existing building locations and type of land uses
		22. Applicable zoning district and all requirements in a Zoning Data Chart showing "required", "existing" and "proposed" information.
		CHECKLIST CONTINUED ON NEXT PAGE

		23. Note stating type of water and sewer service proposed (such as “municipal water and municipal sewer”)
		24. Lot width (at minimum building setback line) and lot area for each lot
		25. Dimensions of each lot in feet
		26. List of any Waivers requested to this Ordinance
		27. Copy of written property easements and/or restrictions
		28. List any variance, special exception or condition use received for this project and any conditions set by the Zoning Hearing Board, if applicable
		29. Fully executed Professionals Service Agreement

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.

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