

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055

Phone: 610-838-7041 Fax: 610-838-0500

SUBDIVISION / LAND DEVELOPMENT REVIEW CHECKLIST

Subdivision / Land Development Preliminary Plan

Preliminary Plan Checklist

First Submission

Resubmission

A scaled plan not less than 1" = 100 feet (422.01)

Proposed subdivision name or identifying title (422.02)

Municipality in which subdivision is located (422.03)

North Arrow, graphic scale and date (422.04)

Name, seal and certification of the registered engineer or surveyor responsible for the plan and qualified to do such work according to Pennsylvania Act No. 367 of 1945 as amended (422.05)

A signed statement that the applicant is the owner, equitable owner or authorized by the owner to make application for land proposed to be subdivided. (422.06)

Site Data including:

Total acreage of tract (422.071)

Number of lots proposed (422.072)

Lineal feet of new streets proposed (422.073)

Type of water supply system (422.074)

Type of sewage disposal system (422.075)

Identify Zoning District (s) (422.076)

Tax map sheet, block and lot numbers from county records (422.083)

Location map at scale not less than 1000 feet to the inch include

Relation of tract to adjoining property (422.081)

Related road and highway systems within 1000 feet of subdivision (422.083)

Municipal boundaries within 1000 feet of subdivision (422.084)

Zoning districts within 1000 feet of subdivision (422.085)

Water courses and any areas subject to flooding (422.085)

Tract boundaries showing bearings and distances. The traverse shall have an area of closure of not more than 1 in 5000. The survey should tie into the nearest USGS monument if possible. (422.09)

Contours at vertical intervals of 2 feet for land with an average slope 5% or less, or vertical intervals of 5 feet for more steeply sloping land. (422.10)

Datum to which contour elevations refer and where reasonable practical shall be known established elevations (422.11)

All existing property lines and names of owners of immediately adjacent land; names of existing or proposed subdivisions immediately adjacent. (422.12)

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All existing water courses or bodies, significant tree masses and other significant features such as: rock outcrops, slag piles, quarry's holes, springs and swampy areas (422.13)

NOTE: It would be desirable to locate and identify all trees over 6 inches in diameter

All existing buildings, sewer mains, culverts, petroleum or petroleum products lines, gas lines, transmission lines, fire hydrants and other significant man-made features (422.14)

All existing streets, easements, and right-of-ways within the subdivision and within 200 feet of any tract (422.15)

Location and width of all proposed streets, alleys right-of-ways, lot-lines with dimensions in feet; proposed minimum setback lines public areas and parcels proposed to be dedicated or reserved for public uses (422.16)

Existing and proposed street names (422.17)

Where the preliminary plan covers only a part of the subdivider's entire holding, a sketch plan shall be submitted of the prospective street layout for the remainder of the tract (422.18)

The full plan of proposed development, including:

Utility easements locations (422.191)

Lot lines with approximate dimensions (422.192)

A statement of intended use of all non-residential lots and parcels (422.193)

Lot numbers and the lot size in square feet or acres for each lot (422.194)

Supplementary Information

Identify existing storm water systems to which this site drains

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SUBDIVISION / LAND DEVELOPMENT REVIEW CHECKLIST

Subdivision / Land Development Final Plan

Additional plan information is required for submission of Final Plans. Plans shall adhere to drawing requirements as specified in SALDO 432. Additional information from the Preliminary Plan includes, but is not limited to the following:

Final Plan Checklist

First Submission

Resubmission

Final Plan shall be on sheets of one of the following sizes;

15" x 21" sheet (432.01)

24" x 36" sheet (432.02)

30" x 42" sheet (432.03)

Name and seal of registered professional engineer or surveyor certifying that the plan is correct and that monuments described on plans have been placed as described (432.5)

A notarized statement to the effect that the applicant is the owner of the land to be subdivided and that the subdivision shown on the final plan is made with his or their free consent and that it is desired to record the same (432.6)

Public areas and parcels of land to be dedicated to public use (432.11)

Sufficient data to determine readily the location, bearing and length of every street, lot and boundary line and to reproduce such lines upon the ground (432.12)

For curved boundaries and all curves on the plan, sufficient data should be given to enable the reestablishment of the curves. (432.13)

Point of curvature (432.131)

Point of tangency (432.132)

Tangent Distance (432.133)

Radius of curve (432.134)

Degree of curve (432.135)

Angle of curve by arc definition (432.136)

Excepted parcels shall be marked "not included in this plat" and the boundary completely indicated by bearings and distances (432.14)

If the subdivision proposes new access point to a state Legislative Route, the Highway Occupancy Permit from PennDOT shall be attached (432.14)

A signature block for certification of approval of the plan by Borough Planning Commission and Borough Council (432.17)

A signature block for certification of review for the plan by Lehigh Valley Planning Commission (432.17)

Space shall be left along lower edge of the sheet in order that the County Recorder of Deeds may acknowledge receipt and recording of the plant when it is presented (432.18)

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APPLICATION FOR SUBDIVISION / LAND DEVELOPMENT

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

Date of Application:	Type:	Land Division	Subdivision	Date of Action Approval: Review: Preliminary Plan: Final Plan:
Parcel Name:				
If a Final Plan, Indicate:	Yes	No		
Date of Preliminary Plan Approval:				
Location Address:				
City: Borough of Hellertown	State: PA	Zip: 18055		
Owner:			Phone:	
Address:	City:	State:	Zip:	
Applicant:			Phone:	
Address:	City:	State:	Zip:	
Registered Engineer or Surveyor:			Phone:	
Address:	City:	State:	Zip:	
Existing Zoning:				
Number of Lots:				
Total Acreage:				
Minimum Lot Size:				
Lineal Feet of New Streets:				
SALDO 412 Requirements:				
Please Include a Certification of Public Water and Public Sewage System from the Borough Authority.				
Applicant shall notify the Authority of the proposed change in use and request capacity verification				
Applicant shall submit signed letters of approved service with this application.				
Professional Services Escrow Application Completed:				
Subdivision / Land Development Plan Included with this Application:				
Subdivision / Land Development Plan Check List Completed:				
<i>I certify that the above information is true and complete to the best of my abilities.</i>				
Signature of Owner:			Date:	
Signature of Applicant:			Date:	

For Official Use

See fee schedule

Date:

Cash

Received by:

Check #

Rev. 1-17-2012

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APPLICATION TO OPEN ESCROW ACCOUNT

Applicant/Developer Information

First Name:

Last Name:

Date:

Address:

City:

State:

Zip:

Phone #:

E-mail:

To be placed in the Plans & Appeals Account for:

Type of Account

Escrow Amount

Site Development in the amount of \$1,500

Land Development in the amount of \$5,000

Subdivision in the amount of \$5,000

Site/Land Development or Subdivision Location:

Address:

City: Borough of Hellertown State: PA Zip: 18055

Map Block Lot:

Professional Services Escrow Account Disclosure

A Professional Escrow Account shall be required to be deposited with the Borough at the time of the initial plan application. The applicant and or developer shall establish a Professional Escrow Account to reimburse the Borough of Hellertown for all the reasonable and necessary expenses incurred for review of applications, plans and reports and the inspection of the improvements by the Borough of Hellertown's professional consultants, solicitors and/or engineer. Such expenses shall be reasonable and in accordance with the ordinary and customary fees charged by the Borough of Hellertown's Solicitor, Engineer and any other consultant for work performed for similar services in the Borough of Hellertown. However, in no event shall the fees exceed the rate or cost charged by the Borough of Hellertown Solicitor, Engineer or other consultant when such fees are now reimbursed or otherwise imposed on the applicant. Borough incurred professional fees shall be billed as approved by Borough Council and Borough administrative expenses shall be reimbursed at 10% per billing. After project completion, the applicant shall request the return of the remaining Professional Services Escrow in writing. The remaining amount will be returned with copies of all invoices that have been paid after all the Borough of Hellertown's professional consultants; solicitor and engineer have indicated that they have completed all necessary invoicing.

I certify that the above information is true and complete to the best of my abilities and that I understand the Professional Services Escrow Account Disclosure.

Signature of Applicant/Developer:

Date:

For Official Use Only

Amount: \$1,500

Date:

Cash

\$5,000

Received by:

Check #