

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055

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

Site Plan Review Checklist

The granting of a use permit is conditioned upon the approval of the Site Plan by the Borough Planning Commission under the provision of ZO section 450.78

Identify the Type of Use

Permitted Use:

Special Exception:

(includes additional provisions as detailed in ZO Section 7.3)

Not Permitted Use:

(Variance required from Zoning Hearing Board)

First Submission

Resubmission

Site Plan Checklist

The applicant shall submit site plans to the Zoning Officer when making an application.

Plans shall include the following information:

Statement of intent as to the proposed use of the building or land 450-78 A(1) a (1)

Site plan drawn to scale not less than 1" = 50 feet showing the location, dimensions, height of proposed buildings, structures, or uses, and any existing buildings in relation to property and street lines. 450-78 A(1) a (2)

If the application relates to property which is scheduled to be developed in successive stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property. 450-78 A (1) a (2)

The location, dimensions and arrangements of all open space, yards and buffer yards including methods to be employed for screening. 450-78 A (1) a (4)

The location, size, arrangements and capacity of all areas to be used for motor vehicle access, off-street parking, off-street loading and unloading, and provisions to be made for lighting such areas. 450-78 A (1) a (4)

The dimensions, location and methods of illumination for signs, if applicable. 450-78 A(1)a(5)

Provisions to be made for treatment and disposal of sewage and industrial wastes, water supply, trash collection, and storm drainage. 450-78 A(1) a (7)

The capacity and arrangement of all buildings used or intended to be used, including the proposed density. 450-78 A(1)a(8)

A description of any proposed industrial or commercial operations in sufficient detail to indicate effects of these operations in producing noise, glare, air pollution, water pollution, fire hazards, traffic congestions, or other safety hazards. 450-78 A(1)a(9)

Description of methods to be employed in controlling any excess noise, air pollution, smoke, fumes, water pollution, fire hazards or other safety hazards. 450-78A(1)a(10)

The bounds of any easements of record at Northampton County Recorder of Deeds office 450-78 A(1)a(11)

Any other data deemed necessary by the Zoning officer to enable him to determine the compliance of the proposed development with the terms of this Ordinance 450-78 A(1) a (12)

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www.hellertownborough.org

APPLICATION FOR SITE PLAN REVIEW

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY

A SITE PLAN OF THE PROPERTY MUST BE SUBMITTED WITH THIS APPLICATION

Date of Application:

Statement of Intent/Use:

Approval

Review

Preliminary Plan

Final Plan

Application Fee: \$75.00

Site Location:

Address:

City:

State:

Zip:

Owner:

Phone:

Address:

City:

State:

Zip:

Applicant:

Phone:

Address:

City:

State:

Zip:

Registered Engineer or Surveyor:

Phone:

Address:

City:

State:

Zip:

Existing Zoning:

Square Feet of proposed work:

of Proposed Off Street Parking Spots:

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:

Site Plan Included with this Application:

Site Plan Check List Completed:

I certify that the above information is true and complete to the best of my abilities.

Signature of Owner:

Date:

Signature of Applicant:

Date:

For Official Use

Application Fee: \$75.00

Date:

Cash

Received by:

Check #

Rev. 11-13-25

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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 #