

**UPPER SAUCON TOWNSHIP
LEHIGH COUNTY
SUBDIVISION AND LAND DEVELOPMENT REVIEW
PROCEDURE**

Upper Saucon Township is interested in expediting your land development or subdivision plan submission and review process. To assist you and your design professionals, we are providing herewith guidance forms and applications relevant to preparation of plans and supporting documents. The ultimate responsibility for assuring compliance with the Township Subdivision and Land Development Ordinance (SALDO) and Zoning Ordinance rests with the applicant and the design professional.

These forms include:

- Fee Schedule
- Application forms for subdivision, land development, lot line adjustment, and conditional use;
- Checklists for plan preparation based upon the SALDO and Zoning Ordinance;
- Standard plan notes;
- Procedures for On-Site Sanitary Sewage Disposal (if applicable);
- Request for modification (waiver) of requirements;

You may contact the Community Development Department at (610) 282-1171, Extension 2, weekdays between 8:00 AM and 4:30 PM to obtain additional clarification of the review procedure if necessary.



1. The Applicant seeking to subdivide and/or develop any land within the Township shall deposit the appropriate non-refundable application fee and consultant review fee escrow deposit with the Township at the time of submission of a Subdivision or Land Development Plan. Separate checks are required for the non-refundable application fee and escrow deposit.
2. In the event that the escrow funds deposited with the Township are depleted by one-half and to the extent that the Township, in its sole discretion determines that the remaining amount is insufficient to pay the Township's anticipated costs for performing its official functions, then the Applicant shall, within fifteen (15) days of notice from the Township, deposit additional funds in an amount sufficient to restore the escrow account to its original amount, or such amount as the Township shall determine. Failure to replenish the escrow account may constitute grounds for denial of the Plan.
3. All such escrow funds deposited with the Township by an Applicant which are not expended by the Township to pay the costs of consultant reviews shall be returned to the Applicant.