

# UPPER SAUCON TOWNSHIP

## SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATION

### SUBMISSION INFORMATION

#### APPLICATION SUBMITTAL

1. Any person seeking to subdivide and/or develop any land within Upper Saucon Township shall submit a complete subdivision and land development application in accordance with the 2011 Subdivision and Land Development Ordinance 145 (SALDO) for review and approval by the Township.
2. This application, application fee, escrow deposit, and any reports, studies, or other information that together comprise the complete application, must be submitted at least 28 days prior to the Planning Commission meeting at which the Applicant desires to have the application reviewed. **Applications that do not contain all required signatures will be considered incomplete.**
3. The Township reserves the right to determine in its sole discretion whether the application will be placed on the Planning Commission meeting agenda.

#### APPLICATION FORM

This application form is to be used for all subdivision and land development applications. Submission and plan drafting requirements for each plan application type can be found at the following sections of the SALDO:

<u>PLAN TYPE</u>	<u>SUBMISSION PROCEDURE</u>	<u>DRAFTING REQUIREMENTS</u>
1. Sketch Plan	Section 202.B	Section 301
2. Preliminary/Final Plan	Section 203.B	Section 302
3. Preliminary Plan	Section 203.C	Section 303
4. Final Plan	Section 203.C	Section 304
5. Revised Final Plan	Section 204.C	Section 306
6. ECHO Housing Plan	Section 204.B.1	----
7. Lot Line Adjustment/ Lot Consolidation Plan	Section 204.C	Section 307

#### APPLICATION FEE AND ESCROW DEPOSIT

1. All SALDO applications shall be accompanied by a non-refundable application fee and a consultant review escrow deposit in accordance with the Township Fee Schedule, the SALDO, and Resolutions 2009-28 and 2011-27. Separate checks are required for the non-refundable application fee and the 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 escrow balance is insufficient to pay the Township's anticipated costs for performing its 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. Failure to replenish the escrow account may constitute grounds for denial of the plan application.
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.

**NOTE: By submitting this application, Applicant agrees to comply with the terms set forth above.**

Project Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

# UPPER SAUCON TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT APPLICATION FORM

NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

Property Address: \_\_\_\_\_

Lehigh County Tax Parcel ID No(s): \_\_\_\_\_

Total Tract Acreage: \_\_\_\_\_

**APPLICATION TYPE:**

- Sketch Plan             Preliminary/Final Plan             Preliminary Plan     Final Plan
- Revised Final Plan    ECHO Housing Plan             Lot Line Adjustment/Lot Consolidation Plan

**DESCRIPTION OF PROPOSED DEVELOPMENT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LEGAL NAME OF APPLICANT:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**RECORD TITLE OWNER (If Different than Applicant):** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*NOTE: If this application is for a Lot Line Adjustment/Consolidation Plan, the record title owner of the second property must also sign this application.*

**SECOND RECORD TITLE OWNER:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**DESIGN FIRM:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**ATTORNEY:** \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**OTHER CONSULTANT:** \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Type of Water Supply Proposed:** \_\_\_\_ Public \_\_\_\_ Individual Well \_\_\_\_ Private Centralized System

**Type of Sanitary Sewage Disposal Proposed:** \_\_\_\_ Public \_\_\_\_ Individual On-Lot Septic

**Street Ownership Proposed:** \_\_\_\_ Public (for dedication to the Township) \_\_\_\_ Private

**Homeowners' Association?:** \_\_\_\_ Yes \_\_\_\_ No

**A Waiver Request is included with this application :** \_\_\_\_ Yes \_\_\_\_ No

**REPRESENTATIONS**

1. By making a submission under this Ordinance, the applicant acknowledges and agrees that all documents and other information submitted to the Township pursuant to this Ordinance constitute public records within the meaning of the Pennsylvania Right to Know Law, Act 3 of 2008, as amended, and are therefore subject to review and reproduction upon request in accordance with that Law and applicable Township ordinances and resolutions.
2. To the extent that any such documents or information are not deemed public records and are subject to protection pursuant to Federal or State copyright laws, or Common Law copyright protection, the applicant and all of its agents, employees and consultants, by filing documents with the Township pursuant to this Ordinance, shall be deemed to have waived all copyright protection as relates to reproduction, review, analysis, criticism, or approval of the application by the Township and all of its agents, servants, employees, officials, and consultants, and the public at large.
3. The applicant hereby agrees to indemnify, defend and hold harmless the Township and all its agents, servants, employees, officials, and consultants of and from any and all claims, demands, judgments or damages arising out of or relating to claims of violation and violations of Federal and State copyright laws or Common Law copyright protection.

4. Applicant(s) and/or Owner(s) hereby grant(s) permission to and authorize(s) members of the Upper Saucon Township Planning Commission, Township staff and Township consultants to enter subject property to view the premises in conjunction with the Subdivision and Land Development application which is hereby filed.

**UNSWORN FALSIFICATION TO AUTHORITIES**

**To the best of my knowledge and belief, all information on this application is true, correct, and complete and with the understanding that any false statement is subject to the penalties of 18 Pa. C.S.A. Section 4904, relating to "Unsworn Falsification to Authorities".**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Second Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Second Applicant

\_\_\_\_\_  
Signature of Record Title Owner  
*(If the Applicant is different from the Record Title Owner, both MUST sign this Application.)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Record Title Owner

**TOWNSHIP USE ONLY**

**APPLICATION COMPLETION CHECKLIST**

- Application Form, signed by Applicant and Owner(s) if different than Applicant
- Application Fee in the amount of \$ \_\_\_\_\_
- Escrow Deposit in the amount of \$ \_\_\_\_\_
- Full Size Plan Sets, 10 copies
- Reduced Size Plan Sets, 10 copies
- Digital format (TIF recommended), 1 copy
- Waiver Request Form
- Natural & Cultural Features Plan (3 copies required)
- Carbonate Features Plan/Report/Test Results (3 copies required)
- Stormwater Management Plan (3 copies required)
- Traffic Impact Study (2 copies required)
- Other \_\_\_\_\_