

SUBDIVISION AND LAND DEVELOPMENT

**PALMER TOWNSHIP
 LOT LINE ADJUSTMENTS, ANNEXATIONS AND
 MINOR REVISIONS OF APPROVED PLANS
 CHECKLIST AND LIST OF SUBMITTAL REQUIREMENTS**

Applicant's Name: _____

Applicant's Address: _____

Applicant's Daytime Phone No.: _____

Applicant's Signature: _____

Date: _____

* Insert "NA" in the "Not Submitted" column if not applicable. Insert "W" in the "Not Submitted" column if a waiver is requested from the requirement.

Submitted	Not Submitted*	
_____	_____	1. Township application fees/review fee(s)/escrow.
_____	_____	2. 2 copies of the completed application.
_____	_____	3. 2 copies of this checklist.
_____	_____	4. 3 print copies of the complete final plans (including any profiles) and 3 copies of the layout plans and any landscaping plans.
_____	_____	5. Copy of receipt from Lehigh Valley Planning Commission for copy of plan provided for its review (may be provided to township within 5 days after submission of the plans to the township).
_____	_____	6. Plans prepared on a standard-sized sheet (such as 18 x 24 inches, 24 x 36 inches, 30 x 42 inches or 36 inches x 48 inches).
_____	_____	7. Plans drawn at a scale of 1 inch equals 50 feet or other standard scale.
_____	_____	8. All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds.
_____	_____	9. Differentiation between existing and proposed features.
_____	_____	10. Boundary line of the tract, shown with a heavy line width.
_____	_____	11. Words "Final Plan" and name of project on each sheet.

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Submitted	Not Submitted*	
_____	_____	12. Notarized owner's statement. See Appendix C.
_____	_____	13. Plan preparer's statement. (See Appendix C.)
_____	_____	14. Approval/review signature blocks for: Township Board of Supervisors, Township Planning Commission and Lehigh Valley Planning Commission and notation for recorder of deeds information. (See Appendix C.)
_____	_____	15. Location map at a standard scale (preferably 1 inch equals 2,000 feet or 1 inch equals 800 feet) showing the location of the project.
_____	_____	16. North arrow, graphic scale, written scale.
_____	_____	17. Date of plan and all subsequent revision dates and submission dates (especially noting if is revision of a previously approved plan) with space for future revision dates.
_____	_____	18. Existing and proposed lot lines and street rights-of-way.
_____	_____	19. Existing building locations and type of land uses.
_____	_____	20. Applicable zoning district and required minimum lot area.
_____	_____	21. Minimum setback requirements shown for each lot.
_____	_____	22. Note stating type of water and sewer service proposed (such as "municipal water and municipal sewer").
_____	_____	23. Lot width (at minimum building setback line) and lot area for each lot.
_____	_____	30. Dimensions of each lot in feet.
_____	_____	31. Use of any modifications or waivers requested to this ordinance.