

SUBDIVISION AND LAND DEVELOPMENT

**PALMER TOWNSHIP
PRELIMINARY PLAN FOR MAJOR SUBDIVISION OR LAND DEVELOPMENT**
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*	
_____	_____	A. GENERIC SUBMISSION ITEMS: (NOTE: the township may require the submission of additional numbers of copies if needed).
_____	_____	1. Township application fees/review fee(s)/escrow.
_____	_____	2. 2 copies of the completed application.
_____	_____	3. 2 copies of this preliminary plan checklist.
_____	_____	4. 3 print copies of the complete plans (including any profiles).
_____	_____	5. 3 additional print copies of only the layout plans and any landscaping plans.
_____	_____	6. 2 sets of supporting documents and digital link containing PDFs of all documents and plans.
_____	_____	7. Copy of receipt from the LVPC for plan provided by applicant for their review (may be provided to the township within 5 days after plan submission to the township).
_____	_____	B. DRAFTING REQUIREMENTS: All information shall be legibly and accurately presented.
_____	_____	1. Plans prepared on a standard-sized sheet (such as 18 x 24 inches, 24 x 36 inches, 30 x 42 inches or 36 x 48 inches). At least 1 copy of plans should be folded to approximately 9 x 12-inch size in such a manner that the title of the sheet faces out. Other copies should be rolled or folded so that the title faces out.
_____	_____	2. Plans drawn to scale of 1 inch equals 50 feet or other scale preapproved by the Township Engineer or Planning Director.
_____	_____	3. All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds.

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Submitted **Not Submitted***

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| _____ | _____ | 4. Differentiation between existing and proposed features. |
| _____ | _____ | 5. Boundary line of the tract, shown as a heavy boundary line. |
| _____ | _____ | 6. If layout plans involve 2 or more sheets, a map of the layout of the entire project at an appropriate scale on 1 sheet, and a key map showing how the sheets connect. |
| _____ | _____ | 7. If the tract(s) crosses a municipal boundary, a map showing both the portions in Palmer Township and the other municipality, in sufficient detail for the township to determine how the parts will interrelate. |
| _____ | _____ | 8. Required profiles shown at a scale of 1 inch equals 50 feet horizontal and 1 inch equals 5 feet vertical or other scale preapproved by the Township Engineer or township staff. |
| _____ | _____ | 9. All sheets numbered and listed on 1 page. |
| _____ | _____ | 10. Words "Preliminary Plan" and sheet title (such as "Layout Plan") on each sheet. |

C. GENERAL INFORMATION:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Name of project on each sheet. |
| _____ | _____ | 2. Name of landowner and developer (with addresses). |
| _____ | _____ | 3. Names of abutting property owners and street address numbers. |
| _____ | _____ | 4. Lot lines of adjacent lots and approximate locations of any buildings, common open spaces, detention basins or drainage channels existing or approved within 200 feet of the boundaries of the proposed project. |
| _____ | _____ | 5. Notarized owner's statement. (See Appendix C.) |
| _____ | _____ | 6. Surveyor's and plan preparer's statements. (See Appendix C and § 165-16.) |
| _____ | _____ | 7. Approval/review signature blocks for Township Board of Supervisors, Township Planning Commission and Lehigh Valley Planning Commission and notation for Recorder of Deeds. (See Appendix C.) |

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_____	_____	8. 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 in relation to the following features within 500 feet of the boundaries of the tract: existing and proposed streets and municipal boundaries.
_____	_____	9. North arrow, graphic scale, written scale.
_____	_____	10. Date of plan and all subsequent revision dates (especially noting if it is revision of a previously approved plan) with space for noting future revision dates and general type of revisions.
_____	_____	11. Deed Book volume and page number of existing lot(s) from county records.
_____	_____	12. Tax Map number and block and lot for the existing lot(s).
_____	_____	13. A statement on the plan of types of proposed principal uses intended for each lot (if known).
_____	_____	14. Names and addresses of last known abutting property owners of record.
		D. NATURAL FEATURES:
_____	_____	1. Existing contour lines shown at the same scale as the layout plan, as follows: <ul style="list-style-type: none"> a. Shall be based on a field survey or photogrametric procedure that was completed at a scale of 1 inch equals 100 feet or larger. Contours shall be based upon USGS datum, with an established bench mark. b. The contour interval shall be sufficient to determine compliance with township ordinances. An interval of 2 feet for slopes of less than 15% and 5 feet for slopes of 15% or greater is generally recommended. c. NOTE: Contours are not required to be shown within areas of lots of 10 acres or more that are clearly not intended to be altered as a result of this proposed subdivision or land development.
_____	_____	2. Identification of any slopes of 15% to 25% and greater than 25%.
_____	_____	3. Watercourses (with any name), natural springs and lakes.

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_____	_____	4. Wetlands. Detailed delineations are required by a qualified professional of any wetlands within areas that could reasonably be suspected of being wetlands, if such areas are proposed to be altered in any way. Such delineations by the applicant's professional shall be completed prior to preliminary plan approval. However, the applicant is not required to have received all such permits at the preliminary plan stage. Instead, any such needed permits shall be a condition of final plan approval.
_____	_____	5. Rock outcrops, stone fields and sinkholes.
_____	_____	6. Location of any areas within the 100-year floodplain (with differentiation between floodway and flood-fringe, if available from official federal floodplain maps or if such differentiation is needed to show compliance with the Zoning Ordinance).
_____	_____	7. Approximate locations and abbreviated names of soil types, according to the County Soil Survey (or more detailed professional study) with identification of those that are alluvial, hydric, have a depth to bedrock of less than 3 feet or a seasonally high-water table of less than 3 feet. If such soils do not exist, that shall be stated on the plan.
_____	_____	8. Locations of tree lines and existing forested areas.
_____	_____	9. Locations of individual mature trees of greater than 6 inches trunk diameter measured at a height of 4.5 feet above the surrounding average ground level, other than trees within forested areas and tree lines (not required for areas that will not be affected by the proposed plan, if so noted on the plan).
_____	_____	10. Locations of trees of greater than 18 inches trunk diameter measured at a height of 4.5 feet above the surrounding average ground level.
_____	_____	11. Locations of trees and/or woods of over 6 inches trunk diameter proposed to be removed or preserved.
_____	_____	12. Locations of proposed tree preservation areas and accompanying fencing around trees to be protected, if required by § 190-516 of the Zoning Ordinance.
		E. MAN-MADE FEATURES (with existing features graphically differentiated from proposed features):
_____	_____	1. Existing and proposed lot lines.

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_____	_____	a. The boundaries of lots (other than a residual lot of at least 10 acres) shall be determined by accurate field survey, closed with an error not to exceed 1 in 10,000 and balanced.
_____	_____	b. The boundaries of any residual tract which is 10 acres or more may be determined by deed. (Any residual lot of less than 10 acres shall fully comply with this ordinance.)
_____	_____	2. Location of existing and proposed monuments.
_____	_____	3. Sufficient measurements of all lots, streets, rights-of-way, easements and community or public areas to accurately and completely reproduce each and every course on the ground.
_____	_____	4. Principal buildings estimated to be 80 years or older that could be impacted by the project, with name and general description.
_____	_____	5. Existing and proposed utility easements and restrictive covenants and easements for purposes which might affect development (stating which easements and rights-of-ways proposed for dedication to the municipality).
_____	_____	6. Existing and proposed (if known) building locations.
_____	_____	7. Overhead electrical high-voltage lines and rights-of-ways/easements.
_____	_____	8. Existing and proposed waterlines, sanitary sewer lines, storm sewer lines and laterals.
		F. ZONING REQUIREMENTS:
_____	_____	1. Applicable zoning district and required minimum lot area.
_____	_____	2. Minimum setback requirements shown for each lot.
_____	_____	3. Area and location of any proposed common open space (if none proposed, place a "W" in the 'Not Submitted' column).
_____	_____	4. If any common open space proposed, method of ownership and entity proposed to be responsible for maintenance.
_____	_____	5. If any common open space proposed, description of intended purposes, proposed improvements (such as rough grading) and any proposed recreation facilities.
_____	_____	6. Statement of type of water and sewer service proposed (such as "public water and public sewer").






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_____	_____	7. Required and proposed building coverage and impervious coverage (may be stated as "typical proposed" for single-family detached or twin homes).
_____	_____	8. Parking requirements. See Part J.
_____	_____	9. Linear feet of new street and classification of each new street (such as local or collector).
		G. PROPOSED LAYOUT:
_____	_____	1. Total acreage of site and total proposed number of lots and dwelling units.
_____	_____	2. Identification number for each lot (and for each building if more than 1 building per lot).
_____	_____	3. Lot width (at minimum building setback line) and lot area for each lot.
_____	_____	4. Dimensions of each lot in feet.
_____	_____	5. Widths and locations of existing and proposed rights-of-way, curblines (where applicable) and cartway widths of existing and proposed streets that are: <ul style="list-style-type: none"> a) Within the subdivision or land development; or b) Within 200 feet of the boundaries of the tract (including streets proposed as part of other developments).
_____	_____	6. Street center-line information, including bearings and distances.
_____	_____	7. Horizontal curve data, including radius, tangent or length and delta. Such information may be listed in a table, using reference numbers on a plan.
_____	_____	8. Horizontal curve radii at street intersections.
_____	_____	9. Beginning and end of proposed street construction.
_____	_____	10. Statement of any street improvements proposed to be installed or funded by the applicant (such as any acceleration/deceleration lanes, traffic signal, street realignment or widening of abutting streets).
_____	_____	11. Any proposed curbing (place "NA" in "Not Submitted" column if not proposed).

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_____	_____	12. Any proposed sidewalks (place "NA" in "Not Submitted" column if not proposed), with any proposed handicapped access shown as part of any new or reconstructed sidewalks at intersections.
_____	_____	13. Any proposed bicycle paths (place "NA" in "Not Submitted" column if not proposed).
_____	_____	14. If features listed in § 190-503 of the Zoning Ordinance may be impacted, show locations of construction area to prove that such section will be complied with.
_____	_____	15. Names of existing streets and initial proposed names of new streets (may be "Street A" and "Street B").
_____	_____	16. Designation which streets are proposed to be dedicated to the township or to remain private.
_____	_____	17. Evidence that a proposed new street or driveway entrance onto a state road will meet PennDOT sight distance requirements, unless a valid highway occupancy permit has already been issued.

H. UTILITY PLAN:

_____	_____	1. Symbols. As applicable, the following existing and proposed items for each lot, using the following symbols (or other symbols preapproved by the township staff):
		<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div>Well (if not connected to central water system) with required separation distance shown from septic drain fields and with dimensions from lot lines.</div> </div>
		<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div>Primary drain field (with dimensions from lot lines).</div> </div>
		<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div>Secondary drain field (shall be percolation tested).</div> </div>
		<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div>Suitable soil probe location.</div> </div>
		<div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="margin-right: 10px;"></div> <div>Suitable percolation test locations (2 sites required, meeting DER requirements).</div> </div>
_____	_____	2. If on-lot sewage disposal systems are proposed (see also "Supporting Documentation" in this section):
_____	_____	<ul style="list-style-type: none"> a. Proposed contour lines on same sheet as utility layout. b. Location of existing and proposed wells within 100 feet of the boundaries of the project.

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_____	_____	c. Proposed or typical location of dwelling/building.
_____	_____	d. Locations of soils with a seasonally high-water table averaging less than 3 feet. (See County Soil Survey.)
_____	_____	3. If a central sewage system is proposed:
_____	_____	a. Proposed contour lines on same sheet as utility layout.
_____	_____	b. Location and size of mains and laterals, with locations corresponding to stationing on the profile.
_____	_____	c. Locations of manholes, with invert elevation of flow line and grade at top of each manhole.
_____	_____	d. Proposed lot lines and any proposed easements or rights-of-way needed for the utilities.
_____	_____	e. Location of all other drainage facilities and public utilities in the vicinity of sanitary sewer lines.
_____	_____	f. Manhole numbers assigned by Township Public Utilities.
_____	_____	4. If central water service is proposed:
_____	_____	a. Location and size of existing and proposed waterlines.
_____	_____	b. Existing and proposed fire hydrant locations.
_____	_____	c. Distance noted that waterlines will have to be extended to reach existing lines (if not already abutting the tract).
_____	_____	5. Any existing and proposed underground natural gas, electrical, telephone, cable TV or other utility lines, with any easements shown that will affect development.
_____	_____	6. List of contacts for all underground utilities in the area, with phone numbers stated on the grading plans (as required by State Act 172).
_____	_____	I. GRADING AND STORMWATER MANAGEMENT PLAN:
_____	_____	1. Locations of existing and proposed storm drainage facilities or structures, including detention basins (with capacity), swales, pipes (with sizes), culverts and inlets.
_____	_____	2. Capacity, depth and locations of detention basins.

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_____	_____	3. Predevelopment and postdevelopment watershed areas for each detention basin or major drainage channel or point of concentration.
_____	_____	4. Locations of any proposed or existing stormwater easements.
_____	_____	5. Intended design-year standards for culverts, bridge structures and/or other stormwater facilities.
_____	_____	6. Schematic location of all underground utilities.
_____	_____	7. Entity responsible to maintain/own any detention basin.
_____	_____	8. Any additional information needed under § 165-63.
_____	_____	9. Existing and proposed contour lines. See description under "Natural Features.")
		See also stormwater basins under "Construction Details."
		J. FOR USES OTHER THAN SINGLE-FAMILY DETACHED OR TWIN DWELLINGS:
_____	_____	1. For townhouses or apartments, evidence that the project meets the density requirements of the Zoning Ordinance, concerning both the entire tract and each stage or phase.
_____	_____	2. Evidence that the project will meet the off-street parking requirements of the Zoning Ordinance (including method of calculation).
_____	_____	3. Arrangement of off-street parking spaces, parking aisles, off-street loading areas and extent of areas to be covered by gravel or asphalt.
_____	_____	4. For townhouses, any proposed methods to ensure privacy between outdoor semiprivate areas (such as fences or walls or plantings between rear yards).
_____	_____	5. Illustrative sketches of exterior fronts of proposed buildings (encouraged but not required).
_____	_____	6. Number, sign area, height and location of proposed signs. (Sign permit applications may be submitted separately.)
_____	_____	7. Major types, heights and locations of outdoor lighting.
_____	_____	8. Location of any proposed outdoor storage areas.

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_____	_____	9. Note stating total square feet of paved area, including gravel areas.
_____	_____	K. LANDSCAPE PLAN (see also "Natural Features" in Part D of this section):
_____	_____	1. Any proposed evergreen screening, buffer yards or earthen berming (if required by Zoning Ordinance).
_____	_____	2. General types, sizes and locations of any required street trees (see § 165-73), paved area landscaping (see Township Zoning Ordinance) and any other major proposed landscaping.
_____	_____	3. Any proposed fencing (including height and type) and/or landscaping around stormwater basins. (See § 165-63.)
_____	_____	L. EROSION AND SEDIMENTATION PLAN (may be submitted at the final plan stage if the applicant provides a written and signed statement that earth will not be disturbed until after final plan approval):
_____	_____	1. Drawings showing locations and types of proposed erosion and sedimentation control measures, complying with the regulations and standards of the County Conservation District and DEP.
_____	_____	2. Narrative describing proposed soil erosion and sedimentation control methods.
_____	_____	M. ROAD PLAN-PROFILES (with profile drawings on same sheet as plan drawings):
_____	_____	1. Profile of existing and proposed ground surface along center line of street.
_____	_____	2. Proposed center-line grade with percent on tangents and elevations at 50-foot intervals.
_____	_____	3. All vertical curve data, including length, elevations and minimum sight distance as required by Article X.
_____	_____	4. Street plans and profiles for the same section of street shall be shown on the same street.
_____	_____	N. WATER MAIN SANITARY SEWER AND STORM DRAIN PLAN PROFILES: (with profile drawings on same sheet as plan drawings).
_____	_____	1. Profile of proposed ground surface with elevations at top of manholes or inlets.

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_____	_____	2. Profiles of water main, storm sewer and sanitary sewer lines, with appropriate stationing.
_____	_____	3. All line crossings of other utilities.
_____	_____	4. Invert elevations along flow lines.
		O. CONSTRUCTION DETAILS (following any applicable township improvement standards, such as Chapter 160 of the Township Code):
_____	_____	1. Typical cross section and specifications for street construction as required by § 165-59.
_____	_____	2. Drainage swale cross section and materials and details of culverts, low-flow channels and bridges.
_____	_____	3. Pipe bedding details.
_____	_____	4. Storm drainage structures details, including cross-sectional drawings and detailed plans for any detention or retention basin outfall structure and for any spillway.
_____	_____	5. Sanitary sewer structures.
_____	_____	6. Curb and sidewalk details.
_____	_____	7. Street tree details.
_____	_____	8. Erosion and sedimentation details.
_____	_____	9. Centralized water details.
_____	_____	10. Crossovers and driveway apron details.
_____	_____	11. All supporting calculations shall be submitted.
		P. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION:

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Submitted	Not Submitted*	
_____	_____	
_____	_____	1. Residual lands sketch. If the submitted plans do not include all undeveloped or underdeveloped adjacent or abutting lands owned by the same landowner or under control of the same developer (or closely related corporations), then a sketch shall be submitted at an appropriate approximate scale, on 1 sheet, covering all such land holdings, together with a sketch of a reasonable future potential street system. Such sketch shall demonstrate that the proposed subdivision provides for the orderly development of any residual lands and/or does not adversely affect the potential development of residual lands.
_____	_____	2. Sewage module. If applicable, 2 copies of the DEP sewage planning module application as completed by the applicant, together with evidence that the application has been forwarded to the proper review agencies. (These agency reviews are not required to be fully completed prior to preliminary plan approval.)
_____	_____	3. Central water. If central water service is proposed by an existing water company or authority, the applicant shall provide a letter from such water company or authority which states that the company or authority expects to be able to adequately serve the development, that the proposed water system is generally acceptable and that references standard conditions or specifications required by the company or authority for the provision of services.
_____	_____	4. Public sewage. If service is proposed by an existing Sewage Authority, the developer shall submit a copy of a letter from the Authority which states that the company or Authority can adequately serve the subdivision, that the proposed sanitary sewage system is generally acceptable and that references standard conditions or specifications required by the company or Authority for connection to the system.
_____	_____	5. Nonpublic sewage. If service is proposed by a central sewage system that is not publicly owned, the developer shall provide sufficient information to show that the proposed system would be feasible, within DEP regulations, and maintained and operated through an acceptable system.
_____	_____	6. Access to state roads. If access is proposed to a state highway, a copy of any information submitted to PennDOT and any correspondence from PennDOT regarding the proposed access to state roads (this requirement applies throughout the entire approval process), and evidence that the proposed access will meet PennDOT sight distance requirements.

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_____	_____	7. Floodplain. If the project would include any area within the 100-year floodplain or any watercourse, a statement from the Zoning Officer indicating that the proposed subdivision or land development would be in compliance with the floodplain regulations of the township.
_____	_____	8. A statement describing the nature of the landowner's and the developer's involvement in the proposed development, and the names of the primary partners or chief officers of any corporate developer.
_____	_____	9. Description of method to ensure maintenance of any private street.
_____	_____	10. Use of any modifications or waivers requested to this ordinance.
_____	_____	11. Copies of the decisions of any zoning variances that are relevant to the proposal and/or lists of zoning variances that are being requested.
_____	_____	12. Storm drainage calculations. All calculations relating to facilities appearing on the grading and storm drainage plan and the erosion and sedimentation plan shall be submitted for review by the Township Engineer. (See Appendix D and § 165-63.)
_____	_____	13. For industrial operations or industrial storage: a written description of the proposed use in sufficient detail to indicate any noise, glare, smoke and fumes nuisances, to allow a general determination of possible fire, explosive, toxic, genetic, public health or other hazards and to estimate the amount, direction and times of any tractor-trailer truck traffic that is expected.
_____	_____	14. If to be served by on-lot septic service, a copy of septic percolation test and soil probe results.
_____	_____	15. Traffic impact report: if required by the Zoning Ordinance.

**NOTE: Land developments involving only one (1) principal nonresidential building (other than a shopping center) or a maximum of three (3) new dwelling units are only required to submit a final plan under Article VII.

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Submitted **Not
Submitted***

Q. CARBONATE/SINKHOLE REGULATION REQUIREMENTS:

1. 2 copies of the Carbonate Ordinance Assessment Report.
2. A plan indicating the existing and proposed private and public sewage disposal systems and the location of existing private and public water supplies on adjoining properties.
3. Type, location and phasing of proposed disturbances and construction, as well as proposed future ownership and maintenance of the property and the proposed improvements.
4. Plans describing the design of the stormwater management facilities proposed for the project.