



ADMINISTRATIVE PROCEDURES FOR SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS

Please read and follow the rules and procedures listed below if you are filing a subdivision or land development application. Please contact the Township with any questions. Applicants who do not adhere to these guidelines risk delays in plan processing and review.

1. **Applicant Submits Sketch Plan (Optional, but recommended)**. Applicants are strongly encouraged to submit a Sketch Plan. By doing so the applicant will benefit from input from staff, the Planning Commission and other advisory boards and commissions before presenting the plan to the Planning Commission and Board of Supervisors. Information on sketch plan submissions can be found at www.palmertwp.com
2. **Applicant Obtains Necessary Forms and Documents from the Township**. The applicant should review the following materials from the Township website:
 - Subdivision/Land Development Ordinance (Ch.165)
 - Zoning Ordinance (Ch. 190)
 - Stormwater Management Ordinance (Ch. 158)
 - Comprehensive Plan

The Palmer Township Code is available for review at <https://ecode360.com/11763101>

The applicant should also obtain a complete subdivision/land development application packet, which includes:

- Administrative procedures
- Application form
- Professional services agreement
- Current fee schedule
- Time waiver agreement
- Property access agreement
- Sewage planning forms
- Development Checklists
- Stormwater information flyer

Sewage Facilities Planning Module Application Mailers and other information may be obtained from the PA DEP.

3. **Applicant Notifies Adjoining Landowners**. The applicant should notify all adjoining landowners (deemed to be those contiguous – including separated by road, right of way, or water body; or in a neighboring municipality) in writing about their intent to submit an application. The notice should state the nature of the application and inform the adjoining landowners of the date and time of the Planning Commission meeting where the application will be considered (contact the Township to determine the date and time). The letter should also include the location of the meeting – Palmer Township Municipal Building, 3 Weller Place, Palmer PA 18045. The notice should be sent by first class mail or hand delivered to the owners based upon information on file at the Northampton County Tax Assessment Office, Easton, PA. Copies of the letters should be submitted within 5 business days of application submission.
4. **Applicant Submits Subdivision/Land Development Plan**. Applications for a subdivision/land development shall be made to the Township, in writing, on a form furnished by the Township. Applications and attachments must be submitted to the Township by the submission deadline found on the Township website to be included on the Palmer Township Planning Commission meeting agenda. A complete application includes:
 - Two (2) copies of the completed application form
 - Letter of authorization and/or agreement of sale from the property owner (if applicant is not the owner of record and/or represents themselves to be the equitable owner or agent for the property owner)
 - Township filing fee (see fee schedule) – check made payable to "Palmer Township"
 - Two (2) signed copies of the Township Cash Escrow Agreement
 - Cash escrow fee (see fee schedule) – check made payable to "Palmer Township"

- One (1) copy of Lehigh Valley Planning Commission Application and Receipt
- One (1) copy of sewage planning module applications
- Township sewer planning module review fee - check made payable to "Palmer Township"
- Three (3) copies of full plans for subdivision/land development prepared in accordance with Township Codes and the Professional Engineers Registration Law (Act of May 23, 1945). Plans must be sealed by the engineer. Additional copies may be requested.
- One (1) copy of full plans in AutoCAD format. All applicants/agents submitting applications for subdivision/land development and/or conditional use are required to present all plans (inclusive of stormwater and erosion and sedimentation control calculations) in electronic format using AutoCAD software. Electronic plan data must be submitted for each revision along with required paper copies. These AutoCAD files are for the exclusive use of the Township staff and its support consultants. These files are not for public distribution and will not be otherwise distributed.
- Three copies of Site/Layout Plan
- One (1) copy of utility plans, fire truck turning plan and detail sheets showing fire hydrant details
- One (1) copy of landscape and lighting plans and detail sheets showing tree planting details
- Three (3) copies of Stormwater Management/PCSM Plans and Reports
- Three (3) copies of Carbonate Assessment Report
- Letter noting provision of utility services
- One (1) copy of all submitted documents in PDF format delivered via secure file sharing.

Within five business days of receipt of the application, the Planning Director will review the application for completeness. If the application is determined to be incomplete, the Planning Director will promptly notify the applicant of the steps required to make the application complete. Depending on the information that is missing, the application may not be considered at the next regularly scheduled meeting of the Planning Commission and the 90-day review time clock may not commence.

5. **Township Distributes Application to the Planning Commission.** Once the Planning Director determines that the application is complete, the application is forwarded to the Township Planning Commission for review, and the Lehigh Valley Planning Commission is notified that it has been accepted for Township review.
6. **Subdivision Number Assigned.** Upon acceptance of the application, the Planning Director shall issue a Township Subdivision Number (SALD #). The SALD # and property tax parcel number is to be used by the applicant on all information and correspondence submitted to the Township for review as part of the application and plan review process.
7. **Application is Reviewed by Various Advisory Boards/Commissions and Professionals, and Review Comments are Submitted to the Planning Commission.** Within 10 days after acceptance of plan for review, the Planning Director will send copies of the application and all supporting materials to other Township advisory boards/commissions, the Township Engineer, and other professional consultants, as required. The boards and consultants will submit their review comments to the Palmer Township Planning Commission. Reviews will be provided approximately one week prior to the Planning Commission meeting unless additional review time is needed.
8. **Planning Commission Reviews Application.** At the next regular Township Planning Commission meeting, the applicant will present the plan to the Commission (see note below about electronic presentations). The purpose of this initial meeting is to provide an overview of the project. The applicant should be prepared to address major aspects of the project:
 - Use(s) proposed
 - Surrounding properties/uses
 - Site characteristics (e.g. hydrological features, slopes, woodlands)
 - General appearance (e.g. façade, architecture), if known/applicable
 - Nature of lighting
 - Nature of landscaping
 - Parking
 - Signage, if known/applicable
 - Utilities (sewerage, water, stormwater)
 - Access (pedestrian and vehicular)
 - Historic context, if applicable
 - Zoning and/or subdivision relief needed, if applicable

9. **Applicant Continues to Meet with the Planning Commission.** The applicant may attend several meetings with the Planning Commission and the plan may be revised several times. During subsequent meetings, the applicant should address comments raised in the professional review letters. Revised plans must be submitted 2 weeks prior to the next meeting of the Township Planning Commission to be included on the agenda. Revised submissions must include AutoCAD and PDF versions of the plans.
10. **Planning Commission Makes a Recommendation to the Board of Supervisors.** Once all Planning Commission comments and professional review comments have been addressed, the Commission may make a recommendation to the Board of Supervisors.
11. **Applicant Meets with the Supervisors.** The applicant will attend at least one meeting of the Board of Supervisors
12. **Supervisors Act on the Application.** Once all outstanding items are addressed, the Board will render a decision on the application. All conditions to preliminary and final approval shall be noted on the plans and agreed to in writing by the applicant. If the application is for preliminary subdivision/land development, the applicant will begin this process again with a final subdivision/land development plan. If the application is for final or preliminary/final subdivision/land development, the application will proceed through the next steps.
13. **Development Agreements.** When applicable, development agreements must be fully executed by the applicant and Board of Supervisors and financial security posted in an amount acceptable to the Township to guarantee completion of the public improvements (or other substantial improvements whose guarantee of completion are in the public interest) and sufficient cash escrow is paid to satisfy reasonable review process expenses (including engineering, legal and related consultants) before any permits are issued and/or before land disturbance/site construction commences.
14. **Plans are Recorded.** Promptly after receiving final approval, the plans (and any other relevant documentation) must be recorded. Final approved plans will not be recorded until all applicable conditions of approval are satisfied. At the time of final plan approval, all applicants are required to submit the approved final plans in a read only PDF and AutoCAD (working drawing) file format. These files shall serve as electronic archives for future reference. The AutoCAD files will be kept in the Township office; the PDF files are public documents and public distribution is permitted within the context of the Open Records Act. The Township and its agents do not and will not indemnify any person with regard to its use of these files, which are a required component for a complete application and for the Township to conduct its reviews.

A Note about Electronic Presentations: All subdivision/land development and conditional use applicants are required to present the plans and related documents electronically at all public meetings. If the presentation graphics are not legible, the meeting presentation and/or hearing may be postponed, continued, or otherwise canceled. An electronic presentation is not required for sketch plans. Applicants must provide their own device for all presentations. **Under no circumstances will Township staff present for the applicant nor utilize Township-owned devices for presentations.**

A Note about Time Extensions: If the Planning Director determines that the 90-day time clock will expire prior to the next meeting of the Board of Supervisors, the Planning Director shall notify the applicant that a time extension or waiver is necessary. If the Applicant does not request a time extension or waiver in writing prior to the Planning Commission meeting most immediately preceding the expiration of the 90-day review clock the Commission may recommend the plan be rejected by the Board of Supervisors due to lack of due diligence by the applicant. If, in the opinion of the Planning Director, the applicant is not exercising due diligence in effecting plan revisions or obtaining necessary agency approvals, but continues to request time extensions, the Planning Director may recommend to the Board of Supervisors that the application and plan be considered for rejection at the next regularly scheduled Board meeting. Or, in the alternative, the applicant may execute a plan application time waiver agreement (see Planning Director for details).

**PALMER TOWNSHIP
SUBDIVISION / LAND DEVELOPMENT APPLICATION**

Date of Application: _____

Administrative Completeness Date (To be completed by staff): _____

Planning Commission Filing Date (To be completed by staff): _____

SALD Application # (To be completed by staff): _____

Applicant:

Name: _____

Address: _____

Phone: _____

E-mail: _____

Property Owner (if different than Applicant):

Name: _____

Address: _____

Phone: _____

E-mail: _____

Engineer:

Name and Firm: _____

Address: _____

Phone: _____

E-mail: _____

Attorney:

Name and Firm: _____

Address: _____

Phone: _____

E-mail: _____

Application / Plan Type:

- _____ Sketch
- _____ Minor Revision/Lot Line Adjustment/Lot Consolidation
- _____ Minor Subdivision
- _____ Preliminary, Major Subdivision or Land Development
- _____ Final, Major Subdivision or Land Development

Project Name: _____

Project Address: _____

Proposed Use: _____ **Zoning District:** _____

Tax Map Parcel #: _____ **Number of Lots:** _____

New Building Square Footage: _____ **Acreage:** _____

Previous Subdivision or Development on this Tract:

Previous Zoning Variances/Special Exception Approvals on this Tract:

Required Application Fees

Application Fee: \$ _____

Escrow Fee: \$ _____

Check No.: _____

Check No.: _____

Signatures and Understandings Pursuant to Application to Palmer Township

By the signing this application, the Applicant acknowledges that the money in escrow is for reimbursement at Palmer Township's discretion for any and all engineering, legal or other expenses incurred by the Township, exclusive of work performed by full-time township staff members, in processing the Sketch, Preliminary and Final Plans in accordance with the Municipalities Planning Code. The Applicant shall enter into a Professional Services Agreement (PSA) in order to establish a development escrow account with the Township. It shall be the understanding that Palmer Township shall establish and then charge to an escrow account for certain costs to review and administer the Subdivision and Land Development process through the Township Engineer, Township Solicitor and other professionals. By signing this application, the Township will draw upon escrow as needed to administer the Subdivision and Land Development process. The PSA is attached at the end of this application packet.

The Applicant shall make a complete submission by 12:00 p.m. on the Submission Deadline date each month, which can be found on the Township Website. Incomplete applications with missing plan sheets or required supplemental data shall be considered incomplete, rejected and returned to the Applicant.

Only the formally submitted Plan and materials shall be reviewed and discussed on the Planning Commission Agenda at the discretion of the Township. Revisions and new materials shall not be reviewed or contemplated and shall be placed on a future agenda, only. The Township shall determine the sufficient completeness of plans, renderings and proposal to appear before the Planning Commission at an upcoming regularly scheduled meeting. Palmer Township reserves the right to place an application / proposal on a Planning Commission agenda at its discretion when sufficient documentation and completeness is presented for consideration. It is the responsibility of the Applicant to submit plans, supplemental information and review fees to the following agencies as shown below:

- Lehigh Valley Planning Commission (LVPC)
- Northampton County Conservation District (NCCD)
- Easton Area Joint Sewer Authority (EAJSA) / Nazareth Borough Municipal Authority (NBMA)
- Easton Suburban Water Authority (ESWA) / Pennsylvania American Water Company (PAWC)
- Met-Ed or PPL Electric Utilities
- Lehigh and Northampton Transportation Authority (LANTA)
- PA Department of Transportation (District 5-0)

The undersigned represents that to the best of the undersigned's knowledge and belief, all the above statements are true, correct and complete, and that the undersigned INTENDS TO BE LEGALLY BOUND BY the terms hereof.

The undersigned further agrees to pay all required application fees and establish the required escrow as prescribed by the currently adopted Palmer Township Fee Schedule, available on the township website. Applications without required fees or escrow payments shall be deemed incomplete and returned to the Applicant.

The undersigned further acknowledges that should the applicant or applicant name change during the township approval process, Palmer Township shall be notified immediately in writing and prior to any formal resolution of approval by the Palmer Township Board of Supervisors.

The Applicant and/or authorized agent agrees to appear to present the application to any public body holding any public hearing or review session regarding the application.

Signature of Owner, Applicant or Authorized Representative:

Signature

Name, Title

Date

PALMER TOWNSHIP
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____, by and between the Township of Palmer, a municipal corporation and Second Class Township, with offices located at 3 Weller Place, Palmer, PA 18045 (hereinafter referred to as “**Township**”),

AND

_____ (hereinafter referred to as “**Developer**”), with an address of _____.

WITNESSTH

WHEREAS, the **Developer** has submitted an application for _____ for the property located at _____ in Palmer Township and identified by Northampton County tax parcel identifier number(s) _____, which requires review and/or approval from the **Township**; and

WHEREAS, the **Township** has certain submission requirements related to plan and/or application review, pertaining to subdivision plans, land development plans, site plans, conditional use applications, and zoning amendment requests; and

WHEREAS, the **Township**’s review of the application and time for rendering a decision on the application are also subject to the time requirements set forth in the Palmer Township Subdivision and Land Development Ordinance, Palmer Township Zoning Ordinance and Pennsylvania Municipalities Planning Code (hereinafter referred to as “**MPC**”) unless the applicant has agreed in writing to an extension of time; and

WHEREAS, the parties wish to provide for the appropriate payment of funds into an escrow account in the **Developer**'s name managed by the **Township** to allow for the payment of all fees, costs and expenses incurred by professional consultants, engineers and attorneys representing the **Township** in connection with the review of the application and associated plans: and

NOW THEREFORE, intending to be legally bound hereby, for other good and valuable consideration, the parties hereto agree as follows:

1. All "Whereas" clauses above are incorporated herein by reference.
2. The **Developer**'s application shall be initially reviewed by the appropriate representatives of the Township Planning Department and/or the Township Engineer immediately upon submission for completeness. Where the application fails to provide any and/or all materials required for review of the application by the **Township**, including but not limited to a complete and full set of plans, a completed application form, a signed copy of this agreement, the required application fee as set forth herein, and an initial escrow retainer as set forth herein, the application shall be deemed incomplete by the **Township**. The **Developer** shall be notified by the **Township** of the reason for the incompleteness. In the event the application is deemed incomplete by the **Township**, the **Developer** agrees that any applicable time period for review, holding a public hearing and/or time deadline for rendering a decision on the plan shall expressly be waived by the **Developer** and the time period for rendering a decision shall not commence until the application is complete.
3. The **Developer** shall be responsible for the payment of all professional consultant fees, including, but not limited to, all costs, expenses, engineering fees and attorney fees incurred by

the **Township** in connection with the review and comments on the **Developer's** application for subdivision, land development, site plan review, conditional use, and/or zoning amendment.

4. Contemporaneously with the submission of an application for subdivision, land development, site plan review, conditional use, and/or zoning amendment, the developer shall pay the sum of _____ and 00/100 dollars (\$ _____ .00) to the **Township** as an application fee, as set forth on the fee schedule established by the **Township**.

5. Contemporaneously with the submission of an application for subdivision, land development, site plan review, conditional use, and/or zoning amendment, the developer shall post an initial sum of _____ and 00/100 dollars (\$ _____ .00) to the **Township** in order to establish an escrow account with the **Township** for payment of all professional consultant fees, costs and expenses which are incurred by the **Township** in connection with the professional consultant's review of the application, including, but not limited to, those fees and expenses incurred by the Township Solicitor and Township Engineer(s), as set forth on the fee schedule established by the **Township**, as can be found in the Township offices. These costs may include, but are not limited to: (1) costs, expenses and attorney fees incurred for the professional review, observation and/or inspection of all documentation submitted by the **Developer**; (2) any application, permit fees and/or third party inspection fees and/or costs incurred by the **Township** in conjunction with the Development improvements; (3) costs, expenses and fees incurred in the preparation and enforcement of all pertinent improvement agreements and maintenance agreements; and (4) costs, expenses and attorney fees incurred in enforcing the ordinances and regulations of Palmer Township and statutes of the Commonwealth of Pennsylvania in conjunction with or arising from the said

Development and Development improvements. If the **Township** shall enforce the provision of this Agreement in any court against the **Developer**, the **Township** shall be entitled as part of any court judgment to be reimbursed for all costs, expenses and attorney fees incurred in connection with the enforcement process. The terms of this Agreement are not intended to preempt or supersede any subsequent improvements agreement or maintenance agreement entered into by the Developer with the Township and shall be used in conjunction with the same.

6. The sums so paid into escrow shall be replenished by the **Developer** from time to time, as and when determined by the **Township**, to assure that adequate funds are always on hand for the purpose intended until the last required maintenance period has expired in conjunction with the applicable improvements agreement and maintenance agreement, unless otherwise indicated in said agreements by the parties.

7. If and/or when the initial sum posted in the escrow account maintained by the **Township** falls below fifty percent (50%) of the original amount posted, the **Developer** shall replenish the escrow in the amount requested by the **Township** within ten (10) days of the date the **Township** sends the **Developer** notice as to the additional escrow amount being due. If the escrow account is not replenished within the ten (10) days after receiving notice from the **Township**, the **Township** shall cease all work and/or associated review of the **Developer's** then pending applications for subdivision, land development, site plan review, conditional use, zoning amendment, and/or Development improvements until the escrow account has been replenished. In the event the **Developer** fails to replenish the escrow account within the ten (10) days and the **Township's** review of the application has stopped, the **Developer** agrees that any applicable deadlines for rendering a decision on the plan or application or holding a public hearing on the application as set forth in the applicable ordinances of Palmer Township or the applicable

provisions of the MPC shall be extended thirty (30) days beyond the current deadline. The **Township** reserves the right to deny approval of the **Developer**'s application for failure to pay the required funds into escrow as called for in the **Township**'s ordinances and this Agreement. This provision shall not in any way limit the **Township**'s rights and remedies afforded to it through the applicable ordinances of Palmer Township, the Second Class Township Code, the MPC, the laws of this Commonwealth, and the common law.

8. The **Developer** further agrees and acknowledges that if and/or when the escrow account maintained by the **Township** is reduced to a negative balance, the escrow replenishment request by the **Township** shall include replenishment of funds to bring the account current and an additional escrow retainer, in an amount to be determined by the **Township**. The **Developer** further agrees that unless and/or until the escrow account is fully replenished, the **Township** staff, and its professional consultants shall cease all review and consideration of the application and/or construction administration. The **Developer** further agrees to waive any challenges to the deadline provisions contained herein.

9. After payment of any and all associated and/or outstanding review fees, upon conclusion of all professional consultant review of all issues related to the plan approval and construction, the balance left in said escrow account shall be refunded to the **Developer**, with interest if applicable.

10. The **Developer** acknowledges that the **Township** has and does rely upon each and every term, paragraph, representation, covenant and provision of this Agreement as an inducement to enter into this Agreement.

11. The **Developer** hereby certifies and represents to the **Township**, and the **Township** hereby relies on such certification and representation, that said **Developer** has received proper

legal advice and is aware of the entire impact of this Agreement and further understands each and every provision.

12. The above terms and conditions are accepted and agreed upon. Further, by signing this Agreement confirming acceptance of the above terms, the undersigned hereby verifies that he has the authority and power to bind _____ as a “Landowner/Developer” as defined by the MPC.

13. The place of execution, contract and performance is mutually agreed to by the Township of Palmer, Northampton County, Pennsylvania.

IN WITNESS WHEREOF, the parties hereunto have caused this Agreement to be properly executed the day and year first above written.

ATTEST:	TOWNSHIP OF PALMER	DATE
_____	BY: _____ Robert A. Williams Township Manager	_____

ATTEST:	DEVELOPER	DATE
_____	BY: _____	_____
	Print Name: _____	
	Title: _____	

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.					
	2 Business name/disregarded entity name, if different from above					
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):			
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		<input type="checkbox"/> Other (see instructions) ▶ _____			
5 Address (number, street, and apt. or suite no.) See instructions.			Requester's name and address (optional)			
6 City, state, and ZIP code						
7 List account number(s) here (optional)						

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																	
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

NEW LAND DEVELOPMENT AND SUBDIVISION FEES EFFECTIVE JANUARY 1, 2025

Application Fees

Sketch Plan: \$500
Lot Line Adjustment/Consolidation Plan: \$1,000
Minor Subdivision Plan: \$1,000
Preliminary Major Subdivision Plan: \$1,500
Final Major Subdivision Plan: \$1,250
Preliminary Land Development Plan: \$1,750
Final Land Development Plan: \$1,500
Site Plan (Non-Land Development or Subdivision): \$500
SALDO Waiver Request: \$100
Plan Resubmission Fee: 50% of initial fee

Zoning Review Fees

Conditional Use Request: \$1,000
Zoning Map Amendment: \$3,000
Zoning Text Amendment: \$3,000
Hearing Continuance Fee: \$250

Recreation Fee (in lieu of dedication)

Residential: \$5,500 per dwelling unit
Non-Residential: \$5,500 per total lot acre

Land Development and Subdivision Escrow

Pre-Submission Meeting: \$2,500.00
Sketch Plan: \$5,000.00
Lot Line Adjustment/Consolidation Plan: \$5,000.00
Minor Subdivision Plan: \$10,000.00
Preliminary or Final Major Subdivision Plan: \$6,000.00 + \$1,000.00 per lot/unit (\$50,000 Max)
Preliminary or Final Land Development Plan: \$6,000.00 + \$1,000.00 per acre (\$50,000 Max)
Construction Escrow: 5% of improvements estimate, \$5,000.00 Min, \$50,000.00 Max
Site Plan (Non-Land Development or Subdivision): \$10,000.00
Miscellaneous Engineering Review (Stormwater, grading, HOP, etc.): \$5,000.00
Escrow Administration Fee: 2% per invoice

**PALMER TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA
RESOLUTION #2024 - 46**

**ESTABLISHING A FEE SCHEDULE OF PLANNING, ZONING,
BUILDING AND OTHER FEES FOR CALENDAR YEAR 2025**

WHEREAS, the Board of Supervisors of Palmer Township, Northampton County has determined it necessary to collect certain fees for directly rendered services and does hereby establish a Fee Schedule as attached hereto; and,

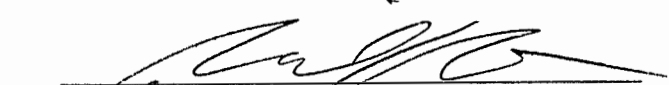
WHEREAS, it is necessary that an appropriate Fee Schedule be established sufficient to defray all expenses that may be incurred by the Township in connection with consideration of the various applications and permits; and,

WHEREAS, the Palmer Township Board of Supervisors annually reviews and amends this fee schedule as necessary.

NOW THEREFORE, be it so Resolved, by the Palmer Township Board of Supervisors that the attached fee schedule be set forth to take effect January 2, 2025.


SO RESOLVED AND ENACTED, this 16th day of December, 2024.

Palmer Township



Michael Brett – Chairman
Board of Supervisors

Attest:



Robert A. Williams
Township Manager/Secretary



FEE SCHEDULE

Effective: 01/01/2025

Construction Code/Permit Fees	Fee
Accessory structure permit (sheds, detached garages, etc)	
0 to 100 sq. ft.	\$35.00
101 to 1,000 sq. ft.	\$60.00
Blasting permit*	\$100.00
*Must provide copy of State permit	
Building permit (residential)	
New construction, additions, and decks over 30" high	\$0.35 per sq. ft.
Unfinished basements, attached garages	\$0.30 per sq. ft.
Certificate of Occupancy	
New principal use	\$60.00
Additions or renovations to principal use	\$10.00
Pennsylvania UCC surcharge	\$4.50
Commercial plan review fee	
<i>Construction trailer permit</i>	\$200.00
Curb construction permit	\$35.00
Engineering fee	\$5.00 per lineal ft.
Demolition permit	\$100.00
Digital sign inspection fee	\$1,000.00 per year
Earth moving permit*	\$100.00
*Must provide Conservation District documentation	
Electrical permit	\$35.00
Fence permit	
Under 32 linear ft.	\$35.00
32 linear ft. and over	\$60.00
Fire code permit (construction or operational)	\$50.00
Fire inspection fee	
0 to 2,500 sq. ft.	\$50.00
2,501 to 20,000 sq. ft.	\$100.00
20,001 to 50,000 sq. ft.	\$150.00
50,001 sq. ft. and over	\$200.00
2 or more re-inspections	\$50.00
Floodplain development permit	\$100.00
Interior alteration permit	
Under 500 sq. ft.	\$75.00
500 sq. ft. and over	\$150.00
Mechanical permit	\$60.00
Miscellaneous permit	\$60.00
Paving permit – driveways, parking lots *	
Residential (new and resurfacing)	\$35.00
Commercial (new and resurfacing)	\$100.00
*Over 3,000 sq. ft. requires stormwater review	

Plumbing permit	\$60.00
Pool permit*	
Above-ground	\$150.00
Temporary	\$35.00
Inground	\$250.00
Spa/hot tub	\$75.00
*All pools also require an electrical permit	
Reinspection fee - all permit types (beyond 2)	\$60.00
Replacement window permit	\$35.00
Residential plan review fee	
New construction, additions 1000 sq. ft. and over	\$60.00
Additions under 1000 sq. ft.	\$35.00
Road opening permit	
Inspection fee	\$50.00
Roofing/siding permit	
Under 10 square	\$35.00
10 square and over	\$60.00
Sanitary sewer tapping fee	Reference Resolution 2023-15
Septic system permit	
New/replacement installation	\$1,200.00
Repairs	\$600.00
Cleaning and pumping	\$20.00
Sewer connection permit	
Customer facilities fee	\$115.00
Repairs	\$50.00
Sewer lateral inspection fee	\$500.00
Sign permit	
New sign	\$100.00 per sign
Replacement sign (same size or lettering)	\$60.00 per sign
Temporary sign, banner (Up to 14 days)	\$35.00
Mobile sign	\$150.00
Digital or electronic message sign	\$150.00
Static billboard	\$250.00
Digital billboard	\$500.00
Street/sidewalk construction permit	\$60.00
Zoning permit	
New construction	
Residential	\$60.00
Patios, decks under 30"	\$35.00
Non-residential	\$100.00 or 0.001 times value, whichever is greater
Change of use/occupancy	\$100.00
Home occupation use	\$35.00
Temporary storage unit	\$60.00

**Compliance Penalty Fee - In the event that a landowner or tenant begins construction activities without receiving the required permits, the permit fee shall be 200% of the applicable permit fee for the construction, use, or activity which commenced without permit.*

Planning & Development Fees	Fee
Building Code Board of Appeals application fee	\$750.00
Zoning Hearing Board application fees	
Special exception – single-family residential	\$750.00
Special exception – all other	\$1,000.00
Variance – single-family residential	\$750.00
Variance – all other	\$1,000.00
Hearing continuance fee	
Single-family residential	\$250.00
All others	\$1,000.00
Interpretation of ordinance	\$1,000.00
Enforcement notice appeal	\$1,000.00
Curative amendment/validity challenge	\$5,000.00
Transcription of hearing	Actual Cost
Zoning certification letter	\$50.00
Zoning consultation fee	\$50.00
Subdivision/land development application fees	
Lot line adjustment/consolidation plan	\$1,000.00
Sketch plan	\$500.00
Minor subdivision plan	\$1,000.00
Preliminary major subdivision plan	\$1,500.00
Final major subdivision plan	\$1,250.00
Preliminary Land development plan	\$1,750.00
Land development plan	\$1,500.00
Site plan	\$500.00
Plan resubmission fee	50% of initial fee
Conditional use request	\$1,000.00
Rezoning request	\$3,000.00
Zoning text amendment	\$3,000.00
Hearing continuance fee	\$250.00
SALDO Waiver	\$100.00
Recreation fee (in lieu of improvements)	
Residential	\$5,500.00 per dwelling unit
Non-residential	\$5,500.00 per acre
Sanitary sewer extension application fee	
1 to 25 lots	\$1,000.00
26 or more lots	\$5,000.00
Sanitary sewer planning module review fee	\$500.00

Stormwater Management Fees

	<u>Fee</u>
Minor storm water management permit application	\$172.00
Major storm water management permit application	\$450.00

a. For a modification to an existing stormwater management system approved under Chapter 158 that does not add any new impervious area, the application and administration fee shall be paid based on how the original application was filed.

b. The applicant shall also reimburse the Township for costs that the Township has incurred by the Township Engineer, Township Solicitor, and/or other professional consultant(s) that the Township, in its sole discretion, deems necessary in order to adequately and properly administer the requirements of Chapter 158 and report the findings to the Township.

c. The applicant shall also provide the Township with an escrow fee equal to the estimated cost that the Township determines it is likely to incur by having the Township's Engineer, Solicitor and/or professional consultant(s) review the plan. The applicant is required to reimburse the Township for these costs as described in Chapter 158. After the applicant has reimbursed the Township for cost incurred, the Township shall return the escrow fee.

Escrow Account Initial Deposits

	Fee
Subdivision and land development review escrow	
Pre-submission meeting	\$2,500.00
Lot line adjustment	\$5,000.00
Sketch plan	\$5,000.00
Site plan (non land development or subdivision)	\$10,000.00
Minor subdivision	\$10,000.00
Preliminary or final major subdivision	\$6,000.00 + \$1,000.00 per lot or unit, \$50,000 Max
Land development	\$6,000.00 + \$1,000.00 per acre, \$50,000 Max 5% of improvements
Subdivision and land development construction escrow (including sewer extension)	5% of improvements estimate, \$5,000.00 minimum, \$50,000.00 maximum
Miscellaneous engineering review escrow (Storm water, grading, floodplain, retaining wall, street repair, utility repair, geotechnical, etc.)	\$5,000.00
Sewer lateral construction escrow (Township installation from main sewer line to property line)	\$13,500.00
<i>Escrow Administration fee</i>	2% per invoice

Documents & Publications

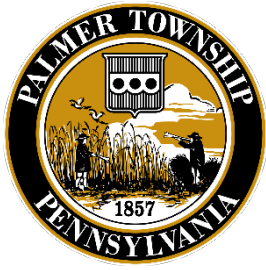
	Fee
Open Records requests/duplications	
8.5" x 11" up to 11" x 17"	\$0.25 per page per side
Greater than 11" x 17"	\$5.00 per page
Electronic media	Actual Cost
Postage	Actual Cost
Certification of copies	\$1.00 per request
Plans and ordinances	
Zoning ordinance and map	\$30.00
Zoning map only	\$5.00
Subdivision and land development ordinance	\$20.00
Comprehensive plan	\$15.00
Other maps or plans	\$5.00
Standard specification manuals	
<i>Township Specifications</i>	\$20.00
Sanitary sewer extensions	\$40.00
Pressure wastewater sewer and grinder pumps	\$15.00
Fire reports – non-criminal investigation reports	
Residential properties	\$75.00
Commercial properties	\$100.00
All other (i.e. accident reports)	\$50.00
Police reports	
Accident report	\$15.00
Incident report	\$0.25 per page per side
<i>Sewer certification</i>	\$20.00
<i>Trash certification</i>	\$20.00

Licenses/Miscellaneous Fees		Fee
Bounced check/deposited item return fee		\$35.00
Business license		\$30.00 per year
Dog pound fee		
Pick-up fee		\$50.00
Holding fee		\$25.00 per day
Easement agreement*		\$150.00
*Includes County recording fees		
Foreclosed property registration fee		\$200.00 per year
Funeral escort Fee		\$25.00 per escort
Knox Box fee		\$25.00
Liquor license transfer request		\$2,000.00
Moving permit		\$5.00
Pathfinder sign rental		
Initial registration - 6" x 24" sign		\$100.00
Initial registration - 6" x 36" sign		\$100.00
Annual permit		\$30.00
Peddler's license		
Per day		\$25.00
Per month		\$100.00
Per year		\$750.00
Police Department employment application fee		\$25.00
Plumber's license		
Master plumber		\$50.00
Journeyman		\$30.00
Apprentice		\$15.00
Utility Charges		Fee
Sewer rates		
Unmetered water service		\$105.00
Metered water service		
a) Minimum (5 units)		\$35.00
b) First 100 units		\$5.50 per unit
c) Next 900 units		\$3.88 per unit
d) Over 1,000 units		\$3.13 per unit
Water diversion meter*		\$180.00
* Requires plumbing permit and associated fees		
Fat, oil and grease violations/remediation		
Video inspection unit/mainline and/or lateral with crew		\$410.00 per hour
Jet flushing unit/mainline and/or lateral with crew		\$400.00 per hour
Vacuum collection with crew and disposal at an approved DEP facility		\$400.00 per hour plus disposal costs
Waste & Recycling Charges		Fee
Yard waste drop off fee - RESIDENTIAL		
Car trunk		\$5.00
Pickup or small utility trailer (Smaller than or equal to 8' x 8') each		\$12.00
Large trailer (larger than 8' x 8' or tandem axle)		\$30.00
Non-commercial stake body truck		\$30.00
Non-commercial small dump truck		\$30.00
Yard waste drop off fee - COMMERCIAL		
Commercial large trailer (larger than 8' x 8' or tandem axle)		\$60.00
Commercial stake body truck		\$60.00
Commercial small dump truck		\$60.00
Waste/recycling cart replacement		\$250.00

Facility Rentals	Fee
Fairview Park Pavilion	
Residents	\$75.00
Non-Residents	\$150.00
Penn Pump Park Pavilion*	
Residents	\$100.00
Non-Residents	\$200.00
*Pavilion permit not to exceed 150 people	
Penn Pump Park Picnic Permit*	
Residents	\$50.00
Non-Residents	\$100.00
*Picnic Permit not to exceed 50 people	
Briarcliff Park Pavilion	
Residents	\$75.00
Non-Residents	\$150.00
Riverview Park Pavilion	
Residents	\$100.00
Non-Residents	\$175.00
Mill Race Park Pavilion	
Residents	\$75.00
Non-Residents	\$150.00
BIP Pavilion at the Charles Chrin Community Center	
Residents	\$75.00
Non-Residents	\$150.00
Charles Chrin Community Center	
Community Room A and B	
Each	
Residents	\$50.00 per hour
Non-Residents	\$60.00 per hour
Combined	
Residents	\$100.00 per hour
Non-Residents	\$120.00 per hour
Multi-Purpose Room	
Half	
Residents	\$50.00 per hour
Non-Residents	\$60.00 per hour
Entire	
Residents	\$100.00 per hour
Non-Residents	\$120.00 per hour
Gymnasium	
Gymnasium Rental	\$55.00 per hour
Special events	Variable
Kitchen/dining room	\$15.00 per hour
Turf field	\$150.00 per hour
Athletic Fields	\$50.00 per hour

Parking Fines	Fee
Prohibited parking	\$20.00
Fire Zone	\$25.00
15' of fire hydrant	\$20.00
15' of intersection	\$20.00
30' of stop or yield signs	\$20.00
On sidewalk	\$25.00
On a crosswalk	\$20.00
Blocking a driveway	\$50.00
Blocking a fire house	\$50.00
Facing against traffic	\$20.00
Blocking snow removal equipment	\$20.00
Parked on school property	\$20.00
Handicapped zone	\$75.00
Not inspected	\$25.00
Not registered	\$25.00
Posted no parking	\$20.00
Private property	\$50.00
Unhitched trailer	\$20.00
For sale or repair	\$20.00
Double parking	\$20.00
Parked over 72 hours	\$20.00
Snow emergency route	\$25.00

Fire Recovery Fee Schedule	Fee
Apparatus Charges	
Engine	\$350.00 per hour
Rescue	\$300.00 per hour
Ariel/ladder	\$400 per hour
Utility/command/support	\$150.00 per hour
Equipment/Service	
SCBA	\$50.00 each
Fire hose per 50 feet	\$25.00
Extinguisher (any size or class)	\$100.00 each
Hand tools	\$15.00 each
Hydraulic rescue tools	\$200.00 each
Hazardous material absorbent booms	\$20.00 each
Hazardous material absorbent pads	\$10.00 each
Speedy dry/oil dry	\$35.00 per bag/bucket
Portable pumps	\$30.00 per hour
Power tools	\$50.00 per hour
Salvage covers	\$35.00 each
Debris cleanup	\$250.00
Flares	\$8.00 each
Ventilation fans	\$50.00 each
Thermal imaging camera	\$100.00 each
Foam	\$60.00 per gallon
Cribbing	
Passenger vehicle	\$100.00 each
Class B vehicle	\$200.00
Class A vehicle truck	\$500.00
Stabilization struts	\$50.00 per use
Extrication w/ hydraulic tools	\$1,500.00 per patient
Fire line tape	\$0.25 per foot



TOWNSHIP OF PALMER

NORTHAMPTON COUNTY, PENNSYLVANIA

3 Weller Place, Palmer Township, PA 18045

Extension of Time Waiver Agreement

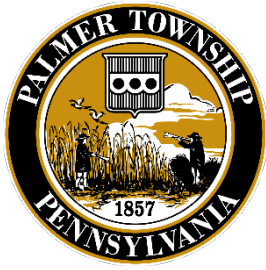
Name of Project: _____

I (we) submitted for official filing the above preliminary and/or final plan of subdivision or land development. I am authorized by the applicant to grant this waiver. Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Palmer Township Subdivision and Land Development Ordinance, this letter will serve as notice to Palmer Township that the requirement that action be taken on this application proposed within ninety (90) days, is hereby waived, without limitation as to time.

This waiver is granted to permit the Applicant and Township to make such adjustments or revisions to the plans as may be required during the plan review process. Also, you are hereby assured I (we) will give Palmer Township forty-five (45) days prior notice if I (we) should determine that limiting the time of the review process becomes necessary.

Authorized Signature

Date



TOWNSHIP OF PALMER

NORTHAMPTON COUNTY, PENNSYLVANIA

3 Weller Place, Palmer Township, PA 18045

Permission to Access Subject Property

Name of Project: _____

Property Address: _____

I (we) submitted for official filing the above preliminary and/or final plan of subdivision or land development. I am authorized by the applicant to grant this request. Please be advised that we hereby grant Palmer Township, its agents and/or representatives, permission to enter the above-mentioned property for the purposes of inspecting and measuring, surveying, photographing, testing or sampling the property for the purpose of obtaining the information required in order to review the plan as requested by the applicant.

Authorized Signature

Name and Title

Date

**PALMER TOWNSHIP
SEWAGE PLANNING MODULE REVIEW APPLICATION**

Date of Application: _____
Name of Subdivision/Development: _____
Location: _____ Tax Map Parcel #: _____

Property Owner

Name: _____
Address: _____
Phone #: _____ Fax #: _____
E-mail: _____

Applicant (if different than owner)

Name: _____
Address: _____
Phone #: _____ Fax #: _____
E-mail: _____

Engineer

Name: _____
Firm: _____
Address: _____
Phone #: _____ Fax #: _____
E-mail: _____

Proposed Use: _____
Number of Lots: _____ Acreage: _____
New Building Square Footage: _____

Owner/Applicant hereby applies to Palmer Township for their engineer to review and complete the enclosed sewage facilities planning module submitted by Owner/Applicant for the project location described above.

Owner-Applicant herewith deposits with Palmer Township a non-refundable administration fee in the sum of \$_____, as determined by the most recent Palmer Township Fee Schedule.

In order to proceed with this project after Planning Module review, the Owner/Applicant should file with the Township a Sewer Extension Agreement application and follow the appropriate Township Rules, Regulations, and Procedures.

Checks should be made payable to Palmer Township.

Signature of Owner, Applicant or Authorized Representative:

Signature Name, Title Date

**PALMER TOWNSHIP
SEWER EXTENSION AGREEMENT APPLICATION**

Date of Application: _____
Name of Subdivision/Development: _____
Location: _____ Tax Map Parcel #: _____

Property Owner

Name: _____
Address: _____
Phone #: _____ Fax #: _____
E-mail: _____

Applicant (if different than owner)

Name: _____
Address: _____
Phone #: _____ Fax #: _____
E-mail: _____

Engineer

Name: _____
Firm: _____
Address: _____
Phone #: _____ Fax #: _____
E-mail: _____

Attorney

Name: _____
Firm: _____
Address: _____
Phone #: _____ Fax #: _____
E-mail: _____

Proposed Use: _____
Number of Lots: _____ Acreage: _____
New Building Square Footage: _____
DEP Permit Number: _____

Owner-Applicant hereby applies to Palmer Township for a Sanitary Sewer Extension Permit for a Sanitary Sewer Extension to be constructed by Owner-Applicant at the location provided above.

Owner-Applicant herewith deposits with Palmer Township a non-refundable administration fee in the sum of \$_____, as determined by the most recent Palmer Township Fee Schedule.

In order to proceed with construction after final plan approval, Owner-Applicant agrees to comply with all Township regulations pertaining to sewer extensions and sewer tapping fees must be paid per lot, as determined by the most recent Palmer Township Fee Schedule.

Owner-Applicant acknowledges receipt of Rules and Regulations, Tapping Fee Resolutions and Standard Construction Specifications

Checks should be made payable to Palmer Township.

Signature of Owner, Applicant or Authorized Representative:

Signature Name, Title Date

**SEWAGE FACILITIES PLANNING MODULE
APPLICATION MAILER**



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

For more information, visit DEP's website at
www.depweb.state.pa.us, keyword: Act 537.

INSTRUCTIONS FOR COMPLETING SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER

(remove before sending mailer to the approving agency (the Department of Environmental Protection (DEP) or delegated local agency))

Please read the following instructions carefully before completing the application mailer. This information will be used to determine if sewage facilities planning is necessary for your project, and, if it is, which forms are appropriate.

Act 537 Sewage Facilities' planning is the duty of local municipalities. The responsibility of meeting the sewage disposal needs of the municipality rests with the municipality. Each municipality is required to have an Act 537 Official Sewage Facilities Plan to adequately address these needs. Adoption by resolution of a planning module is the vehicle for legally amending the municipality's Official Plan. It is imperative that the municipality receives all of the information required in order to make informed decisions.

Upon completion, submit this Mailer / Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Unless your project qualifies for one of the planning exemptions provided in Act 537, a package of sewage facilities planning forms appropriate for the project will be sent to the return address indicated on the mailer, or instructions for obtaining the appropriate forms from DEP's website (www.depweb.state.pa.us) will be issued. Each form includes detailed instructions that explain the use of the form and how to complete it. The package of completed forms and its supporting documentation is called a **sewage facilities planning module**, or "planning module." Once the planning module is complete, it must be submitted to the municipality in which the project is located for review and, if acceptable, adoption.

After adoption by the municipality, complete planning modules are submitted to either DEP or, if appropriate, to the delegated agency for review and final action. Some municipalities (or groups of municipalities working together) have requested and received DEP approval to review and take final action on planning modules. These are known as **delegated agencies**. To find out if your project is located in an area served by a delegated agency, contact the municipality or DEP's regional office serving your area.

Please note that both DEP and delegated agencies are required by law to charge fees for the review of planning modules. The fees DEP must charge are set by law in Act 537, while delegated agencies may set fees which can be the same or different from those in Act 537. For more information on review fees for your particular project, see the planning module documents or contact the approving agency (DEP or delegated agency) serving the area of your project.

NOTE: DEP will provide all planning module forms, however, if your project is a **minor subdivision** (defined as a subdivision of 10 lots or less, intended for single family residential homes served by individual onlot sewage disposal systems) you may also contact the municipality in which your project is located for a "Component 1" minor subdivision planning module form.

1. Print the name of the proposed development and name, address, telephone number and email address of the person who is proposing the project. If planning module components are to be sent to a different person or address, include this information on the front of the mailer in the return address block.
2.
 - a. Enter the county in which the project is located.
 - b. Enter the municipality in which the project is located.
 - c. Enter the road or address (if available) or street coordinates (example - west side of T-235, 1 mile south of intersection of Rt 15 and T-235).
 - d. Enter the appropriate tax parcel identification number (if available) of the parcel proposed for subdivision.
 - e. Enter the name of the U.S. Geological Survey (USGS) 7.5-minute quadrangle map which contains the project area, and the location of the project area on that map in inches up and over from the lower right corner of the map to the approximate center of the project. (Example - Centerville West quad, 7 inches up and 2.5 inches over from lower right corner of map.) Alternatively, include an original or a copy of the USGS quad map with the project area outlined on it.
 - f. If the proposed project is located within a special protection watershed, (i.e., watersheds with a stream classification of High Quality or Exceptional Value), check "yes." If not located in special protection watershed, check "no."
3. Check the box that best describes the intended use of the proposed land development project. **Residential** refers to single-family lots. **Multi-residential** includes apartments, condos, etc. **Commercial** includes retail centers, office parks, industrial development, etc. **Institutional** refers to schools, hospitals and the like. **Brownfield Site**

Redevelopment refers to projects proposing to recycle land. Some developments will involve more than one type of use, or will not fit comfortably into any of the classifications given. If this is the case, choose more than one category or explain under **Other**.

4.
 - a. Enter the number of single family residential lots or Equivalent Dwelling Units (EDUs) proposed. An EDU is defined as that part of a multi-family dwelling or nonresidential project with flows equal to 400 gallons per day (gpd) (the assumed flow, for planning purposes, of a single family residential lot). To determine the number of EDUs, divide the proposed sewage flow of the project by 400 gpd.
 - b. Enter the total number of lots created from this parcel of land since May 15, 1972, including the lots being proposed at this time. (Onlot disposal proposals only.)
 - c. Enter the total project acreage and the acreage of any remaining land (land not proposed for development but under the same ownership and adjacent to the project area).
5. Enter the proposed total sewage flow from the project in gpd. See Title 25 of the Pennsylvania Code, Chapter 73, Section 73.17, (www.pacode.com), or DEP's *Domestic Wastewater Facilities Manual*, DEP ID: 362-0300-001 available on DEP's website at www.depweb.state.pa.us, keyword: wastewater.
6. Choose the category (a, b, c or d) that describes the method of sewage disposal planned to serve the project and enter the information requested. Since this information could have an effect on the planning requirements for your project, be as accurate as possible. If more than one method of sewage disposal is planned, or if an interim method is planned, indicate it here.
 - a. Sewerage System

If an existing system is being extended to serve the proposed project, or if lots are to connect directly to an existing sewage collection system, check all boxes that describe the project. Write in the names of the existing collection systems that will be used, the interceptor sewer which will be used for conveyance and the treatment facility where the sewage flows will be treated. Include the National Pollutant Elimination Discharge System (NPDES) permit number for the treatment facility, where applicable.
 - b. Construction of Sewage Treatment Facility (with stream discharge or with spray irrigation as final disposal option)

Check the box corresponding to the chosen final disposal option (stream discharge or spray irrigation field). This category does **NOT** include individual residence spray irrigation systems (IRSIS) which are considered onlot sewage disposal systems ((c), below). For stream discharges, name the receiving waterbody. If the proposed facility is intended to replace an existing, malfunctioning onlot system, check the box marked "repair."
 - c. Onlot Sewage Disposal Systems (individual, community, or large-volume)

Check the box corresponding to the type of onlot sewage disposal systems proposed to serve the project. An **individual onlot sewage disposal system** is a system of piping, tanks or other facilities used for collecting, treating and disposing of sewage into a subsurface absorption area. This category also includes IRSIS. A **community onlot system** is a facility either publicly or privately owned which will collect and dispose of sewage from two or more lots or EDUs into a subsurface absorption area. A **large-volume onlot system** is an individual or community onlot system which is designed to treat flows in excess of 10,000 gpd.

The approving agency must be notified at least 10 days in advance of all soil testing activities (including those related to planning exemption requests - see 7(b)(5)(v)), so that its staff have the option of observing the tests.
 - d. Retaining Tanks (holding tanks or privies)

If retaining tanks are proposed as the method of sewage disposal, enter the number of holding tanks or privies which are proposed to serve the project.
7. Check this box if you desire to obtain your sewage facilities planning module forms from DEP's website. You will be provided with appropriate instructions, website addresses and DEP coding information in a letter rather than a package of paper forms.

8. Requests for Planning Exemption under the Sewage Facilities Act

You may request to be exempt from Act 537 planning requirements. Effective December 15, 1995, certain classes of subdivisions are no longer subject to the planning requirements of the Sewage Facilities Act. Completing Section 8 will help you and the approving agency determine if your project fits into one of these categories.

a. Protection of rare, endangered or threatened species.

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resources' (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self-explanatory, self-conducted "PNDI Project Planning Environmental Review" searches are initiated at www.naturalheritage.state.pa.us. This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self-conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at www.naturalheritage.state.pa.us. Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning exemption request is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available online in the eLibrary at DEP's website address www.depweb.state.pa.us.

b. Attach a plot plan for the proposed project. The plan must depict anticipated lots to be created, either estimated sewer line runs (public sewer proposals), or site suitability test locations and Site Investigation and Percolation Test Reports (onlot proposals).

c. Projects proposing use of onlot sewage disposal systems

(1) Information Required from the Municipality

The municipality in which the project is located (identified in Item 2.b. of the mailer) should determine if the municipality's Official Sewage Facilities Plan shows that the area planned for the project is to be served by onlot sewage disposal systems. If it is, the municipality should indicate this by having an authorized municipal official sign and date the form in the space provided. The official's name and title should be printed on the line below.

(2) Information Required from the Municipal Sewage Enforcement Officer (SEO)

The municipality's SEO must conduct personally, observe or otherwise confirm in a manner approved by DEP, site testing on each proposed lot in the subdivision (including any remaining land) to determine that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement system (to be used if the original system fails in the future). If the SEO finds that each lot has been tested properly and fulfills these criteria, the SEO must indicate this by signing and dating the form in the space provided. His/her name and certification number should be printed on the line below.

(3) Information Required from the Applicant

The person proposing the subdivision, or his/her authorized agent, must determine if each lot in the subdivision (including the remaining land, if any) is at least one (1) acre in size. If they are, the applicant or his/her agent must indicate this by signing and dating the form in the space provided.

(4) Determinations Made by the Approving Agency

When the above listed information is received, the approving agency will determine the following:

- (a) If the geology of the project area is conducive to nitrate-nitrogen contamination of groundwater (determined from the topographic map location information); or
- (b) If elevated levels of nitrate-nitrogen are known to exist within one-quarter (1/4) mile of the proposed development (determined from agency groundwater sampling records in existence at the time of the application); or
- (c) If the area proposed for development is within an identified High Quality (HQ) or Exceptional Value (EV) watershed (determined from the topographic map location).

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP website) along with the notification of the decision, including the reason(s) that the request cannot be granted.

d. Projects proposing use of public sewerage facilities (i.e., ownership by municipality or authority)

(1) Information Required from the Municipality

The municipality in which the proposed project is located (identified in Item 2.b. of the mailer) will determine the following from written documentation requested and obtained by the applicant from the facility permittee. ***This documentation MUST also be sent to the approving agency (DEP or delegated local agency) for evaluation.***

- (a) Certification from the permittees of the collection, conveyance and treatment facilities proposed for use that capacity is available in these facilities to receive and treat the sewage flows from the proposed project; and
- (b) That these added flows will not cause an overload or 5-year projected overload in the facilities.

If the facilities proposed for use are owned and operated by an authority, or authorities, then attach a letter from each to the mailer.

If this written certification has been submitted by the applicant, an authorized municipal official should sign and date the form and print his/her name and title and the municipality name in the spaces provided.

NOTE: Since planning is a municipal responsibility, sewer authorities involved should make required information available but should **NOT** sign the mailer as the authorized municipal official.

(2) Determinations Made by the Approving Agency

When the above listed information is received by the approving agency, the approving agency will determine the following (from DEP records):

- (a) That the existing collection, conveyance and treatment facilities are in compliance;
- (b) That the existing facilities have no existing or 5-year projected overload;
- (c) That the municipality has a currently approved Official Sewage Facilities Plan which is being implemented; and
- (d) That the project does not propose service by facilities needing a new or modified permit from DEP under the Clean Streams Law.

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and the municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from DEP's website) along with the notification of the decision, including the reason that the request cannot be granted.

If unsure of which local DEP office to contact, the following DEP regional offices will assist you in determining the appropriate local DEP office that serves your specific municipality.

If you need more information or assistance, please contact your local DEP office.

DEP REGIONAL OFFICES

Northwest Region

230 Chestnut St.
Meadville, PA 16335-3481
Main Telephone: 814-332-6945
24-Hour Emergency: 800-373-3398

Counties: *Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren*

Southwest Region

400 Waterfront Drive
Pittsburgh, PA 15222-4745
Main Telephone: 412-442-4000
24-Hour Emergency: 412-442-4000

Counties: *Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington, and Westmoreland*

North-central Region

208 W. Third St., Suite 101
Williamsport, PA 17701-6448
Main Telephone: 570-327-3636
24-Hour Emergency: 570-327-3636

Counties: *Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union*

South-central Region

909 Elmerton Ave.
Harrisburg, PA 17110-8200
Main Telephone: 717-705-4700
24-Hour Emergency: 866-825-0208

Counties: *Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York*

Northeast Region

2 Public Square
Wilkes-Barre, PA 18701-1915
Main Telephone: 570-826-2511
24-Hour Emergency: 570-826-2511

Counties: *Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming*

Southeast Region

2 E. Main St.
Norristown, PA 19401-4915
Main Telephone: 484-250-5900
24-Hour Emergency: 484-250-5900

Counties: *Bucks, Chester, Delaware, Montgomery, and Philadelphia*

1. Development Information

Name of Development _____
Developer Name _____
Address _____
Telephone # _____
Email _____

2. Location of Development

a. County _____
b. Municipality _____
c. Address or Coordinates _____
d. Tax Parcel # _____
e. USGS Quad Name _____
inches up _____ over _____
from bottom right corner of map.
f. Located in a High Quality/Exceptional Value watershed?
Yes No

3. Type of Development Proposed (check appropriate box)

Residential Multi-Residential
Describe _____
Commercial Institutional
Describe _____
Brownfield Site Redevelopment
Other (specify) _____

4. Size

a. # of lots # of EDUs
b. # of lots since 5/15/72
c. Development Acreage
d. Remaining Acreage

5. Sewage Flows _____ gpd

6. Proposed Sewage Disposal Method (check applicable boxes)

Sewerage System
Existing (connection only) New (extension)
Public Private
Pump Station(s)/Force Main Gravity
Name of existing system being extended
Interceptor Name
Treatment Facility Name
NPDES Permit #
Construction of Treatment Facility
With Stream Discharge
With Land Application (not including IRSIS)
Other
Repair?
Name of waterbody where point of discharge is proposed (if stream discharge)

Onlot Sewage Disposal Systems (check appropriate box)
Individual onlot system(s) (including IRSIS)
Community onlot system
Large-Volume onlot system
Retaining tanks
Number of Holding Tanks
Number of Privies

7. Request Sewage Facilities Planning Module forms in electronic format

8. Request for Planning Exemption

Protection of rare, endangered or threatened species
Check one:
The "PNDI Project Environmental Review Receipt" is attached. or
A completed "PNDI Project Planning & Environmental Review Form," (PNDI Form) is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning exemption will be considered incomplete and that the DEP processing of my planning exemption request will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

Applicant or Consultant Initials _____

Plot Plan Attached Site Reports Attached

c. Onlot Disposal Systems

(1) I certify that the Official Plan shows this area as an onlot service area.

(Signature of Municipal Official) / Date
Name (Print) / Title

Municipality (must be same as in 2.b.)

Telephone # _____

(2) I certify that each lot in this subdivision has been tested and is suitable for both a primary and replacement sewage disposal system.

(Signature of SEO) / Date
Name (Print) / Certification #

Telephone # _____

(3) I certify that each lot in this subdivision is at least 1 acre in size

(Signature of Project Applicant/Agent) / Date

d. Public Sewerage Service (i.e., ownership by municipality or authority)

Based upon written documentation, I certify that the facilities proposed for use have capacity and that no overload exists or is projected within 5 years. (Attach documents.)

(Signature of Municipal Official) / Date
Name (Print) / Title

Municipality (must be same as in 2.b.)

Telephone # _____

Return Correspondence/Forms to:

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEP USE	
Components Sent	
Onlot Disposal	<input type="checkbox"/>
Collection and Treatment	<input type="checkbox"/>
Planning Agency Review	<input type="checkbox"/>
Exempt from Planning	<input type="checkbox"/>
Code	_____
Date	_____

"Fold Here"

**PALMER TOWNSHIP
SALDO WAIVER APPLICATION**

Date of Application: _____

Name of Subdivision/Development: _____

In accordance with §165-7 of the Palmer Township Subdivision and Land Development Ordinance (SALDO), we, the undersigned and interested parties, hereby request a modification or exception to a provision or provisions of the ordinance as follows.

The applicant is seeking a waiver and/or deferral (state which) of the following section(s) of the Palmer Township SALDO (please note Article and Section numbers):

Please indicate whether the request meets any of the following conditions:

_____ There is an undue hardship that was not self-created and that results from the peculiar and uncommon characteristics of the property.

_____ This is a clearly unreasonable requirement that would not serve any valid public purpose in this situation.

_____ There is an alternative standard that will provide equal or better results.

_____ The layout of improvements would clearly be more in the public interest than what would occur if the modification would not be granted.

_____ The requirement is not applicable, especially because of the small size of the proposed project.

Please describe the reason for the request and provide justification for any of the conditions listed. (Please attach additional pages if required.)

Applicant

Name: _____
Address: _____
Phone #: _____
E-mail: _____

Signed: _____

Date: _____

Property Owner (if different than applicant)

Name: _____
Address: _____
Phone #: _____
E-mail: _____

Signed: _____

Date: _____

Engineer

Name: _____
Address: _____
Phone #: _____
E-mail: _____

Attorney (if applicable)

Name: _____
Address: _____
Phone #: _____
E-mail: _____

The required application fee should be submitted in the form of a check made payable to Palmer Township.

Send or deliver this application, along with the application fee and any supplemental plans or documents, to:

**Palmer Township
Department of Planning
3 Weller Place
Palmer, PA 18045
TELEPHONE: (610) 253-7191**

EMAIL: cbeavers@palmertwp.com

**PALMER TOWNSHIP
SKETCH PLAN
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:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Township application fees/review fee(s)/escrow. |
| _____ | _____ | 2. 3 print copies of the complete sketch plans |
| _____ | _____ | 3. 2 copies of this sketch plan checklist. |
| _____ | _____ | 4. 2 copies of the completed application. |
| _____ | _____ | 5. 1 digital copy of the complete sketch plans and above items |

B. DRAFTING REQUIREMENTS: All information shall be legibly and approximately presented.

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Plans prepared on a standard-sized sheet (such as 11 x 17 or 36 x 48 inches). |
| _____ | _____ | 2. Differentiation between existing and proposed features. |
| _____ | _____ | 3. Words "Sketch Plan" and sheet title (such as "Layout Plan") on each sheet. |
| _____ | _____ | 4. Plans drawn to scale of 1-inch equals 100 feet or larger. |

Submitted **Not Submitted**

C. GENERAL INFORMATION:

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Preliminary name of project (may be owner's name) |
| _____ | _____ | 2. Land uses of adjacent lots and any zoning district boundaries in the area. |
| _____ | _____ | 3. Name and address of person responsible for the preparation of the plans and the date of completion of the plans and any subsequent revision dates. |
| _____ | _____ | 4. North arrow, graphic scale, written scale. |
| _____ | _____ | 5. Location map showing the general location of the project in relation to adjacent lots, streets, and waterways (such as from the Township Zoning Map or USGS map, as a scale no smaller than one-inch equals 2,000 feet) |

D. NATURAL FEATURES:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. General topographical contours (from maps available from the USGS) |
| _____ | _____ | 2. Approximate areas of slopes of 15% or greater (from maps available from the County Soil Survey or the USGS) |
| _____ | _____ | 3. Approximate locations of any potential wetlands (may be based upon hydric soils from County Soil Survey) |
| _____ | _____ | 4. Approximate location of any areas within the 100-year floodplain (from Federal Insurance Administration map). |
| _____ | _____ | 5. Approximate locations of trees of greater than 18 inches trunk diameter measured at a height of 4.5 feet above the surrounding average ground level. |

Submitted **Not
Submitted**

E. MAN-MADE FEATURES (with existing features graphically differentiated from proposed features):

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Property boundaries (may be obtained from County Tax Map) |
| _____ | _____ | 2. If required by Article X of SALDO, whether the applicant proposes to dedicate common open space or fees in lieu of land, and the proposed locations of any such open space. (if none proposed, place a "W" in the "Not Submitted" column). |
| _____ | _____ | 3. Description of general methods of providing water and sewer service, with sufficient information to show the general feasibility of providing any central water and central sewage service (such as proximity of existing lines). |

F. PROPOSED LAYOUT:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Approximate acres of entire tract |
| _____ | _____ | 2. Number of lots and types of dwelling units (if residential). |
| _____ | _____ | 3. Zoning district and major applicable requirements (such as minimum lot area) |
| _____ | _____ | 4. Approximate proposed building locations (if known) and proposed types of uses. |
| _____ | _____ | 5. Proposed lot and street layout with approximate areas of lots and existing and proposed widths of street rights-of-way and street cartways. |
| _____ | _____ | 6. General provisions for stormwater management (such as approximate location of any detention basin) |

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.

PALMER CODE

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.

SUBDIVISION AND LAND DEVELOPMENT

**PALMER TOWNSHIP
MINOR SUBDIVISION** FINAL PLAN CHECKLIST
AND LIST OF SUBMITTAL REQUIREMENTS**

** This list also applies to a land development involving only one (1) nonresidential building (other than a shopping center) and which does not involve more than three (3) new dwelling units.

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. GENERAL SUBMISSION ITEMS (the township staff may require the submission of additional numbers of copies):
_____	_____	1. Township application fees/review fee(s)/escrow.
_____	_____	2. 2 copies of the application.
_____	_____	3. 2 copies of this minor subdivision plan checklist.
_____	_____	4. 3 copies of the complete final plans (including any profiles).
_____	_____	5. 3 additional copies of the layout plan and any landscaping plan.
_____	_____	6. 2 sets of supporting documents and digital link containing PDFs of all documents and plans.
_____	_____	7. Copy of receipt from LVPC for plan provided by applicant for its 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.

PALMER CODE

Submitted	Not Submitted*	
_____	_____	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). Sheets should be folded to approximately 9 x 12-inch size, in such a manner that the title of the sheet faces out.
_____	_____	2. Plans drawn at a 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.
_____	_____	4. Differentiation between existing and proposed features.
_____	_____	5. Boundary line of the tract, shown as a heavy boundary line.
		C. GENERAL INFORMATION:
_____	_____	1. Name and location of project (such as the "Smith Subdivision No. 2").
_____	_____	2. Name of landowner and developer (with addresses).
_____	_____	3. Names of abutting property owners, with abutting lot lines and street address numbers.
_____	_____	4. Notarized owners statement of intent. (See Appendix C.)
_____	_____	5. Name, address, signature and seal of the plan surveyor and plan preparer. (See Appendix C.)
_____	_____	6. Approval/review signature blocks for: the Township Board of Supervisors, Township Planning Commission and LVPC staff and notation for Recorder of Deeds information. (See Appendix C.)
_____	_____	7. 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.
_____	_____	8. North arrow, graphic scale, written scale.
_____	_____	9. Date of plan and all subsequent revision dates (especially noting if is revision of a previously approved plan).
_____	_____	10. Existing Deed Book volume and page number from county records.
_____	_____	11. Existing Tax Map block and lot number for the tract being subdivided.

SUBDIVISION AND LAND DEVELOPMENT

Submitted **Not Submitted***

D. NATURAL FEATURES:

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Contour lines as follows: |
| | | a. If only slopes of less than 15% may be impacted, contours may be accurately superimposed from the USGS quadrangle map. |
| | | c. If slopes of 15% or greater may be impacted, shall be based on a field survey or photogrametric procedure at an interval of 2 feet (or other interval preapproved by the Township Engineer or township staff) at a scale of 1 inch equals 100 feet or larger. |
| | | d. 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. |
| _____ | _____ | 2. Identification of any slopes of 15% to 25% and greater than 25%. |
| _____ | _____ | 3. Areas within any hydric soils (see County Soil Survey), with a notation that there are none if that is the case. |
| _____ | _____ | 4. Watercourses (with any name), natural springs, lakes and wetlands. Detailed delineations of wetlands are not required if there is clearly no alteration proposed of any areas that could be reasonably suspected of being wetlands. |
| _____ | _____ | 5. Areas of existing mature woods, with areas noted that are proposed to be preserved or removed. |

E. MAN-MADE FEATURES:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Existing and proposed lot lines. |
| | | 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 greater than 10 acres may be determined by deed. |
| _____ | _____ | 2. Location of existing and proposed monuments. |

PALMER CODE

Submitted	Not Submitted*	
_____	_____	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 are proposed to be impacted by the subdivision, with name and general description.
_____	_____	5. Sewer lines, stormwater facilities, waterlines, bridges and culverts.
_____	_____	6. 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).
_____	_____	7. Proposed (if known) and existing nonresidential building locations and land uses.

F. ZONING REQUIREMENTS:

_____	_____	1. Applicable zoning district and minimum lot area.
_____	_____	2. Minimum setback requirements shown for each lot.

G. PROPOSED LAYOUT:

_____	_____	1. Total acreage of site and total proposed number of lots.
_____	-----	2. Identification number for each lot.
_____	_____	3. Lot width (at minimum building setback line) and lot area for each lot.
_____	_____	4. The following items for each lot, as applicable, using the following symbols (or other symbols preapproved by the township staff):



Well (if not connected to central water system) with required separation distance shown from septic drain fields and with dimensions from lot lines.



Primary drain field (with dimensions from lot lines).



Secondary drain field (shall be percolation tested).



Suitable soil probe location.



Suitable percolation test locations (2 sites required, meeting DEP requirements).

SUBDIVISION AND LAND DEVELOPMENT

Submitted	Not Submitted*	
_____	_____	5. Existing and proposed storm drainage facilities or structures.
_____	_____	6. Addresses for new lots. All plans shall have all proposed new addresses for new lots being created by property being subdivided.
		H. ADDITIONAL INFORMATION: The Planning Commission may require the submission of any additional information that would be required for the final plan of a major subdivision under § 165-37, if needed to determine compliance with this ordinance.
_____	_____	1. Residual lands sketch. If the submitted plans do not include all undeveloped or underdeveloped adjacent or abutting lands owned by the same or landowner or under control of the same developer (or closely related corporations), then a sketch shall be submitted at an appropriate scale, on 1 sheet, covering all such land holdings, together with a sketch of a reasonable future road system to 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. Copy of the DEP sewage planning module application, if applicable, as completed by the applicant, with evidence that the application has been forwarded to the proper review agencies for comments.
		3. Required plan notations. The following wording shall be required to be placed on any final subdivision or land development plan, as applicable:
_____	_____	a. If access will be provided onto a state highway and a required PennDOT highway occupancy permit has not been granted, then the following or closely similar wording shall be stated: "NOTICE -- A PennDOT highway occupancy permit for Lot No(s).___ is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law," before driveway access to a state highway is permitted. Access to the state highway shall be only as authorized by a PennDOT highway occupancy permit. No building permits, zoning permits or certificates of occupancy shall be issued for said lot until such time as a PennDOT

PALMER CODE

Submitted	Not Submitted*	
_____	_____	highway occupancy permit has been secured and filed with the township. Township shall not be held liable for damages to persons or property arising out of issuance or denial of a highway occupancy permit by the Pennsylvania Department of Transportation, pursuant to Section 508 of the Pennsylvania Municipalities Planning Code." ³
_____	_____	b. If wells and/or septic systems are used: "Well and sewage disposal systems shall be constructed in accordance with standards of the Pennsylvania Department of Environmental Protection."
_____	_____	c. If septic systems are used: "Individual owners of lots must receive approval from the Township Sewage Enforcement Officer for a sewage permit prior to undertaking the construction of an on-lot sewage disposal system or building that will need to be served by such a system."
		4. Water certification. If water service is proposed by means other than by private individual wells owned by the owner of each lot, the applicant shall present evidence to the township that the service will be provided by a certified public utility, a bona fide cooperative association of Page 139 property owners or by a municipal corporation, Authority or utility, as permitted by the township. This evidence shall include a copy of 1 or more of the following, as appropriate:
		a. The certificate of public convenience from the Pennsylvania Public Utility Commission;
		b. A copy of an application submitted for such certificate or a cooperative agreement; or
		c. A commitment or agreement to serve the area in question.

³ Editor's Note: See 53 P.S. § 10508.

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.

PALMER CODE

Submitted **Not Submitted***

- | | | |
|-------|-------|--|
| _____ | _____ | 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.) |

SUBDIVISION AND LAND DEVELOPMENT

Submitted	Not Submitted*	
_____	_____	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.

PALMER CODE

Submitted	Not Submitted*	
_____	_____	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.

SUBDIVISION AND LAND DEVELOPMENT

Submitted	Not Submitted*	
_____	_____	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").






PALMER CODE

Submitted	Not Submitted*	
_____	_____	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).

SUBDIVISION AND LAND DEVELOPMENT

Submitted	Not Submitted*	
_____	_____	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):
		 Well (if not connected to central water system) with required separation distance shown from septic drain fields and with dimensions from lot lines.
		 Primary drain field (with dimensions from lot lines).
		 Secondary drain field (shall be percolation tested).
		 Suitable soil probe location.
		 Suitable percolation test locations (2 sites required, meeting DER requirements).
_____	_____	2. If on-lot sewage disposal systems are proposed (see also "Supporting Documentation" in this section):
_____	_____	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.

PALMER CODE

Submitted	Not Submitted*	
_____	_____	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.

SUBDIVISION AND LAND DEVELOPMENT

Submitted	Not Submitted*	
_____	_____	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.

PALMER CODE

Submitted _____	Not Submitted* _____	
		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 sheet.
		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.

SUBDIVISION AND LAND DEVELOPMENT

Submitted	Not Submitted*	
_____	_____	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:

PALMER CODE

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.

SUBDIVISION AND LAND DEVELOPMENT

Submitted	Not Submitted*	
_____	_____	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.

PALMER CODE

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.

SUBDIVISION AND LAND DEVELOPMENT

**PALMER TOWNSHIP
FINAL 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.

** Except a land development including only one (1) new principal nonresidential building (other than a shopping center) and up to three (3) dwelling units, which shall submit plans under Article VII.

Submitted	Not Submitted*	
_____	_____	A. PLAN SUBMITTAL REQUIREMENTS:
_____	_____	1. Township application fees, review fees and escrow amount.
_____	_____	2. 2 copies of the completed application. (See Appendix A.)
_____	_____	3. 2 copies of the completed preliminary plan checklist, with all such information shown and submitted as part of the final plan application, except: <ul style="list-style-type: none"> a. Wherever a plan is required to be titled "Preliminary Plan," it shall be changed to "Final Plan"; and b. Additional copies of supportive documents are not required to be submitted as part of the final plan submittal if they were previously submitted as part of a preliminary plan submittal and do not need to be changed or updated.
_____	_____	4. 2 copies of this completed final plan checklist0

PALMER CODE

Submitted **Not Submitted***

5. Copy of receipt from NXPC for plan provided by applicant for their review (may be provided to the township within 5 days after plan submission to the township).

6. Wetlands. Wetlands near areas of a tract that may be disturbed shall be shown with a metes and bounds description and shall be shown with distances to lot lines.

7. Where cuts or fills extend beyond the right-of-way, cross sections at 50-foot intervals shall be required unless waived by the Township Engineer.

8. Evidence that a survey has been performed of the boundary of the entire tract.

B. FINAL PLAN NOTATIONS/COVENANTS:

1. Protective covenants shall be placed on the land providing for:

a. Clear sight triangle easements. (See ~ § 165-59H and 165-67D.)

b. All needed utility, drainage, maintenance, pedestrian, open space or other easements.

2. Required plan notations. The following wording shall be required to be placed on any final subdivision or land development plan, as applicable:

a. If access will be provided onto a state highway and a required PennDOT highway occupancy permit has not been granted, then the following or closely similar wording shall be stated: "NOTICE -- A PennDOT highway occupancy permit for Lot No(s).___ is required pursuant to Section 420 of the Act of June 1, 1945 (P.L. 1242, No. 428), known as the "State Highway Law," before driveway access to a state highway is permitted. Access to the state highway shall be only as authorized by a PennDOT

SUBDIVISION AND LAND DEVELOPMENT

Submitted **Not Submitted***

highway occupancy permit. No building permits, zoning permits or certificates of occupancy shall be issued for said lot until such time as a PennDOT highway occupancy permit has been secured and filed with the township. Township shall not be held liable for damages to persons or property arising out of issuance or denial of a highway occupancy permit by the Pennsylvania Department of Transportation, pursuant to Section 508 of the Pennsylvania Municipalities Planning Code."¹

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|-------|-------|----|--|
| _____ | _____ | b. | "Well and sewage disposal systems shall be constructed in accordance with standards of the Pennsylvania Department of Environmental Protection" |
| _____ | _____ | c. | "Individual owners of lots must receive approval from the Township Sewage Enforcement Officer for a sewage permit prior to undertaking the construction of an on-lot sewage disposal system or building that will need to be served by such a system." |
| _____ | _____ | d. | "The Planning Commission and Board of Supervisors have not passed upon the feasibility of any individual lot or location within a lot being able to sustain any type of well or sewage disposal system." |
| _____ | _____ | e. | Notations stating that the property owner is responsible for maintenance of drainage swales. |
| _____ | _____ | 3. | Streetlighting. |
| | | a. | Existing streetlighting. |
| | | b. | Any proposed streetlighting (or notation stating none is proposed), including types of poles, spacing of poles and intensity of lamps. |
| _____ | _____ | 4. | Proposed monument locations. |
| _____ | _____ | 5. | Addresses for new lots. All plans shall have all proposed new addresses for new lots being created by property being subdivided. |

PALMER CODE

Submitted **Not
Submitted***
_____ _____

6. This plan has been reviewed by the Township staff, Township Engineer, and Township Solicitor for consistency with municipal regulations and ordinances related to land usage and dimensional requirements of zoning. Investigations regarding peripheral land and plan issues which are not required as part of a review process such as clarity of title, subsurface conditions including, but not limited to, soil and water quality, karst geological activity, and historic and archaeological issues, or such other issues (as appropriate) that may affect the merchantability of the land, have not been investigated or reviewed by the Township, the Township Engineer, or the Township Solicitor. The Township, Township Engineer, and Township Solicitor make no representation or warranty concerning these issues, which should be addressed by qualified professionals commissioned by the developer and/or land owner(s), as appropriate, and who are engaged in the appropriate field of practice.

C. SUPPORTIVE DOCUMENTS AND ADDITIONAL INFORMATION.

_____ _____

1. List of modifications or waivers requested to this ordinance that are needed but have not yet been granted.

_____ _____

2. Deed restrictions. All private deed restrictions, homeowner or condominium association agreements or covenants already imposed or to be imposed as a condition to sale that may affect the subdivision or land development plan. Any homeowner or condominium association agreement regarding maintenance of utilities and common facilities may be subject to review by the Township Solicitor and acceptance by the Board of Supervisors.

_____ _____

3. Dedicated improvements. The developer shall provide a deed of dedication together with an 8 1/2 x 11-inch plan of each such improvement.

_____ _____

4. Nondedicated streets agreement. Agreement for any street not offered for dedication stating who is responsible for the improvement and maintenance of such streets. The developer shall be responsible for such maintenance until the condominium or homeowner association is established and operational.

SUBDIVISION AND LAND DEVELOPMENT

Submitted	Not Submitted*	
_____	_____	5. Open space agreement. A formal contract providing for the maintenance of open space and the method of management, together with all offers of dedication and covenants governing the reservation and maintenance of undedicated open space. This agreement is subject to the review of the Township Solicitor and acceptance by the Board of Supervisors.
_____	_____	6. Development schedule. A statement indicating the approximate date when construction can be expected to begin and be completed.
_____	_____	7. State highway reviews. The applicant shall submit to the township a copy of the application to PennDOT for any needed occupancy permit to have access onto a state highway and shall also submit any review comments received from PennDOT within 5 days of receiving such comments. If a needed permit is not issued prior to final approval, such permit shall automatically be a condition of final plan approval.
_____	_____	8. Water certification. If water service is proposed by means other than by private individual wells owned by the owner of each lot, the applicant shall present evidence to the township that the service will be provided by a certified public utility, a bona fide cooperative association of property owners or by a municipal corporation, Authority or utility, as permitted by the township. This evidence shall include a copy of 1 or more of the following, as appropriate: <ul style="list-style-type: none"> a) The "certificate of public convenience" from the Pennsylvania Public Utility Commission; b) A copy of an application submitted for such certificate or a cooperative agreement; or c) A commitment or agreement to serve the area in question.

PALMER CODE

Submitted **Not
Submitted***

_____ _____

- 9. Detailed subdivision grading plans. In addition to the requirements listed in Preliminary Plan for Major Subdivision or Land Development Checklist, Section I, Grading and Stormwater Management Plan, the detailed subdivision grading plans should include approximate building footprints, proposed first floor elevations, basement floor elevations (if applicable) sufficient contours and spot elevations (based on USGS datum) to demonstrate proposed drainage patterns consistent with the overall subdivision plan, driveway locations and slopes, and any additional information as may be required by the Township staff or Engineer.

D. MATERIALS REQUIRED PRIOR TO RECORDING: The following are not required at the time of final plan submission, but are required prior to recording of the final plan and prior to the construction of any buildings.

1. Utilities agreements and permits.

_____ _____

- a. All signed agreements or contracts with utility companies, water companies or authorities or sewage companies or authorities for the provision of services to the project.

_____ -----

- b. Approval letters from all appropriate federal and state agencies of any private central water supply system or private central sewage disposal system.

_____ _____

- c. Approved DEP sewage planning module, if applicable.

_____ _____

- d. DEP water quality management permit, if applicable.

_____ _____

- 2. See record plan requirements in § 165-53.

Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.

Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly called storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called **storm water runoff**.



Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

Pollution Prevention Practices:

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, “clean out” frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and “good housekeeping measures” to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source’s contact with rainwater by covering it, maintaining a “clean site” by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

Pennsylvania Association of Conservation District's:
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:
http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center:
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:
<http://www.dep.state.pa.us>

