



SUBDIVISION AND LAND DEVELOPMENT PLAN REVIEW APPLICATION

CITY OF EASTON

**SUBDIVISION AND LAND DEVELOPMENT
PLAN REVIEW APPLICATION**

Application is hereby made to the the City of Easton Planing Commission for:

PLAN INFORMATION

Plan Name _____
Location _____
Tax Parcel #(s) _____ Date of Plan _____

Plan Drawn By:

Name of person(s) who executed the plan _____ Title _____
Company _____ Address _____
City _____ State _____
Zip Code _____ Telephone _____
Fax # _____ E-mail _____

Is the person who executed the plan a: PA Registered Professional Engineer YES NO
PA Registered Professional Land Surveyor YES NO
PA Registered Professional Architect YES NO
PA Registered Professional Landscape Architect YES NO
Other (please Specify) _____

PROPERTY OWNER INFORMATION

Property Owner Names(s) _____
Property Owner
Street Address _____ City _____
State _____ Zip Code _____
Telephone _____ Fax # _____
E-mail _____

I (we) hereby certify that I (we) are the recorded property owner(s) of the lands shown on the above mentioned subdivision and/or land development and do hereby apply for approval of the subdivision and/or land development.

Signature of legal or equitable owner date signed

PLAN PROPOSAL INFORMATION

Has the project been before the Easton Planning Commission for comment or action before?

YES NO

If yes, when was the proposed project before the Commission? (list all dates for which you are aware)

Date _____

Action taken by Commission

- Comment Only
- Conditional Preliminary Approval
- Preliminary Approval
- Conditional Final Approval
- Final Approval
- Other

Are you requesting subdivision of a lot or lots?

YES NO

If yes, how many lots do you propose to create?
 Other # (please specify)

2 3 4 5 6 7

Are you requesting a lot line or lot lines be dissolved?

YES NO

If yes, how many lot lines do you propose to dissolve?
 Other # (please specify)

1 2 3 4 5 6

Are you proposing to construct a building(s) and/or structure(s) on a lots(s)?

YES NO

If yes, how many buildings and/or structure(s) do you propose to construct?
 Other # (please specify)

1 2 3 4 5 6

Are you proposing to reuse an existing building(s)?

YES NO

If yes, how many buildings do you propose to reuse?
 Other # (please specify)

1 2 3 4 5 6

Commercial

If you are proposing to construct a building(s) or reuse an existing building how do you plan to utilize the space?

Total gross square feet of commercial space _____

Residential

Total gross square feet of residential space _____

Mixed Use

Total gross square feet of mixed use space _____

Other (Please Specify)

Total gross square feet of other space _____

PLAN PROPOSAL INFORMATION (continued)

Is the property(s) which you propose for subdivision, reverse subdivision and/or development located in a * Federal Emergency Management Agency define 100 year floodplain or floodway? YES NO

* To determine if your property is located in the 100 year floodplain or floodway, refer to to the FEMA Flood Insurance Rate Maps available in the Easton Planning Department, One S. 3rd Street, Easton, P or on-line at <http://msc.fema.gov>

If yes, is the property(s) in whole or part located in: 100-Year Floodplain Floodway Both

Have you submitted a Zoning Application to the City of Easton as it relates to the Planning action you are requesting? YES NO

Separate zoning application(s) for each unit you propose to develop and/or each lot you propose to create must also be made to the Zoning Administrator at the time of plan submission

Have you submitted your plans to the Lehigh Valley Planning Commission (LVPC) for review? YES NO

All plans requiring Easton Planning Commission action must also be submitted to the LVPC for review for consistency with County planning policy and plans. For more information please contact the LVPC at (610) 264-4544 or on-line at <http://www.lvpc.org>

Have you submitted your plans to the Northampton County Conservation District (NCCD) for review? YES NO

Review required for earth disturbance activities that disturb 5.0 or more acres of ground over the entire life of the project, including individual lot development, require an NPDES (National Pollution Discharge Elimination System) permit; part of the permitting process requires submission of an appropriate plan. Land disturbances of between 1.0 and 4.99 acres may also require NPDES permitting. For more information contact NCCD at (610) 746-1971 or visit the agency on-line at <http://Northampton.pacd.org>

Is the property(s) which you propose for subdivision, reverse subdivision and/or development located in the downtown local historic district? YES NO

To determine if your property is located in this district please refer to the Local Historic District Map available in the Easton Codes Department, One S. 3rd Street, 3rd Floor, Easton, PA or online at <http://www.easton-pa.gov>, in the Codes, Health and Zoning section of the website.

If yes, have you submitted an application to the Historic District Commission (HDC) for review? YES NO

The HDC reviews proposed alterations to existing buildings that are visible from the public right-of-way and new construction within the district.

APPLICATION ATTACHMENTS

Applications for plan review must be accompanied by the following:

- Fully executed Plan Review Application
- Six sets of plans which include all required information per Chapter 520 - Subdivision and Development - Subdivision Regulations including:
 - Brief Narrative describing proposed project
 - Land suitability report (code reference §520-36 (E))
 - Impact analysis report (code reference §520-36 (D))
 - Completed and executed copy of the subdivision improvements agreement reference §520-40(A)
 - Plans showing location and development proposal(s) for all common open space, recreation and/or community facility area appearing on the plan (Code reference §520-40(D))
 - Performance guarantee in the amount of 120% of all required improvements (Code reference §520-40(B))
 - Maintenance guarantee in an amount of not less than 10% of the City Engineer's estimate of the costs of all required improvements (Code reference §520-40 (C))
 - Soil erosion and sedimentation control plan prepared in accordance with Commonwealth requirements (Code reference §520-40(E))
 - Approved copies of all required Commonwealth permits including completed sets of documents, plans, forms, modules, etc. submitted in application for such permits and any and all revisions, amendments, or conditions required or established by any agency or department of the Commonwealth in connection with the issuance of any permit (Code reference §520-40(F))
 - In the case of plans which call for development stages, a certified schedule showing the time within which applications for final approval of each stage are intended to be filed and the proposed land use, number and type of dwelling units and residential density and circulation plan for each stage (Code reference §520-40(G))
- Receipt of submission from the Lehigh Valley Planning Commission
- Receipt of submission from the Northampton County Conservation District, as applicable
- All applicable fees per Title One - General Provisions of the City of Easton, PA Codified Ordinances (see table below)

ADDITIONAL INFORMATION

Planning staff will not begin to process subdivision and/or land development plans submitted under applicable provisions of the City's Ordinances until all necessary submission requirements are met. Applicants may find it helpful to refer to the Subdivision and Land Development checklists which follow basic plan requirements outline in Chapters §520-36 and §520-37 of the Planning and Zoning Code before submitting a plan for review. These checklists are available in the Bureau of Planning, One S. 3rd Street, 3rd floor, Easton, PA or on-line at <http://www.easton-pa.gov>, in the Planning & Development section of the website.

ADDITIONAL INFORMATION (Continued)

As of January 1, 2007, the Easton Suburban Water Authority is responsible for water treatment and distribution within the City of Easton. All requests for water service shall be submitted directly to the Authority by the applicant.

All plans for site developments and subdivisions which require water services and water main extensions and water utility plans which require a review by the City of Easton Bureau of Planning and Bureau of Engineering shall be accompanied by a letter from the authority which states that the Authority agrees to provide water service and approves the utility plan.

Contact Craig Swinsburg, Director of Engineering, Easton Suburban Water Authority at 610-258-7181

ARTICLE 1381.09 - PLANNING & DEVELOPMENT FEE SCHEDULE		
PLAN TYPE	FEE	ADDITIONAL FEE REQUIREMENTS
Pre-Application Plan "Preliminary" subdivision and/or development plan	\$100 residential/submission \$200 Non-residential/submission	Plus \$30 / 1,000 s.f. gross floor or lot area as determined by type of plan per submission**
Minor Subdivision Plan "Final" minor subdivision plan; three or less lots	\$100/submission	Plus any and all costs associated with plan review, per submission*
All Other Subdivisions "Final" Subdivision plan	\$200/submission	Plus any and all costs associated with plan review, per submission*
Land Development "Final" land development plan	\$100/submission	Plus \$30/1,000 s.f. gross floor or lot area as determined by type of plan, per submission**

* A minimum escrow of the total fee plus these calculations, or \$1,000, whichever is lesser required per submission. When the escrow falls below \$250, all inspections and professional services cease until the account balance is fully funded at a minimum.

** Escrow of \$200/1,000 square feet if building is required, with a minimum of \$200 and a maximum initial deposit of \$5,000. When escrow falls below \$250, all inspections and professional services cease until the account balance is fully funded at a minimum of \$1,000.

FOR OFFICE USE ONLY		
Date Rec'd:	Zoning District:	_____
Rec'd By:	Comments:	_____
Fee Rec'd:		_____

(Code