

Upper Milford Township Final Plan Checklist and List of Submittal Requirements

for Minor Subdivisions and Certain Land Developments

Applicant's Name: _____

Applicant's Address: _____

Applicant's Daytime Phone No.: _____

Applicant's Signature: _____ Date of Submittal: _____

* Place a check in the applicable column, except: 1) insert "NA" in the "Not Submitted" column if not applicable, and 2) insert "W" in the "Not Submitted" column if a waiver is requested from the requirement

SUBMITTED

**NOT
SUBMITTED***

A. GENERAL SUBMISSION ITEMS: (The Township may require the Applicant to file additional copies).

_____	_____	1. Three (3) copies of Completed Township Application (see Appendix A).
_____	_____	2. Required Township review fee(s).
_____	_____	3. Required Township escrow funds (to fund reviews).
_____	_____	4. Two (2) copies of the Minor Subdivision Plan Checklist (using the photocopies of the pages in this Section).
_____	_____	5. Eleven (11) print copies of the complete Subdivision Plans, with original signatures and seals of Plan Preparers on one "File Copy."
_____	_____	6. Two (2) sets of Supportive Documents.
_____	_____	7. Notification that a copy of the plans were delivered by applicant to the Lehigh Valley Planning Commission (LVPC).
_____	_____	8. A digital copy of the Plan submission in PDF format, or other format acceptable to the Township.

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

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| _____ | _____ | 1. Plans prepared on a standard sized sheet (such as 18"x24", 24"x36", 30"x42" or 36"x48"). A plan shall not be smaller than 18" by 24" in size. |
| _____ | _____ | 2. Plans drawn at a scale of 1 inch = 50 feet or other scale acceptable to the Township Engineer. |
| _____ | _____ | 3. All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes, and seconds. Curve data shall include radius, arc length, delta angle, and chord bearing and distance. |
| _____ | _____ | 4. Differentiation between existing and proposed features. |
| _____ | _____ | 5. Boundary line of the parcel, shown as a heavy boundary line. |

C. GENERAL INFORMATION:

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|-------|-------|--|
| _____ | _____ | 1. Name and location of project. |
| _____ | _____ | 2. Name of landowner and developer (with addresses). |
| _____ | _____ | 3. Names and addresses of abutting property owners. |
| _____ | _____ | 4. Notarized Owners Statement (See Appendix B). |
| _____ | _____ | 5. Name, address, signature, and seal of the plan surveyor and plan preparer (see Appendix B). |
| _____ | _____ | 6. Approval/review signature blocks for: Township Board of Supervisors, Township Planning Commission and Lehigh Valley Planning Commission (see Appendix B). |
| _____ | _____ | 7. Location map at a standard scale (such as 1"= 2000') showing the location of the project and watercourses, municipal borders, and existing and proposed streets adjacent to the parcel. |
| _____ | _____ | 8. North arrow, graphic scale, written scale. |
| _____ | _____ | 9. Date of plan and all subsequent revision dates (especially noting if this is a revision of a previously approved plan) with space for future revision dates and notations of general type of revisions. |

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_____ _____ 10. Deed Book volume and page number from Lehigh County records.

_____ _____ 11. Existing tax map number and block and lot numbers and property identification numbers for parcel being subdivided.

D. NATURAL FEATURES:

_____ _____ 1. Contour lines shall be:

- a. Based on a field survey or photogrammetric procedure at an interval of 2 feet (or other interval acceptable to the Township Engineer.
- b. Note- Contours are not required to be shown within areas of lots of 10 acres or more that the Plan states are clearly not intended to be altered as a result of this proposed approval, unless needed for stormwater management.

_____ _____ 2. Identification of any slopes of 15 to 25 percent, and greater than 25 percent.

_____ _____ 3. Areas within any hydric soils (see Soil Survey of Lehigh County), with a notation that there are none if that is the case.

_____ _____ 4. Watercourses (with any name), natural springs, lakes, 100-year floodplain with differentiation between floodway and flood fringe if available from official federal floodplain maps, and wetlands delineated by a qualified wetlands professional.

5. Areas of existing mature woods, with areas noted that are proposed to be preserved or removed.

E. MANMADE FEATURES:

_____ _____ 1. Existing and proposed lot lines. 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. The boundaries of any residual parcel which is 10 acres or more may be determined by deed.

_____ _____ 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.

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| _____ | _____ | 4. Buildings estimated to be 80 years or older that are proposed to be impacted by the subdivision, with name and description. |
| _____ | _____ | 5. Sewer lines, storm water facilities, water lines, 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 building locations and land uses. |
| _____ | _____ | 8. Easements/covenants addressing maintenance of stormwater easements. |
| _____ | _____ | 9. Construction details. |
| _____ | _____ | 10. Erosion and sedimentation plan and narrative. |
| _____ | _____ | 11. Proposed contour lines. |

F. ZONING REQUIREMENTS:

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| _____ | _____ | 1. Applicable zoning district name, zoning district boundaries and minimum lot area. |
| _____ | _____ | 2. Minimum setback requirements shown for each lot. |
| _____ | _____ | 3. Sufficient information to determine compliance with the Zoning Ordinance. |

G. PROPOSED LAYOUT:

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|-------|-------|--|
| _____ | _____ | 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 one principal building per lot). |
| _____ | _____ | 3. Lot width (at minimum building setback line) and lot area for each lot. |

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H. UTILITY PLAN

1. Symbols. As applicable, the following existing and proposed items shall be shown for each lot, using standard symbols that are identified in a legend on the plan.
 - a. Well (if not connected to central water system)-with required separation distance shown from septic drain fields, and with dimensions from lot lines.
 - b. Primary drain field (with dimensions from lot lines).
 - c. Secondary drain field - shall be perc tested and dimensioned from lot lines.
 - d. Suitable soil probe location.
 - e. Suitable percolation test locations (2 sites required meeting DEP requirements).