

Upper Milford 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(s): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date of Submittal: \_\_\_\_\_

\* Place checkmarks in the appropriate columns below, 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. A written request for any waiver or modification is also required under § 154.007.

\*\* See § 154.076(A) concerning which types of "land developments" are required to submit a preliminary plan.

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**A. GENERAL SUBMISSION ITEMS:** (Note - the Township may require the submission of additional numbers of copies)

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|-------|-------|--|
| _____ | _____ | 1. 3 copies of completed township application (see Appendix A).  |
| _____ | _____ | 2. Required township review fee(s).  |
| _____ | _____ | 3. Required township escrow funds (to fund reviews).   |
| _____ | _____ | 4. 2 copies of the preliminary plan checklist (using the photocopies of the pages in this section).  |
| _____ | _____ | 5. 11 print copies of the complete preliminary plans, with original signatures and seals of plan preparers on one "File Copy."   |
| _____ | _____ | 6. 2 additional print copies of only the layout plans, black and white, at a maximum size of 11 in. x 17 in.   |
| _____ | _____ | 7. 2 sets of supportive documents.   |
| _____ | _____ | 8. Notification that applicant provided a copy of the plan to the Lehigh Valley Planning Commission for review.  |
| _____ | _____ | 9. Aerial photo. An applicant for a major subdivision is requested but not required to submit an aerial photo (current if available) of the site, with the boundaries of the site highlighted. |
| _____ | _____ | 10. A digital copy of the 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 in. x 24 in., 24 in. x 36 in., 30 in. x 42 in. or 36 in. x 48 in.). A plan shall not be smaller than 18 in. by 24 in. in size.                                |
| _____ | _____ | 2. Plans drawn to 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.   |
| _____ | _____ | 6. If layout plans involve 2 or more sheets, a map of the layout of the entire project at an appropriate scale on one sheet, and a key map showing how the sheets connect.  |
| _____ | _____ | 7. If the parcel(s) crosses a municipal boundary, a map showing both the portions in the Township and the other municipality(ies), in sufficient detail for the Township to determine how the parts will interrelate. |
| _____ | _____ | 8. Required profiles shown at a scale of 1 in. = 50 ft. horizontal and 1 in. = 5 ft. vertical, or other scale acceptable to the Township Engineer.  |
| _____ | _____ | 9. All sheets numbered and listed on one page.  |
| _____ | _____ | 10. Words "Preliminary Plan" and sheet title (such as "Layout Plan") on each sheet.   |

**C. GENERAL INFORMATION:**

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|-------|-------|--|
| _____ | _____ | 1. Name of project on each sheet.  |
| _____ | _____ | 2. Name of landowner and developer (with addresses).   |
| _____ | _____ | 3. Names and addresses of abutting property owners.  |
| _____ | _____ | 4. Lot lines of adjacent lots, and approximate locations of any buildings, common open spaces, detention basins or drainage channels existing or approved within 100 feet of the boundaries of the proposed project. |
| _____ | _____ | 5. Notarized owners statement - see Appendix B.  |
| _____ | _____ | 6. Surveyor and plan preparer's statement - see Appendix B.  |

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| _____ | _____ | 7. Approval/review signature blocks for: Board of Supervisors, Township and Lehigh Valley Planning Commissions - see Appendix B.  |
| _____ | _____ | 8. Location map at a standard scale (such as 1 in. = 2,000 ft.) showing the boundaries of the project in relation to the approximate location of the following features within 500 feet from the boundaries of the parcel: existing and proposed streets; waterways; trails; preserved open spaces; parks; and municipal borders. |
| _____ | _____ | 9. North arrow, graphic scale, written scale.   |
| _____ | _____ | 10. Date of plan and all subsequent revision dates (especially noting if this is a 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 from Lehigh County records.  |
| _____ | _____ | 12. Tax map number and block and lot and property identification number for the parcel being subdivided.  |
| _____ | _____ | 13. A statement on the plan of proposed principal uses that are intended for each lot.  |

**D. EXISTING RESOURCES AND SITE ANALYSIS MAP:**

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|-------|-------|--|
| _____ | _____ | 1. Existing contour lines shown at the same scale as the layout plan, as follows: <ul style="list-style-type: none"> <li>a) Shall be based on a field survey or photogrammetric procedure, with an established bench mark; and,</li> <li>b) The contour interval shall be sufficient to determine compliance with Township ordinances.</li> <li>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, unless needed to determine adequacy of stormwater management.</li> </ul> |
| _____ | _____ | 2. Identification of any slopes of 15 to 25% and greater than 25%.   |
| _____ | _____ | 3. The locations and names (if any) of watercourses, natural springs, ponds, lakes, floodplains, and wetlands. <ul style="list-style-type: none"> <li>a) Detailed delineations by a qualified professional of wetlands are required with a metes and bounds description and shall be dimensioned from lot lines.</li> </ul>  |
| _____ | _____ | 4. Rock outcrops, stone fields, sinkholes, and topical   |

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depressions.

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| _____ | _____ | 5. Location of any areas within the 100-year floodplain (with differentiation between floodway and flood fringe if available from official federal floodplain maps).  |
| _____ | _____ | 6. Approximate locations and abbreviated names of soil types, according to the U.S. Natural Resources Conservation Service or more accurate 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. |
| _____ | _____ | 7. Ridgelines and watershed boundaries.   |
| _____ | _____ | 8. Area and location of any proposed common open space.   |
| _____ | _____ | 9. If any common open space is proposed: method of ownership and entity proposed to be responsible for maintenance.   |
| _____ | _____ | 10. If any common open space is proposed: description of intended purposes, proposed improvements (such as rough grading) and any proposed recreation facilities.   |
| _____ | _____ | 11. Any proposed recreation trails, existing trails, and trail easements.   |
| _____ | _____ | 12. Principal buildings estimated to be 80 years or older that could be impacted by the project, with name and description.   |
| _____ | _____ | 13. Existing and proposed utility easements and restrictive covenants and easements for purposes which affect development (stating which easements and rights-of-way are proposed for dedication to the Township).  |
| _____ | _____ | 14. Locations of treelines and existing forested areas, with a description of the approximate average trunk diameter of the older trees on the parcel (such as "less than 12 inches").  |
| _____ | _____ | 15. Locations of individual mature trees of greater than 18 inches trunk diameter measured at a height of 4.5 feet above the surrounding average ground level, other than trees within forested areas and treelines (not required for areas that will not be affected by the proposed plan, if so noted on the plan).   |
| _____ | _____ | 16. Any proposed screening, buffer yards or earth berming (see zoning chapter).   |

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| _____ | _____ | 17. Areas of existing mature woods that are proposed to be protected and preserved or removed.   |
| _____ | _____ | 18. General types, sizes, and locations of any required street trees (see § 154.178), paved area landscaping (see township zoning ordinance) and any other major proposed landscaping. |
| _____ | _____ | 19. Any proposed fencing (including height and type) and/or landscaping around stormwater basins (see § 154.167).  |

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

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|-------|-------|---|
| _____ | _____ | 1. Existing and proposed lot lines.<br><br>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.<br><br>b. The boundaries of any residual parcel which is 10 acres or more may be determined by deed (Any residual lot of less than 10 acres shall fully comply with this chapter). |
| _____ | _____ | 2. Location of existing monuments and markers.  |
| _____ | _____ | 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. Existing and proposed (if known) building locations and land uses.   |
| _____ | _____ | 5. Overhead electric high-voltage lines and rights-of-way/easements.  |

**F. ZONING REQUIREMENTS:**

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|-------|-------|--|
| _____ | _____ | 1. Applicable zoning district name, district boundaries and required minimum lot area. |
| _____ | _____ | 2. Minimum setback requirements shown for each lot.                                    |

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3. Statement of type of water and sewer service proposed (such as “public water and public sewer”).

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4. Required and proposed building coverage and impervious coverage (may be stated as “typical proposed” for single-family detached homes).

**G. PROPOSED LAYOUT:**

_____	_____
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1. Total acreage of site and total proposed number of lots and dwelling units.

_____	_____
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2. Identification number for each lot (and for each building if more than 1 building per lot).

_____	_____
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3. Lot width (at minimum building setback line) and lot area for each lot.

_____	_____
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4. Dimensions of each lot in feet.

_____	_____
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5. Existing rights-of-way and cartway widths and locations of existing streets, including existing streets within 100 feet of boundaries of parcel.

_____	_____
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6. Proposed rights-of-way and cartway widths and locations of existing and proposed streets, including streets within other developments within 100 feet of the boundaries of parcel.

_____	_____
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7. Street centerline information including bearings and distances.

_____	_____
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8. Horizontal curve data including radius, tangent, or arc length and delta, cord bearing and distance. Such information may be listed in a table, using reference numbers on a plan, provided that sufficient information is provided along each course (such as radius and arc length) such that each course can be reproduced in the field.

_____	_____
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9. Right-of-way and curb lines with horizontal curve radii at intersections.

_____	_____
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10. Beginning and end of proposed street construction.

_____	_____
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11. Street improvements proposed by the applicant, including any acceleration/ deceleration lanes, traffic signal, street realignment or widening of abutting streets.

_____	_____
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12. Any proposed curbing (place No in Not Submitted column if not proposed by applicant).

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| _____ | _____ | 13. Any proposed sidewalks and/or walkways (place No in Not Submitted column if not proposed by applicant), with any proposed handicapped ramps at intersections.  |
| _____ | _____ | 14. Any proposed bicycle paths (place No in Not Submitted column if not proposed by applicant).  |
| _____ | _____ | 15. Names of existing streets and proposed names of new streets.   |
| _____ | _____ | 16. Designation which streets are proposed to be dedicated to the Township or to remain private.   |
| _____ | _____ | 17. Evidence that any proposed or higher category new street or driveway entrance onto a state road will meet PennDOT sight distance requirements unless a highway occupancy permit has already been approved for the use. |
| _____ | _____ | 18. Sight distance triangles meeting township requirements.  |

**H. UTILITY PLAN:**

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|-------|-------|---|
| _____ | _____ | <p>1. As applicable, the following existing and proposed items shall be shown for each lot, using standard symbols that are identified on a legend:</p> <ul style="list-style-type: none"> <li>a. Well (if not connected to central water system) - with required separation distance shown from septic drain fields, and with dimensions from lot lines;</li> <li>b. Primary drain field (with dimensions from lot lines);</li> <li>c. Secondary drain field - shall be perc tested, and dimensioned from lot lines;</li> <li>d. Suitable soil probe location;</li> <li>e. Suitable percolation test locations (2 sites required meeting DEP requirements);</li> <li>f. Unsuitable percolation test location(s) - if any.</li> </ul> |
| _____ | _____ | <p>2. If on-lot sewage disposal service is proposed: (see also "supporting documentation" in Subsection (O) below in this table).</p> <ul style="list-style-type: none"> <li>a. Proposed contour lines on same sheet as utility layout;</li> <li>b. Location of existing and proposed wells within 100 feet of the boundaries of the parcel;</li> </ul>   |

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- c. Proposed or typical location of dwelling/building;
- d. Locations of soils with a seasonally high water table averaging less than 3 feet (see county soil survey);

\_\_\_\_\_      \_\_\_\_\_

- 3. If public or central sewage service 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. Type, size, length, and grade of sewer lines.

\_\_\_\_\_      \_\_\_\_\_

- 4. If public or central water service is proposed:
  - a. Location and size of existing and proposed water mains;
  - b. Existing and proposed fire hydrant locations;
  - c. Distance noted that water lines will have to be extended to reach existing lines (if not already abutting the parcel).

\_\_\_\_\_      \_\_\_\_\_

- 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: Note: § 154.007 may allow deferral of submission of engineering details until the final plan stage.**

\_\_\_\_\_      \_\_\_\_\_

- 1. Existing and proposed storm drainage facilities or structures, including detention basins (with capacity), swales, pipes (with sizes), culverts and inlets.

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| _____ | _____ | 2. Capacity, depth, dimensions, and locations of detention basins.  |
| _____ | _____ | 3. Pre-development and post-development 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 and other stormwater facilities or conveyances.                             |
| _____ | _____ | 8. Any additional information needed under the Township stormwater management ordinance.  |
| _____ | _____ | 9. Existing and proposed contour lines (see description under natural features).  |

**J. FOR USES OTHER THAN SINGLE-FAMILY DETACHED OR TWO-FAMILY DWELLINGS:**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Evidence that the project meets the density requirements of the zoning ordinance, stating maximum and proposed densities.  |
| _____ | _____ | 2. Evidence that the project will meet the off-street parking requirements of the zoning ordinance, including existing, minimum, and proposed numbers of spaces.              |
| _____ | _____ | 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 single-family attached dwellings, any proposed methods to ensure privacy between outdoor semi-private areas (such as fences or walls or plantings between rear yards). |
| _____ | _____ | 5. Illustrative sketches of exteriors of proposed buildings (encouraged but not required).  |
| _____ | _____ | 6. Location of any proposed outdoor storage areas.  |
| _____ | _____ | 7. Note stating total square feet of paved area, including gravel areas.  |

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**K. 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)**

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|-------|-------|--|
| _____ | _____ | 1. Drawings showing locations and types of proposed erosion and sedimentation control measures, complying with the regulations and standards of the Lehigh County Conservation District and DEP. |
| _____ | _____ | 2. Narrative describing proposed soil erosion and sedimentation control methods.   |

**L. ROAD PLAN-PROFILES: (with profile drawings on same sheet as plan drawings; unless waived under § 154.007(C))**

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|-------|-------|--|
| _____ | _____ | 1. Profile of existing and proposed ground surface along centerline of street.                               |
| _____ | _____ | 2. Proposed centerline grade with percent on tangents and elevations at 50 feet intervals.                   |
| _____ | _____ | 3. All vertical curve data including length, elevations and minimum sight distance as required by Article X. |
| _____ | _____ | 4. Cross-sections as required by the Township Engineer.  |

**M. SANITARY SEWER AND STORM DRAIN PLAN-PROFILES: (with profile drawings on same sheet as plan drawings) (Unless waived under § 154.007(F))**

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Profile of proposed ground surface with elevations at top of manholes or inlets.             |
| _____ | _____ | 2. Profiles of storm sewer and sanitary sewer lines, corresponding to stationing of any street. |
| _____ | _____ | 3. All line crossings of other utilities.   |
| _____ | _____ | 4. Invert elevation and top of grate or manhole elevation.                                      |
| _____ | _____ | 5. Slope and length of pipes.   |

**N. CONSTRUCTION DETAILS:**

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|-------|-------|---|
| _____ | _____ | 1. Detailed plan and cross-sectional drawings for detention or retention basins.              |
| _____ | _____ | 2. Typical cross-section and specifications for street construction as required by § 154.163. |
| _____ | _____ | 3. Drainage swale cross-section and materials.  |
| _____ | _____ | 4. Pipe bedding details.  |

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|  |  | 5. Storm drainage structures details, including cross-sectional drawings, any detention basin outfall structure and spillway. |
|  |  | 6. Sanitary sewer structures.   |
|  |  | 7. Curb and sidewalk details.   |
|  |  | 8. Street tree details.   |
|  |  | 9. Erosion and sedimentation details.   |
|  |  | 10. Centralized water details.  |

**O.SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION:**

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|--|--|---|
|  |  | 1. Sewage planning: if a sewage facility planning module is required by DEP, then prior to preliminary plan approval, the applicant shall submit 2 complete copies for township use, plus the developer shall submit copies of the module and required accompanying plans to various agencies as required under state regulations. The approval of a sewage planning module is not required until final plan approval, but the applicant shall provide evidence that they are forwarding complete submittals to the proper review agencies. |
|  |  | 2. 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 acceptable.  |
|  |  | 3. Public sewage: if service is proposed by a public sewage provider, the developer shall submit a copy of a letter from the provider which states that the authority can adequately serve the subdivision, that the proposed sanitary sewage system is acceptable.   |
|  |  | 4. 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.  |

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| _____ | _____ | 5. 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 b) evidence that the proposed access will meet PennDOT sight distance requirements.   |
| _____ | _____ | 6. Floodplain: if the project would include any area within the 100-year floodplain or any watercourse, a statement from the Zoning Officer and/or Floodplain Administrator indicating that the proposed subdivision or land development would be in compliance with the floodplain regulations of the Township.  |
| _____ | _____ | 7. A statement describing the organization, major officers and principal shareholders of a corporate developer or the general partner of a partnership that is the applicant.   |
| _____ | _____ | 8. Method of ensuring maintenance of any private street.  |
| _____ | _____ | 9. List of any modifications or waivers requested to this chapter.  |
| _____ | _____ | 10. Copies of the decisions of any zoning variances, or special exception use approvals that are relevant to the proposal.  |
| _____ | _____ | 11. Stormwater calculations meeting the requirements of the Township stormwater management ordinance.   |
| _____ | _____ | 12. For industrial operations or industrial storage: a written description of the proposed use in sufficient detail to indicate: a) any noise, glare, smoke and fumes nuisances; b) to allow a general determination of possible fire, explosive, toxic, genetic, public health or other hazards; and c) to estimate the amount, direction and times of any tractor-trailer truck traffic that is expected. |
| _____ | _____ | 13. Traffic impact study if required under Article X.   |
| _____ | _____ | 14. Ground water study if required under Article X.   |
| _____ | _____ | 15. With each revision of a previously submitted plan, the plan preparer shall either:<br><br>a. Certify in writing that no changes were made to the plan, other than changes requested by the Township;<br>or<br><br>b. List the changes that were made, other than those changes requested by the Township  |