



## **Amity Township Planning Commission**

2004 Weavertown Road, Douglassville, PA 19518

Phone 610-689-6000 ♦ FAX 610-689-9870



### **AMITY TOWNSHIP PRELIMINARY and FINAL SUBDIVISION AND LAND DEVELOPMENT SUBMISSION PROCEDURES**

The following procedures are in compliance with the Amity Township Subdivision/Land Development Ordinance.

**1. Initial First Submission:**

**Quantity:** Eight (8) paper copies and one (1) electronic PDF format set of the subdivision plan.

**Deadline:** Must be submitted to the Township seven (7) calendar days prior to the regularly scheduled Planning Commission meeting.

**Distribution:** Amity Township will distribute copies to the Planning Engineer and Solicitor for a completeness review to determine whether the submission can be accepted for review. Submitting Engineer may choose to submit 2 of the plan copies plus supporting documents direct to LTL Consultants.

**2. Application and Fees:**

The plan submission must include an Application For Review Form.

Both Application & Escrow Fees are required for the submission to be considered complete.

Refer to the Amity Township Checklist to ensure your submission meets all requirements.

Incomplete plans may be rejected from review at the Planning Commission meeting.

**3. Planning Commission Decision:**

At the regularly scheduled meeting, the Planning Commission will either accept or reject the plan.

If the plan is accepted, the 90-day review period begins.

**4. Distribution to Outside Reviewing Bodies:**

Once the plan is accepted, the applicant is responsible for distributing the plan to any outside reviewing bodies (e.g., state agencies), as required by the Subdivision/Land Development Ordinance or law.

**5. Reports and Supporting Documents:**

Three (3) copies of Reports (e.g., Stormwater, Traffic) are required.

Five (5) copies of Supporting Documents (e.g., HOP, DEP, BCCD approvals) must also be included with the submission.

**6. Revised Plan Submission:**

Five (5) copies of revised plans and supporting documents must be submitted to the Township.

If desired, applicants may submit a full set directly to the engineer or solicitor, provided the transmittal accounts for all required distributions.

**7. Final Plan Recording:**

The responsibility for recording the final approved plan lies with the submitting engineer.

After recording, an electronic copy of the recorded plan, including the recording stamp, must be provided to Amity Township.

Let me know if you need further details or clarification!

# AMITY TOWNSHIP BERKS COUNTY

## APPLICATION FORM FOR SUBDIVISION AND LAND DEVELOPMENT REVIEW

(ALL information below is required for plan to be accepted for review)

NAME OF DEVELOPMENT/PLAN: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

_____ SKETCH PLAN	_____ NEW SUBMISSION
_____ PRELIMINARY PLAN	
_____ FINAL PLAN	_____ RE-SUBMISSION
_____ ANNEXATION PLAN	
_____ MINOR SUBDIVISION PLAN	
_____ REVISED PLAN OF RECORD	
_____ PRD APPLICATION	
_____ IN-HOUSE REVIEW (PC&BOS Approved)	

LANDOWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RESPONSIBLE PARTY NAME(for billing): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ENGINEER OR SURVEYOR  
RESPONSIBLE FOR PLAN PREPARATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

TOTAL ACREAGE: \_\_\_\_\_ ACREAGE BEING DEVELOPED \_\_\_\_\_

TOTAL NUMBER OF LOTS/UNITS: \_\_\_\_\_

TYPE OF LAND USE PROPOSED:

_____ SINGLE FAMILY DETACHED	_____ MOBILE HOME
_____ SINGLE FAMILY SEMI-DETACHED	_____ COMMERCIAL
_____ TWO-FAMILY DETACHED	_____ INDUSTRIAL
_____ TOWNHOUSES	_____ MUNICIPAL
_____ APARTMENTS	_____ OTHER(EXPLAIN)

**AMITY TOWNSHIP BERKS COUNTY**

WATER SUPPLY: \_\_\_\_\_ ON-LOT \_\_\_\_\_ PUBLIC \_\_\_\_\_ OTHER

SEWAGE DISPOSAL: \_\_\_\_\_ ON-LOT \_\_\_\_\_ PUBLIC \_\_\_\_\_ OTHER

ZONING DISTRICT(S): \_\_\_\_\_

ZONING CONFLICTS/CHANGES: \_\_\_\_\_

LINEAR FEET OF NEW STREETS PROPOSED: \_\_\_\_\_

ARE THE PROPOSED STREETS TO BE DEDICATED? \_\_\_\_\_

TYPE OF OFF-STREET PARKING PROPOSED:  
\_\_\_\_\_ GARAGES \_\_\_\_\_ DRIVEWAYS \_\_\_\_\_ OTHER \_\_\_\_\_ NONE

WILL CONSTRUCTION BE UNDERTAKEN IMMEDIATELY? \_\_\_\_\_

AVERAGE SELLING PRICE: \$ \_\_\_\_\_ LOT \$ \_\_\_\_\_ HOUSE/UNIT

ACREAGE PROPOSED FOR RECREATION OR OPEN SPACE: \_\_\_\_\_

*I HEREBY ACKNOWLEDGE AND REQUEST REVIEW OF THIS APPLICATION. TO THE BEST OF MY KNOWLEDGE, ALL THE INFORMATION IDENTIFIED ABOVE IS TRUE, CORRECT AND COMPLETE. IN ADDITION, I HEREBY AUTHORIZE THE BOARD OF SUPERVISORS, PLANNING COMMISSION MEMBERS, ZONING OFFICER, CODE ENFORCEMENT OFFICER, TOWNSHIP MANAGER, TOWNSHIP ENGINEER, TOWNSHIP SOLICITOR AND TOWNSHIP SEWAGE ENFORCEMENT OFFICER TO ENTER THE EXTERIOR PREMISES OF THIS PROPERTY WHILE THE PROPOSED PLAN IS BEING CONSIDERED FOR MUNICIPAL APPROVAL. APPLICANT AND/OR LANDOWNER AGREES TO PAY ALL REASONABLE FEES INCURRED BY THE TOWNSHIP FOR STAFF OR CONSULTANT COSTS FOR REVIEWING AND COMMENTING ON THE PLAN(S).*

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

LANDOWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*TOWNSHIP USE ONLY\*\*\*\*\*

APPLICATION FEE PAID: \$ \_\_\_\_\_ ESCROW REMITTED: \$ \_\_\_\_\_

DATE ACCEPTED FOR REVIEW: \_\_\_\_\_



## **Amity Township Planning Commission**

2004 Weavertown Road, Douglassville, PA 19518  
Phone 610-689-6000 ♦FAX 610-689-9870



### **AMITY TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT CHECKLIST**

	YES	N/A
<b><i>PRELIMINARY PLANS</i></b>		
1. Sheet Size:min 24"X36", max 36"X48"	_____	_____
2. Identifying Title of Subdivision or Land Development	_____	_____
3. Intended Use Compliant with Zoning Regulations	_____	_____
4. Record Plan	_____	_____
5. Existing Features Plan	_____	_____
6. Grading Plan	_____	_____
7. Stormwater Management Plan	_____	_____
8. Stormwater Management Report	_____	_____
9. Bridge & Culvert Design	_____	_____
10. Road Profile Plan	_____	_____
11. Utility and Signage Plan	_____	_____
12. Landscaping Plan	_____	_____
13. Construction Plan	_____	_____
14. Soil & Erosion and Sedimentation Control Plan	_____	_____
15. Planning Modules for Land Development	_____	_____
16. Wetlands Determination Report	_____	_____
17. Traffic Impact Study	_____	_____
18. Architectural Drawings/Building Elevations	_____	_____



## **Amity Township Planning Commission**

204 Weavertown Road, Douglassville, PA 19518  
Phone 610-689-6000 ♦ FAX 610-689-9870



### ***FINAL PLANS***

- |     |  |       |       |
|-----|--|-------|-------|
| 1.  | Sheet Size: min 24"X36", max 36"X48"                 | _____ | _____ |
| 2.  | Identifying Title of Subdivision or Land Development | _____ | _____ |
| 3.  | Record Plan  | _____ | _____ |
| 4.  | Phasing Plan   | _____ | _____ |
| 5.  | Existing Features Plan                               | _____ | _____ |
| 6.  | Grading Plan   | _____ | _____ |
| 7.  | Road Profile Plan                                    | _____ | _____ |
| 8.  | Utility and Signage Plan                             | _____ | _____ |
| 9.  | Landscaping Plan                                     | _____ | _____ |
| 10. | Construction Details Plan                            | _____ | _____ |
| 11. | Soil Erosion and Sedimentation Control Plan          | _____ | _____ |
| 12. | Outside Agency Approvals                             | _____ | _____ |
|     | A. PaDot Highway Occupancy Permit                    | _____ | _____ |
|     | B. Berks County Conservation District                | _____ | _____ |
|     | C. N.P.D.E.S. Permit                                 | _____ | _____ |
|     | D. PaDEP Planning Module Approval                    | _____ | _____ |
|     | E. PaDEP Stream Encroachment Permits                 | _____ | _____ |
|     | F. FEMA Floodplain CLOMR                             | _____ | _____ |
|     | G. Amity Township Fire Marshall                      | _____ | _____ |
|     | H. Amity Township Police Department                  | _____ | _____ |
|     | I. Water Serviceability Approval                     | _____ | _____ |