



## **Amity Township Planning Commission**

2004 Weavertown Road, Douglassville, PA 19518

Phone 610-689-6000 ♦ FAX 610-689-9870



# **AMITY TOWNSHIP**

## **SUBDIVISION AND LAND DEVELOPMENT SUBMISSION PROCEDURES**

### **1. Initial Submission:**

- Submit Eight (8) paper copies and One(1) electronic PDF of the subdivision plan to the Township.
- Submit Seven (7) calendar days prior to the Planning Commission meeting. In the event of a holiday on submission day. Submission required the day before.
- Copies will be distributed by the Township to the Planning Engineer and Solicitor for review.

### **2. Accompanying Documents:**

- Include an Five (5) Application For Review with Application Fee, and Escrow Fees.
- Refer to the Amity Township Checklist and latest Fee Schedule on the Township's website.

### **3. Review Clock:**

- The 90-day review period starts upon acceptance of the plan for review.
- Extensions can be requested before the deadline to avoid plan rejection.

### **4. Distribution to Outside Agencies:**

- The applicant must submit and distribute the proposed plan to all outside reviewing agencies as required.

### **5. Reports and Supporting Documents:**

- Submit Three (3) copies of reports (e.g., Stormwater, Traffic).
- Submit Five (5) copies of supporting documents (e.g., HOP, DEP, BCCD).

### **6. Revised Plans:**

- Submit (5) copies of revised plans, & supporting documents, (3) reports(stormwater etc), (1) Electronic version(if any plans are submitted directly to our engineers, solicitor plan numbers and supporting documents may be reduced to the township)

### **7. Final Approved Plan Recording:**

- Eight (8) Sets for signatures are required by Amity-Additional sets will be signed upon request of the submitter. Five (5) will remain at Amity Two (2) will be retained by Berks County Planning Commission and all remaining copies will be released to Engineer.
- The submitting Engineer is responsible for recording the final approved plan with the Berks County Recorder's Office. After recording, provide an electronic copy of the Berks County Recorder recorded plan and recording stamp to Amity Township as proof of recording.+

If you need any further assistance or have more specific questions, feel free to contact Planning Secretary!



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## **ANNEXATION, SKETCH & PRELIMINARY PLANS**

	YES	N/A
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	_____	_____



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## **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                     | _____ | _____ |