

## BETHLEHEM TOWNSHIP - SUMMARY APPLICATION PROCEDURES

The following information is intended to provide a capsule of Articles IV, V, and VI of the Bethlehem Township SALDO, which govern the procedure for plan approval.

1. Applications will be accepted up until the end of the business day on the 1st Monday of every month for plans to be reviewed at the Planning Commission Meeting held on the 4th Monday.
2. Sketch plans are encouraged when alternate road or lot layouts are proposed. After these issues are resolved, Preliminary Plans will be welcomed. See separate instructions for minor applications.
3. Twelve sets of plans, application forms, waiver requests, and two sets of supportive documents (storm water reports, traffic studies) together with the \$500 application fee and \$ 3,000 review escrow should be delivered to the Planning Department. Late applications will be held over for the following monthly meeting. See also separate procedures for Zoning Changes, Variances, Special Exceptions and Conditional Uses.
4. The applicant shall notify adjoining property owners and apply separately to the other review/regulatory agencies: Lehigh Valley Planning Commission, Northampton County Conservation District, Department of Environmental Protection, PennDot, City of Bethlehem Water Department, Easton Suburban Water Authority, Bethlehem Township Sewer Department, et al.
5. The applicant can expect to receive a copy of the Township Engineer's review letter in advance of the meeting.
6. If the applicant intends to build the development in phases, a phasing plan and schedule should be included with the Preliminary Plan. After preliminary approval of the entire project, Final Plans of each phase will be accepted.
7. The Planning Commission prefers to not discuss engineering comments at their meetings and encourage applicants and their engineers to meet separately with the Township Engineer or Planner until all the technical issues are resolved. The Planning Commission will make a recommendation to the Board of Commissioners only after all review letters have been received and the comments satisfied.
8. Preliminary/Final approval will be considered only if there are no issues to be considered by a Final Application.
9. After the Planning Commission takes formal action, plans will be presented to the Board of Commissioners at their meeting on the 1<sup>st</sup> Monday of the month. Although it is possible to receive approval 30 days from the date plans are submitted, review periods from 60-120 days are normal.
10. After approval by the Board of Commissioners, the applicant should submit record plans for signature with an estimate of the cost of construction of the public improvements to be dedicated to the Township and/or common amenities. The estimate must be sealed by a professional engineer.
11. After approval of the engineers estimate, the Township Solicitor will prepare the land development agreements and forward them to the applicant for signatures.

ARTICLE III  
OVERVIEW OF GENERAL PROCEDURES

301. PURPOSE. This Article provides an overview of the general procedure for the Township review of proposed subdivisions and land developments (Section 302) and of the general procedures for submitting plans to the Township (Section 303). Two generalized exemplary flowcharts are included at the end of this Article to show the general subdivision process for Major and Minor Subdivisions.

302. GENERAL PROCEDURE FOR SUBDIVISIONS AND LAND DEVELOPMENTS.

A. Review and Approval Stages.

1. Three types of plan submission are included in the procedure for filing and approval of subdivision and land development plans: Sketch, Preliminary, and Final.
2. The table below outlines the stages for the different types of proposed subdivision or land development.

| Stage                                     | Subdivision<br>Ordinance<br>Article | Type of Proposed Subdivision<br>or Land Development* |                      |  |
|---|-------------------------------------|--|----------------------|--|
|   |                                     | Land<br>Development                                  | Major<br>Subdivision | Minor<br>Subdivision<br>or Boundary Line<br>Adjustment |
| Sketch Plan                               | IV                                  | Recommended  | Recommended          | Recommended  |
| Preliminary Plan                          | V                                   | Required   | Required             | Not Required   |
| Final Plan                                | VI                                  | Required   | Required             | Required**   |
| Guarantee of Improvements<br>Installation | VIII                                | Required   | Required             | Required   |
| Recording of Final Plan                   | IX                                  | Required   | Required             | Required   |

\*See definitions in Article II.

\*\*See Article VII for Minor Subdivision Final Plan filing and review requirements.  
See Section 705 for submission requirements for a boundary line adjustment.

B. Sketch Plan.

1. While a Sketch Plan is not required, it is strongly recommended that it be filed to allow the Applicant to consult early and informally with the Planning Commission before preparing a Preliminary Plan. This will often avoid expensive redesign and delay to the applicant.

2. Comments made by the Township on the Sketch Plan are not by themselves binding upon the Township.

C. Preliminary Plan.

1. The initial plan required to be filed to the Commission for formal review of a major subdivision or land development shall be the official Preliminary Plan.
2. Minor subdivisions and boundary line adjustments are not required to file a Preliminary Plan.
3. The purpose of the Preliminary Plan is to achieve formal approval of the overall development scheme proposed in order to minimize the need for any revisions of Final Plans.

D. Final Plan.

1. After approval of the Preliminary Plan of a major subdivision or land development, the Applicant files a Final Plan.
2. The purpose of the Final Plan is to obtain formal approval from the Board of Commissioners before plans for all subdivisions and land developments are recorded.

E. Guarantee of Improvements Installation. Where improvements are required by this Ordinance, the Township and Applicant shall enter into a development agreement and the Applicant shall post financial security acceptable to the Township in an amount sufficient to cover the costs of any improvements which may be required. See Article VIII.

F. Recording of Final Plan. (see Article IX) All final plans shall be officially recorded in the Office of the County Recorder of Deeds prior to the sale of any lots within a subdivision or the construction of any building.

303. GENERAL PLAN SUBMISSION PROCEDURES.

A. Submission.

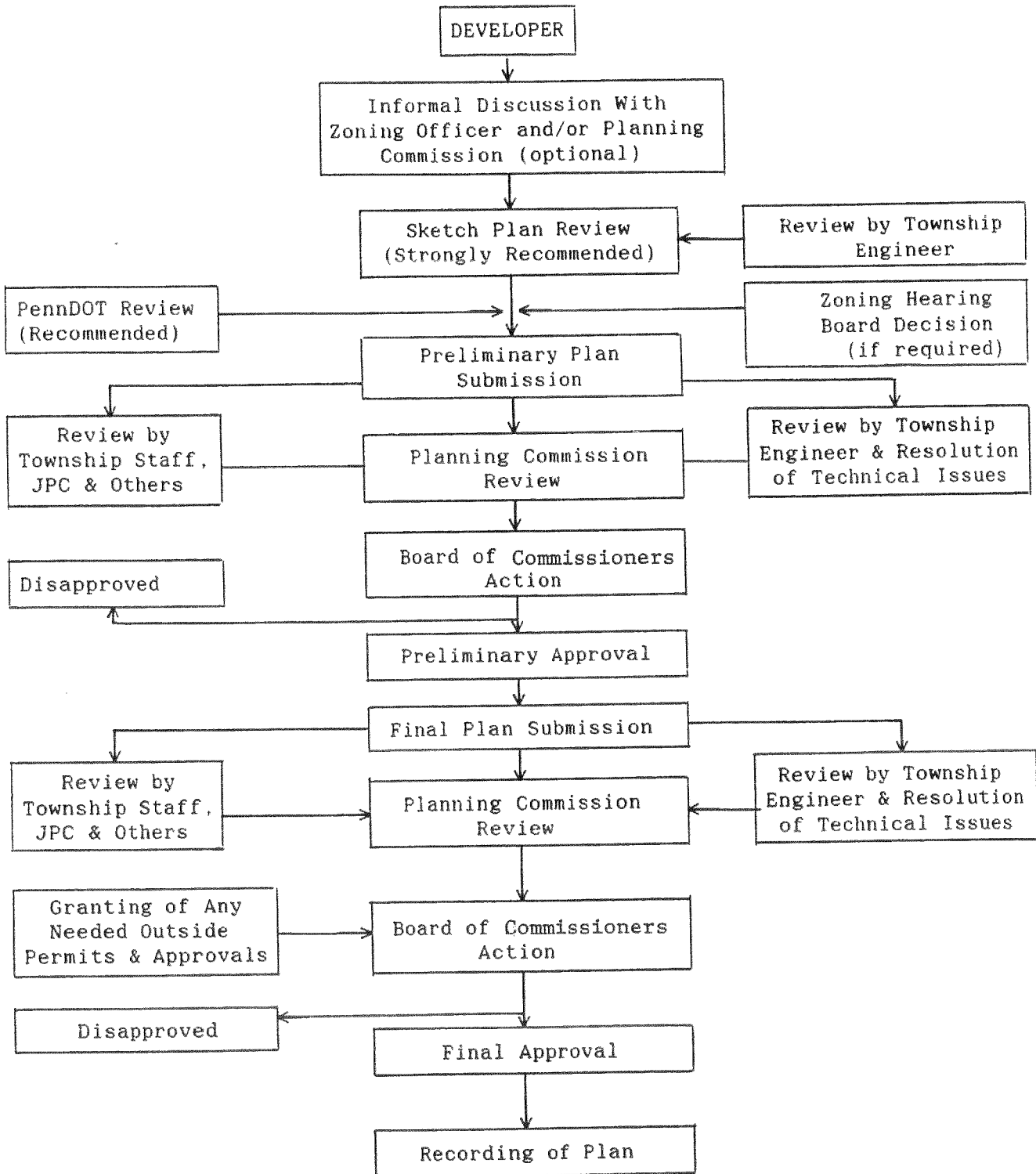
Applicants shall submit any Sketch Plan that is submitted and all required Preliminary and Final Plans all required accompanying information to the Township Administrator by delivery in person. Said plans shall be filed at least 21 days prior to the regularly scheduled Planning Commission Meeting at which the plan may be reviewed.

B. Completeness.

The Administrator shall review the submission items filed against a checklist for completeness and shall reject any submission and seek to return the submission and filing fees of an application that the Administrator determines is significantly incomplete.

- C. The applicant and or his representatives shall endeavor to attend meetings involving the discussion of the applicant's application.
  
- D. Action by the Commission and the Board of Commissioners. Within 90 days following the date of the regular meeting of the Commission, next following the date the Application is filed, the Commission shall make a recommendation to the Board of Commissioners, and the Board of Commissioners shall act to approve, conditionally approve or disapprove the plan.

GENERALIZED PROCESS FOR A MAJOR SUBDIVISION OR LAND DEVELOPMENT



GENERALIZED PROCESS FOR A MINOR SUBDIVISION OR LAND DEVELOPMENT

