

BETHLEHEM TOWNSHIP - SUMMARY APPLICATION PROCEDURES
Minor Plan Change

The following information is intended to provide a capsule of the procedures for a Minor Plan Change to a previously approved plan. Articles IV, V, and VI of the Bethlehem Township SALDO govern the procedure for plan approval.

1. Applications will be accepted up until the end of the business day on the 2nd Monday of every month for changes to be reviewed at the Planning Commission Meeting held on the 4th Monday. Late applications will be held over for the following monthly meeting.
2. Twelve sets of plans and supportive documents should be delivered to the Planning Department. The application can be in the form of a letter, an engineering detail, a drawing of a problem area, or an amended plan at an appropriate size and scale.
3. The applicant can expect to receive a copy of the Township Engineer's review letter in advance of the meeting. If the change involves stormwater management, LVPC or NCCD reviews may be necessary.
4. The Planning Commission will make a recommendation to the Board of Commissioners after they are satisfied that the change is consistent with the Ordinances of Bethlehem Township.
5. After the Planning Commission takes formal action, plans will be presented to the Board of Commissioners at their meeting on the 1st Monday of the month. Although it is possible to receive approval 30 days from the date plans are submitted, review periods of 60 days are normal.
6. After approval by the Board of Commissioners, the applicant may implement the change. If the development has not begun, the applicant should submit a corrected record plan for signatures. In addition, the applicant shall submit a revised estimate of the cost of construction of the public improvements to be dedicated to the Township and/or common amenities. A professional engineer must seal the estimate. If the development is under construction, the As-Built Plan will be the official record of the change.
7. See the Procedures for a Full Application for the remaining procedures.