



TOWNSHIP OF BETHLEHEM

COMMUNITY DEVELOPMENT DEPARTMENT

MUNICIPAL BUILDING
4225 Easton Avenue
Bethlehem, Pennsylvania 18020-1496

Phone: 610.814.6400
www.bethlehemtownship.org

APPLICATION FOR SUBDIVISION, LAND DEVELOPMENT AND SITE PLAN REVIEW

Office Use Only – Date of Complete Application: _____

All information and materials requested herein are required, unless otherwise specified. Submissions missing required information or materials are considered incomplete and will not be formally accepted until deemed complete. The Township reserves the right to refuse incomplete applications and, further, is not responsible for maintenance of incomplete submissions.

APPLICATION INFORMATION

Project Name: _____

Submission Type:

- Subdivision Plan
- Land Development Plan
- Boundary Line Adjustment
- Site Plan

Proposed Use:

- Commercial
- Industrial
- Institutional
- Residential
- Planned Residential
Development

Phase of Submission:

- Sketch Plan
- Preliminary
- Final
- Preliminary/Final

Date of Preliminary Plan Approval (if applicable): _____

PROPERTY INFORMATION

Street Address: _____

- Bethlehem, PA 18020 Easton, PA 18045

Parcel Identification Number(s) (PIN): _____

Gross Acreage: _____ Zoning District(s): _____

Present Use: _____ Proposed Use: _____

Subdivision / Land Development (if applicable): _____

Number of Lots Proposed: _____ Square Footage Proposed: _____

Water Supply: Public Private (On-Lot) Sewer System: Public Private (On-Lot)

Is there an associated waiver(s) request? Yes No

List any prior subdivision, land development or zoning appeals filed in connection with the property:

APPLICANT INFORMATION

Applicant Name: _____

Point of Contact: _____

Address: _____

Phone: _____ Email: _____

Owner Name (if different from applicant): _____

Point of Contact: _____

Address: _____

Phone: _____ Email: _____

Engineer/Surveyor: _____

Point of Contact: _____

Address: _____

Phone: _____ Email: _____

Attorney: _____

Point of Contact: _____

Address: _____

Phone: _____ Email: _____

I/We hereby certify that as applicants, owners, contractors, agents or others that I/we completed and read the foregoing Application and that the information and statements in this application and other representations contained in all accompanying plans are made a part of this application and are true and correct to the best of our knowledge and belief. Further, I/we agree that, except as otherwise specifically noted, all proposed public improvements and facilities are to be improved, constructed, completed, and inspected and approved by the Township engineer; or a bond posted with the Township in an amount sufficient to cover the full estimated cost of construction prior to recording of the finally approved plan, sale, transfer or agreement of sale of any subdivided parcels as proposed.

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

Owner Printed Name (if different from applicant): _____

Owner Signature: _____ Date: _____

Owner signature or proof of authorization to file on owner's behalf shall be provided.

CHECKLIST

SUBDIVISION, LAND DEVELOPMENT AND SITE PLAN REVIEW

General Submittal Checklist – Four (4) Copies Each

- Application
- Full size, stamped and sealed plans
- Supplemental materials (if applicable)
- Other: _____

General Submittal Checklist – Additional Materials

- Electronic Copy of All Materials Required Above
- Application Fee
- Escrow Fee
- Executed Contract for Professional Services
- Other: _____

Applicant Information

- For preliminary or final plans, a copy must be submitted to the Lehigh Valley Planning Commission within two (2) days of submission to the Township.
- The applicant is responsible for ensuring all materials, studies and information required by the Township's Ordinances – as applicable – are supplied with the submission.
- The applicant is responsible for maintaining an escrow amount at or above the minimum balance required by Township regulation. Failure to maintain escrow amount will result in the processing of the plan review by the Township staff to be delayed until the escrow amount is brought current.

CONTRACT FOR PROFESSIONAL SERVICES

This AGREEMENT, dated this _____ day of _____, 20_____, by and between THE TOWNSHIP OF BETHLEHEM a Township of the First Class, with its principle place of business being located at 4225 Easton Avenue, Bethlehem, PA here in referred to as “Township”) and _____, business or individual operating in the State of Pennsylvania, with its principle place of business or residence being located at: _____ (herein after referred to as “Developer/Owner”).

WHEREAS, Developer/Owner has requested to meet and consult with the Township’s professional and consultants, including, but not limited to the Township Engineer, Township Solicitor, and other experts, consultants and professional employed and/or contracted by the Township for said project: _____ (“Project”).

WHEREAS, Developer/Owner recognizes the Township will incur a certain amount of fees, cost, charges and expenses (collectively “Expenses”) on account of said review and discussions, and

WHEREAS, Developer/Owner is willing to be solely responsible for payment and reimbursement of the same as long as the same is reasonable within 30 days upon receipt of an invoice from the Township under penalty of law.

WHEREAS, Developer shall post an escrow with the Township in the amount of \$5,000.00 (“Escrow Account”) at the time of the execution of this Agreement to be utilized to pay the Expenses. The sums posted shall be replenished by Developer/Owner to the full amount from time to time, as and when determined by the Township. Failure to pay said fees or replenish said escrow account shall constitute a default herein, following which the Township shall immediately cease any work related to the Project and shall be entitled to seek all remedies available at law or equity.

NOW THEREFORE, intending to be legally bound, the parties hereto do hereby promise, covenant and agree to this Contract for Professional Services.

TOWNSHIP OF BETHLEHEM
BY _____

(Print Name & Title)

DEVELOPER/OWNER

(Print Name & Title)