



LOWER MACUNGIE TOWNSHIP
SUBDIVISION/ LAND DEVELOPMENT/
CONDITIONAL USE APPLICATION

PROJECT# _____

Date of Application/Receipt: _____

Property Address: _____

Applicant/ Developer (if different than Owner):

Phone Number: _____ Email: _____

Engineer or Surveyor: _____

Phone Number: _____ Email: _____

(Address)

(City)

(State)

(Zip)

Application/ Plan Type: Subdivision Sketch Preliminary Final Conditional Use

Proposed Property/ Project Information:

Proposed Use of Property: _____

Zoning District: _____

County Tax PIN#: _____ Proposed Number of Lots: _____

Required Application Fees

Application Fee: \$ _____ (per submission) Escrow Fee: \$ _____

Check No.: _____ Check No.: _____

Signatures and Understandings Pursuant to Application to Lower Macungie Township

By the signature to this application, the Applicant acknowledges that the money in escrow is for reimbursement at Lower Macungie Township's discretion for any and all engineering, legal or other expenses incurred by the Township, exclusive of work performed by full-time township staff members, in processing the Sketch, Preliminary and Final Plans. Upon this escrow account decreasing to fifty percent (50%) of the original balance, the Applicant shall make payment in an amount necessary to fully fund the account. Prior to the recording of the Subdivision or Land Development Plan with the County Recorder of Deeds, all outstanding balances shall be paid to the Township for all township engineering, legal and other expenses incurred by the Township, exclusive of work performed by full-time township staff members. The balance of the escrow account shall be refunded to the Applicant upon recordation of the Subdivision and/ or Land Development Plan. The Solicitor's and Engineer's invoices are submitted to the Township every thirty (30) days.

Applicant's Initials: _____

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Application Continued

In the case of a Conditional Use Application, the Applicant shall enter into a Professional Services Agreement (PSA) concurrent with the submission of Conditional Use Application. It shall be the understanding that the Township of Lower Macungie shall establish and then charge to an escrow account for certain costs to review and administer the Conditional Use process through the Township Engineer, Township Solicitor and other professionals. By signing this application, the Township will draw upon escrow as needed to administer the Conditional Use process and upon rendering of a decision return all unused funds from the escrow. The PSA is attached at the end of this application packet.

Applicant's Initials: _____

By the required signature and initial of this application, the Applicant hereby waives the provisions of the Pennsylvania Municipalities Planning Code Section 508's 90-day timeclock for the Lower Macungie Township Board of Commissioners to render an approval or denial decision on a submitted subdivision or land development. The Lower Macungie Township Board of Commissioners shall enact a timeclock to render an approval or denial decision on a submitted subdivision or land development plan from 180 days of the next eligible meeting date of the Township Planning Commission. In the case of a Conditional Use application, the Lower Macungie Township Board of Commissioners shall schedule and hold a hearing within 90 days of the next eligible meeting date of the Township Planning Commission.

Applicant's Initials: _____

The Applicant shall submit by 10:00 a.m. on the Monday following the regularly scheduled Planning Commission meeting of the month one fully executed Application form, Eight (8) full sets of plans, Ten (10) reduced sets of plans (which shall include the site plan, landscaping, lighting, grading and utility plans and all other materials necessary), Three (3) USBs with all plans and supporting documents in electronic format (pdf preferred) Seventeen (17) copies of any additional correspondence and four (4) Copies of the required supplemental information/ supporting documents to the Township of Lower Macungie, including but not limited to, a Project Design Companion. Incomplete applications with missing plan sheets or required supplemental data shall be considered incomplete and returned to the Applicant. Only the formally submitted Plan and materials shall be reviewed and discussed on the Planning Commission Agenda at the discretion of the Township. Revisions and new materials shall not be reviewed or contemplated and shall be placed on a future agenda, only. It is the responsibility of the Applicant to submit plans, supplemental information and review fees to the following agencies as shown below:

**Lehigh Valley Planning Commission
961 Marcon Boulevard, Suite 310
Allentown, PA 18103**

Phone: (610) 264-4544

**Lehigh County Authority (Water)
P.O. Box 3348
1053 Spruce Road
Wescosville, PA 18106**

Phone: (610) 398-2503

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- PA. Department of Transportation (District 5-0)**
1002 Hamilton Street
Allentown, PA 18101 **Phone: (610) 821-4100**

- Lehigh County Conservation District**
Lehigh County Agricultural Center,
Suite 102 4184 Dorney Park Road
Allentown, PA 18104 **Phone: (610) 391-9583**

- Lehigh and Northampton Transportation Authority**
1060 Lehigh Street
Allentown, PA 18103 **Phone: (610) 776-7433**

*The undersigned represents that to the best of the undersigned's knowledge and belief, all the above statements are true, correct and complete, and that the undersigned **INTENDS TO BE LEGALLY BOUND BY** the terms hereof.*

The undersigned further agrees to pay all required application fees and establish the required escrow as prescribed by the currently adopted Lower Macungie Township Fee Schedule, available on the township website and at the Lower Macungie Township Municipal Building. Applications without required fees or escrow payments shall be deemed incomplete and returned to the Applicant.

The undersigned further represents that, except as otherwise specifically noted on the attached sheets, all proposed public improvements and facilities, as shown on the Subdivision or Land Development Plans, are to be improved, constructed and completed, or acceptable security shall be posted with the municipality in a sufficient amount to cover full estimated cost of construction thereof, prior to a sale, transfer any subdivided parcel or any land development as shown on the plan. Lower Macungie Township, its elected officials, employees, Township Engineer, and third party consultants, are hereby granted a non-exclusive license to copy and distribute for review any report, plan or other document submitted by Applicant or its design professionals in furtherance of this application.

The Applicant and/or authorized agent agrees to appear to present the application to any public body holding any public hearing or review session regarding the application.

Applicants Name (Print): _____ **(Sign):** _____

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SITE VISIT AUTHORIZATION RELEASE

Lower Macungie Township requires consent and authorization for its agents, representatives and employees including, but not limited to, the members of its Planning Commission, Board of Commissioners, Township Manager, Code Enforcement Officer, Zoning Officer, Township Engineer, Township Planner, Public Safety Personnel and Public Works Director to enter onto your property for the purpose of conducting a site inspection, analysis, measurement, and observation necessary or appropriate to evaluate the property with regards to the subdivision/land development plan filed for approval.

Consent and authorization is also needed for individuals supervising the installation of any required municipal improvements or modifications and enforcement of any condition, agreement, or requirement for plan approval and implementation from the date of execution of this agreement to and including the term of any Maintenance Agreement.

Such authorization is to remain in full force and effect and to be applicable against all successors in title, heirs, and assigns. Site visits are intended to provide those individuals who visit the site with information which may be significant in reviewing and approving your proposed plan.

PROPERTY OWNERS RELEASE

I / we, being the title owners of the property situated at _____

(MUST BE SIGNED BY OWNER, not to include equitable owners, developers, engineers or representatives of the owner)

which is the subject of a subdivision / land development plan currently pending before the Township Planning Commission and / or Board of Commissioners authorize and specifically release individuals who enter on or about the site during an inspection from any liability, obligation or claim that might arise as a result of their entry onto or travel about the said property.

Property Owner

Property Owner

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Adjacent Properties and Owners list (Conditional Use Applications Only)

The county Tax Parcel Number along with the owner's complete mailing address **for all adjacent or adjoining property owners and all property owners whose land lies within one hundred-fifty (150) feet of the boundary line of the property at issue** must be listed as shown by the latest assessment records of Lehigh County.

Also submit one USB (may be included with other required submitted digital media) with a Microsoft Excel spreadsheet of the above listed properties including: Property PIN #, Owner Name, Address, City State & Zip code.

County Tax Parcel Number	Owners Name	Complete Mailing Address

List any municipality within Five-Hundred (500) feet of the Boundary line of the property:

Continue on Reverse Side if Necessary

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CHECKLIST FOR SUBMISSION FOR ALL
SUBDIVISION/LAND DEVELOPMENT IS REQUIRED

PLAN PROCEDURE

- Application
- Submit 8 full sets of the plan plus 10 reduced sets; 2 USBs in electronic format, 4 copies of the required supplemental information and 17 copies of any additional supplemental correspondence.
- Completed application forms.
- Appropriate fees and escrow amounts.
- Date of Complete Submission _____
- Date of first Planning Commission meeting following submission _____

PLAN REQUIREMENTS- The following information is required on all Preliminary and/or Final plans as minimum requirements.

- Title Block
 - Name of plan or title.
 - Name of Municipality
 - Date of plan, North arrow, and Scale
 - Scale of plan 1" = 50' ft.; preferred sheet size 24" X 36" or if necessary 30" X 42"
 - Location Map, scale 1" = 1000'
 - Township standard Signature Blocks (to be located on lower right side of all record plans)
 - Name & signature of registered professional Engineer, Surveyor or Architect and Seal on plan Name, address and telephone of applicants, including record owner(s) Notarized signature block of owner/applicant.
 - Adjacent property owners and subdivisions.
 - Water supplier _____
Sanitary Sewer _____
- If utilities are on-site (well & septic) has the
Township SEO been notified: YES NO
- Tax parcel ID number

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SITE DATA

- Existing streets/roads on or adjacent to the parcel including name, SR or T number, right-of-way, (existing and ultimate) and cartway widths.
- Location and dimension of existing easements, right-of-way and all public lands.
- All existing buildings, towers, utility poles, sewer and water lines, well and septic, monuments or boundary markers, swale or culverts, gas or oil pipelines, fire hydrants and any other features.
- All historic or potentially historic structures or features.
- All zoning boundaries within 1000' ft. of the parcel including groundwater protection, streams, rivers, other bodies of water, municipal boundaries within 1000' ft. and both the 100 year and 500 flood hazard areas.
- Acreage of the parcel, both gross and net.
- Area proposed to be dedicated for public or common open space.

EACH LOT BEING SUBDIVIDED OR DEVELOPED SHALL PROVIDE THE FOLLOWING

- Proposed lot dimensions and square footage of each lot including lot numbers.
- Proposed building locations including building restriction lines and all other improvements.
- Proposed property address numbers in accordance to the plan.
- Probe and percolation test locations, if applicable.
- A Project Design Companion, if required, by Township Ordinance dependent on proposal location.
- All lands dedicated for public use.

ENVIRONMENTAL DATA

- Contour lines shown at 2' ft. intervals including elevation data (i.e. bench marks & location)
- Soil types and boundaries
- Bodies of water and streams should be located.
- Floodplain, including the 100 yr. and 500 yr. boundaries
- Location of all existing tree masses.
- All stormwater management facilities indicated, including proposed BMPs.
- Erosion & Sedimentation Control Measures.
- All areas of steep slopes.

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ROADS

- Right-of-way widths indicated for existing and ultimate including areas to be dedicated.
- Proposed street/road names, cartway widths and profiles.
- Storm sewers are to be incorporated into all public streets.
- Curb and sidewalks.
- Life-Safety Plan, as required by Township Ordinance.

UTILITIES

- All existing and proposed sanitary sewer lines, grades, pumping stations, etc. must be indicated on the plan when such systems are proposed.
- All existing and proposed public water lines must be indicated on the plan when such systems are proposed.
- A fire hydrant system must be incorporated when a public or private water system is proposed. The plan shall include the location, fire hydrant number, station and off-set information.
- A complete Landscape Plan must be included with the plans. The Landscape Plan must take into consideration the placement of plantings in relationship to utilities such as street lights, underground utilities, etc. to prevent future conflict with the proposed landscaping. Further, all landscaping must comply with Lower Macungie Township Zoning Ordinance and the Lower Macungie Township Design Guidelines.

SUPPORTING DATA

- Subsurface conditions of the tract
- Planning Modules when applicable, must be submitted for review.
- Drainage plans which indicate storm sewers, swales, culvert natural watercourse, drainage easements and existing and proposed topographic contours.
- Erosion and Sedimentation Control Plan.
- If required, a copy of the Penn DOT Highway Occupancy Permit application and plan along with a notation on the plan regarding the Highway Occupancy Permit requirements.



**CONDITIONAL USE
PROFESSIONAL SERVICES FEE AGREEMENT**

LOWER MACUNGIE TOWNSHIP

Name of Project

Location of Project

I, _____, hereby agree and acknowledge that as Owner/Developer, I will be responsible for any professional services fees incurred by Lower Macungie Township in connection with the above referenced project including but not limited to engineering fees, design and plan review fees, legal fees and the cost of any third party consultant review.

Such fees will be billed to the Owner/Developer on a monthly basis. If a balance is due, Owner/Developer shall reimburse the Township for the balance due within thirty (30) days from the billing date on the Township cover letter. If the Owner/Developer fails to make payment of the professional services fee balance due within thirty (30) days of the payment due date, no permits shall be issued for the project until the default is cured. The initial fee submitted to the Township shall be \$6,000.00. If the remaining balance should fall below \$3,001.00 during the period of this agreement, the owner/Developer shall immediately submit additional funds to the Township to bring the remaining balance to a minimum amount of \$6,000.00.

I herewith submit professional services fee escrow monies in the amount of \$6,000.00, and agree to pay all Township review fees and costs within thirty (30) days of the date of any Township invoice.

**Signature of Owner/Developer

Date Signed

Address (City, State, Zip Code)

Telephone Number

Tax I.D. # or S.S.N.

Accepted by Lower Macungie Township

Date

**NOTE: The person signing this agreement will be the individual directly accountable for payment of the subject fees. Accordingly, if it is desired to assign this responsibility to another party or firm, said party or the appropriate officer of said firm must execute this document.