

Township of Allen

**SUBDIVISION AND LAND DEVELOPMENT
(APPENDIX D) PLAN APPLICATION AND REVIEW PROCEDURE**

ALLEN TOWNSHIP, NORTHAMPTON COUNTY

- I At least 21 calendar days prior to the meeting of the Township Planning Commission at which initial consideration is desired, the applicant shall submit 12 copies of the Plan (Preliminary, Final, or Minor), together with appropriate escrow and nonrefundable filing or review fees, as applicable, to the Township Secretary. Required copies of accompanying documents shall be as follows:
- A. Twelve paper copies of the complete plan set, signed and notarized by the applicant. All applications must be accompanied by an electronic copy for all plan sheets, reports, studies and/or any correspondence associated with the plan submission of the subdivision or land development plan in a PDF or JPEG or other format accepted by the Township and be delivered to the Township on a CD, USB device or other media format accepted by the Township.
 - B. Six copies of Planning Module (Modules must have their own plan sheets).
 - C. Three copies of Stormwater Management Plan, including all calculations.
 - D. Three copies of Traffic Impact Study, if required.
 - E. Two copies of Pennsylvania Department of Transportation Highway Occupancy Permit Application and Drawings, if required. Submission of the permit application is the responsibility of the applicant.
 - F. Two copies of any other required permits, applications, etc.
 - G. Proof of submission to Lehigh Valley Planning Commission and Northampton County Conservation District, if required.

All revised plans or other documentation shall be resubmitted 14 calendar days prior to the meeting of the Township Planning Commission or Board of Supervisors, to the Township Secretary, in like number except revisions made as a result of a conditional approval by the Board of Supervisors, in which case only six copies of the plan sheet(s) and/or documentation are required.

PLANS WILL NOT BE ACCEPTED FOR REVIEW BY THE TOWNSHIP SECRETARY UNLESS AND UNTIL ALL REQUIRED COPIES ARE PRESENTED AND ALL APPROPRIATE FEES ARE PAID, IN ACCORDANCE WITH MOST CURRENT ESCROW AND NONREFUNDABLE FEE SCHEDULE ESTABLISHED BY THE BOARD OF SUPERVISORS.

- II Copies of plans shall be distributed by the Township Secretary as follows:

- Two copies of the plan sheet(s) plus two copies of all Documentation A through G above to the Township Engineer for review and comment.
- One copy of the plan sheet(s) plus one copy of Documentation A through F above, (additionally Section C, if any portion of the area is in a study area) as applicable, shall be submitted by the applicant directly to the Lehigh Valley Planning Commission, together with the appropriate review fee, for review and comment. Verification of this filing shall immediately be provided to the Township Secretary.
- One copy of the plan sheet(s) plus one copy of Documentation A through F above, as applicable, shall be submitted by the applicant directly to the Northampton County Conservation District along with the appropriate review/filing fee, for review and comment, if required. Verification of this filing shall immediately be provided to the Township Secretary.
- One copy of Planning Module and all related documents to the Township Sewage Enforcement Officer, or to the appropriate Sewer Authority if public sanitary sewers are proposed, and to the appropriate Water Authority/Company if public water.
- One copy of plan sheet(s) plus one copy of documentation required in Section A above to each member of the Planning Commission.
- One copy of plan sheet(s) plus one copy of documentation required in Section A above to each member of the Board of Supervisors.
- If applicable, one copy shall be submitted by the applicant to the appropriate Water Authority/Company and one copy to its Engineer along with the appropriate review/filing fee. Verification of this filing shall immediately be provided to the Township Secretary.

At least one copy of all plans and supporting documentation shall be kept in a file by the Township Secretary for Township records and made available to the Planning Commission and/or Board of Supervisors during the plan review process. Copies of all correspondence relating to the proposal shall also be kept in the file.

III. The Planning Commission shall recommend official action on all plans and communicate such action to the Board of Supervisors in a timely fashion, so as not to jeopardize the proper review of the plan by the Board within the ninety-day review limit, unless said limit is extended by agreement with the applicant. Any extension of review time agreed upon shall be placed in writing, signed by the applicant, and officially accepted at a public meeting of the Board of Supervisors. The Planning Commission shall consider in its review the comments of the Lehigh Valley Planning Commission and other reviewers as may be requested to comment, such as Township Engineer and the Northampton County Conservation District. The Planning Commission may recommend to the Board of Supervisors

that a plan be approved with conditions, and in doing so, shall specifically list such conditions for consideration by the Board.

- IV. The Board of Supervisors shall take official action on all plans after it has received the report and recommendation of the Township Planning Commission and within the ninety-day review limit, as described by the Pennsylvania Municipalities Planning Code (Act 247 of 1968, reenacted as Act 170 of 1988, as amended). The action of the Township with regard to the plan shall be in writing and communicated to the applicant personally or mailed to the applicant at his last known address not later than 15 days following the decision.
- V. The Board of Supervisors may approve a Subdivision or Land Development Plan subject to conditions. When a plan is approved with conditions, the Board shall describe its action and all conditions in writing and communicate them to the applicant via Certified Mail no later than 15 days following the date of the decision. The applicant shall have 10 calendar days from (and not counting) the day of receipt of such decision within which to accept or reject the stated approval with conditions. Failure of the applicant to respond to the Township, in writing, within the ten-day period shall result in automatic rescission of the conditioned approval. Plans approved by the Board with conditions shall not be signed by the Township or released to the applicant for recording until all conditions have been satisfied.
- VI. The Township Secretary shall secure the appropriate signatures of the Township Planning Commission and the Board of Supervisors on at least six copies and two originals of the approved plan sheet(s) to be recorded. Within 90 days following the Developer satisfying all approval conditions or approval by the Board of Supervisors (where no conditions have been established), the Final or Minor Plan shall be recorded by the Township, at the Northampton County Recorder of Deeds Office. At least one copy of all recorded plans will be kept on file at the Township Office. Preliminary Plans shall not be recorded. The Recorder of Deeds shall not accept any plan for recording unless the plan has been officially noted as being reviewed by the Lehigh Valley Planning Commission and approved and signed by the Board of Supervisors.
- VII. The Township Board of Supervisors shall not approve a Final or Minor Plan or consider all approval conditions satisfied.
 - A. Until a review of the plan is completed by the Lehigh Valley Planning Commission or until the expiration of 30 days from the date the plan was forwarded to the County.
 - B. Until all required improvements are either installed in accordance with the Subdivision and Land Development Ordinance or financial security sufficient to cover the costs of the improvements is posted with and accepted by the Township. Security shall be described and regulated in the Subdivision and Land Development Ordinance and by the Pennsylvania Municipalities Planning Code (Act 247 of 1968, reenacted as Act 170 of 1988, as amended).

- C. Until a favorable report from the Department of Environmental Protection is received regarding the applicable Sewage Facilities Module. However, failure of the Department of Environmental Protection to report to the Township within their required review period shall constitute approval of the Planning Module, as submitted.
- D. Until all Township legal, engineering, and other fees necessary to approve plans have been paid in full.