

# Subdivision and Land Development General Information

When considering starting a subdivision or land development project in the Township, it is recommended that you first find out what Zoning District the project will be located in and the requirements for that zoning district. This information can be found in the Zoning Ordinance or the Zoning Officer can help you obtain that information.

Listed below are some additional items to consider before starting a project. This list is specifically for single family residential lots proposed in the Agriculture/Rural Residential (A/RR) district. The A/RR district is the largest in the Township and single-family residential development is the most common type of development proposed. Other types of residential development (attached dwellings, townhouses, etc.) or other types of development (commercial, industrial, etc.) may be subject to other requirements. If you are proposing a land use other than single family residential, you should contact an engineer or surveyor to discuss and prepare your plans. Your engineer or surveyor should be able to discuss the requirements specific to your project and whether or not your project will be able to comply. If you are proposing a single-family residential project in the A/RR district and feel that your project meets the requirements listed below, you should then contact an engineer or surveyor to prepare your plans.

## General Requirements for Single Family Residential projects in the A/RR District:

1. Lots must have a minimum size of one acre after the subdivision is complete.
2. The minimum lot frontage is 140 feet. If creating a flag lot, the pole portion of the lot must be a minimum width of 20 feet and a maximum of 32 feet.
3. If located along a PennDOT road, a highway occupancy permit(s) will be required for the driveway(s).
4. For each proposed lot less than 10 acres that will use on-lot sewage disposal, two passing perc tests will be required.
5. An escrow account will need to be established with the Township for Engineering and Sewage Enforcement review services. Note: it is not uncommon for these services to exceed the escrow amount. You will be billed for any amount in excess of the escrow account. You will receive a statement each time an invoice is charged against your account so you know what your balance is. Each time a plan is submitted to the Township there will be an engineering review fee. The best way to keep costs down is to have your engineer or surveyor submit plans that are as complete as possible in accordance with the Township ordinances.
6. Other fees (if applicable) that will be charged if your plan is approved include:
  - a. Recreation Fee of \$750.00 to 2,000.00 depending on the number of lots created.
  - b. Road Improvement Fee is calculated based on the road frontage of the newly created lot(s).
  - c. Traffic Impact Fee of \$274.00 to \$1,811.00 depending on the location of the project.

This list is not meant to represent all of the items that may be encountered as a project progresses, but rather to offer general guidance for you to make a determination if you wish to pursue the project.

LEHIGH TOWNSHIP  
RESOLUTION 2017-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LEHIGH  
TOWNSHIP ESTABLISHING A SUBDIVISION AND LAND  
DEVELOPMENT SUBMISSION AND REVIEW PROCESS IN  
ACCORDANCE WITH THE PENNSYLVANIA MUNICIPALITIES  
PLANNING CODE AND THE LEHIGH TOWNSHIP SUBDIVISION AND  
LAND DEVELOPMENT ORDINANCE, AS AMENDED.

NOW THEREFORE, be it resolved, and it is hereby resolved, as follows:

1. All plan submissions (land development and/or subdivision) submitted to the Township in accordance with the Pennsylvania Municipalities Planning Code ("MPC") and the Lehigh Township Subdivision and Land Development Ordinance shall be delivered to the Lehigh Township Municipal Offices. Upon receipt of the submission, the Township Administrator shall review the submission and determine whether or not it is complete. In the event the submission is not complete, the Township Administrator will reject the submission and advise the applicant, in writing, as to the deficiencies with the submission.
2. Upon acceptance of the plan submission, the plan will be distributed to the Planning Commission for review in accordance with review deadlines as established in the MPC. The Planning Commission shall specifically itemize each open plan submission on its monthly agenda. Further, the Planning Commission shall indicate on the agenda a deadline for Township review of an action in accordance with the MPC. Nothing herein shall prevent an owner/developer from providing the Township with additional time within which to review a particular submission. (See Item 8)
3. All plan submissions shall be submitted at least twenty-one (21) days prior to the regular monthly Planning Commission meeting. If a plan is submitted at least twenty-one (21) days before a particular meeting, then the developer/owner will receive a review letter from the Township Engineer at the Planning Commission meeting. Changes to the plan made after the submission deadline will be reviewed at a subsequent meeting of the Planning Commission.
4. After a plan has received a conditional preliminary approval from the Planning Commission, the owner/developer shall submit seven (7) revised copies of the Plan to the Township, at least ten (10) days prior to first regularly scheduled monthly meeting of the Board of Supervisors. The applicant and/or their representative shall be present at the Board of Supervisors meeting at which the plan is being reviewed and discussed.

In addition, the Planning Commission shall send a written memo with the conditional approval form to the Board of Supervisors. The memo shall specifically outline the terms of the conditional approval.

5. After the Board of Supervisors has granted a plan preliminary (conditional) approval, the plan shall be submitted back to the Planning Commission for final plan approval. This submission must occur within 12 months from the date of preliminary (conditional) plan approval was issued; otherwise, the conditional approval granted will lapse and the submitted plan may be considered as a new preliminary plan submission
6. After a plan receives final plan approval (conditional or otherwise) from the Planning Commission, the owner/developer will submit seven (7) revised copies of the Plan to the Township, at least ten (10) days prior to first regularly scheduled monthly meeting of the Board of Supervisors. The applicant and/or their representative shall be present at the Board of Supervisors meeting for which the plan is being reviewed and discussed. In addition, the Planning Commission shall send a written memo with the conditional approval form to the Board of Supervisors. The memo shall specifically outline the terms of the conditional approval.
7. Upon receipt of a conditional final plan approval by the Board of Supervisors, the Developer has 12 months to complete the conditions of approval. The developer's/owner's failure to complete the conditions of approval within this time frame will result in a an automatic revocation of the plan approval unless an extension of time is granted by the Board of Supervisors. Applicants requesting an extension of time shall be present at the meeting in which the extension is discussed.
8. After all conditions of a final plan approval have been satisfactorily addressed and approved by the Township Engineer, the applicant shall submit two (2) mylars and six (6) paper prints meeting all conditions of approval to the Township for signatures by the Township Engineer, Planning Commission and Board of Supervisors and subsequent recording of the plan. Plans will not be recorded until all fees have been paid and an improvements agreement and security (when necessary) are in place. Plans not recorded within 90 days shall be deemed a withdrawal of the final plan submission, rendering the approval of the Board of Supervisors null and void, unless an extension of time is granted upon request of the developer (SALDO Section 147-10.D.11).
9. Waivers. All waiver requests from the Township SALDO shall be submitted to the Township with the Plan submission. The Planning Commission shall review the requests and make a recommendation to either approve or deny the waiver requests. Thereafter, the waiver requests shall be presented to the Board of Supervisors at the Board's first monthly meeting (wherein the Board generally reviews subdivision and land development plans). At that meeting, the Board of Supervisors shall either approve, deny or table the waiver requests pending receipt of further information. After the Board either approves or denies the waiver requests, a letter shall be sent to the Planning Commission documenting the Board of Supervisors' action so that the Planning Commission may review the plan in accordance with the Board's official action. The

applicant and/or their representative shall be present at the Planning Commission and Board of Supervisors meeting at which the waivers are being reviewed and discussed.

10. Time Extensions. Applicants requesting extensions of time for the completion of their plans shall submit written requests to the Planning Commission and Board of Supervisors. The written request shall include the length of the time extension being requested, the reason for the extension, and a timeline outlining when the plan is estimated to be complete. The applicant and/or their representative shall be present at the Planning Commission and Board of Supervisors meeting at which the extension is being reviewed and discussed.
11. This Resolution shall repeal any and all Resolutions or parts of Resolutions inconsistent herewith.

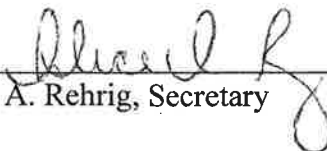
ADOPTED this 27<sup>th</sup> day of June, 2017.

LEHIGH TOWNSHIP

ATTEST:



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Darryl Snover, Chairman



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Alice A. Rehrig, Secretary