

**APPENDIX B
PLAN CHECKLISTS**

LOT CONSOLIDATION CHECKLIST

GENERAL SUBMISSION: DOES THE SUBMISSION INCLUDE:

ORDINANCE SECTION	YES	NO	SUBMISSION:
7.7.A.	_____	_____	A Plan labeled a Preliminary/Final Lot Consolidation Plan for a proposed Lot Consolidation, or Lot Line deletion for purpose of combining two or more lots, containing information in accordance with this section
7.7.B.	_____	_____	Applicant to submit 25 days prior to regularly scheduled Planning Commission Meeting
7.7.B.1(a)	_____	_____	The required application fees as set forth in the Township Fee Schedule
7.7.B.1(b)	_____	_____	Two (2) copies of the Application Form
7.7.B.1(b)	_____	_____	Two (2) copies of the "Plan Checklist" (Appendix B)
7.7.B.1(c)	_____	_____	Fifteen (15) copies of the Plan (Appendix B)
7.7.B.1(c)	_____	_____	Two (2) copies of the Supporting Documents (Appendix B)
	_____	_____	All sheets submitted shall be folded so that the title of each plan appears in upper or lower right hand corner of sheet
7.7.B.2	_____	_____	Plans to be reviewed for completeness, distributed and reviewed for approval as described and required, except that the plan shall only be distributed to the Planning and Zoning Officer, Planning Commission and County Planning Commission for review. Township Ordinance or State/Federal Regulation requires review by outside agency. Upon review of plans the applicant may require submittal of additional information as required in this Section.

SPECIFIC PLAN REQUIREMENTS:

DRAFTING STANDARDS: DOES THE PLAN INCLUDE:

7.7.C.1.	_____	_____	Plan drawing at a minimum size of 8-1/2" x 11" and Deed Description
7.7.C.1.	_____	_____	A scale not less than 1" = 50'
7.7.C.1.	_____	_____	Dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds
7.7.C.1.	_____	_____	Sheets numbered and showing their relationship to the total number of sheets
7.7.C.1.	_____	_____	An adequate legend indicating clearly which features are existing and which are proposed
7.7.C.1.	_____	_____	Revisions noted, if Plan is a revision of previously approved Plan
7.7.C.1.	_____	_____	A boundary line shown as a solid heavy line

GENERAL INFORMATION: DOES THE PLAN HAVE:

7.7.C.2(a)	_____	_____	Name and location of the Plan
7.7.C.2(b)	_____	_____	NAMES AND ADDRESSES OF EVERY:
7.7.C.2(b) (i)	_____	_____	Landowner, legal and equitable, if any
7.7.C.2(b) (ii)	_____	_____	Applicant

ORDINANCE SECTION

YES

NO

7.7.C.2(b) (iii)	_____	_____	Developer
7.7.C.2(b) (iv)	_____	_____	Corporate Officers
7.7.C.2(c)	_____	_____	Owner's Statement of Intent (Appendix C)
7.7.C.2(c)(i)	_____	_____	Landowner shall acknowledge said Statement of Intent before Officer authorized to take acknowledgements
7.7.C.2(c)(ii)	_____	_____	The seal of a notary public or other qualified officer shall be impressed to the plan acknowledging the landowners Statement of Intent
7.7.C.2(d)	_____	_____	Name, address, signature, seal and certification of the Plan Preparer and Professional Land Surveyor as described and required in this section (see Professional Engineers and Land Surveyor's Statements in Appendix C)
7.7.C.2(e)	_____	_____	Review/Approval/Recording Signature Blocks (Appendix C)
7.7.C.2(e) (i)	_____	_____	Township Planning Commission
7.7.C.2(e) (ii)	_____	_____	County Planning Commission
7.7.C.2(e) (iii)	_____	_____	Lehigh County Recorder of Deeds
7.7.C.2(f)	_____	_____	North Arrow
7.7.C.2(g)	_____	_____	Graphic and written scale
7.7.C.2(h)	_____	_____	Date of Plan and any revision dates
7.7.C.2(i)	_____	_____	Deed book, volume and page as entered by the County Recorderd of Deeds referencing latest source of title to the land being consolidated (with a copy of most recent Deed included with submission
7.7.C.2(j)	_____	_____	Tax Map parcel number, block and lot number for tracts being consolidated

ZONING REQUIREMENTS: DOES THE PLAN INCLUDE: The following Zoning Information:

7.7.C.2(k) (i)	_____	_____	Applicable Zoning District
7.7.C.2(k) (ii)	_____	_____	Lot size and yard requirements
7.7.C.2(k) (iii)	_____	_____	Building setback lines
7.7.C.2(k) (iv)	_____	_____	Zoning Variances, including description and date of action

BOUNDARY LINES OF TRACT: DOES THE PLAN SHOW:

7.7.C.3	_____	_____	Boundary lines of area being consolidated
7.7.C.3(a)	_____	_____	Closure error not to exceed one (1) in 10,000 shall be determined by accurate field survery
7.7.C.3(b)	_____	_____	Any plans with a residual tract shall be considered a Re-subdivision and shall meet requirements of sections as noted

PROPOSED LAYOUT: DOES THE PLAN SHOW:

7.7.B.4(a)	_____	_____	Total acreage of tract
7.7.B.4(b)	_____	_____	Proposed lot layout, identification number and total number of lots
7.7.B.4(c)	_____	_____	Lot width, depth and area
7.7.B.4(d)	_____	_____	Rights-of-way, restrictive covenants and easements for drainage, utilities and other purposes which might affect development
7.7.B.5(a)	_____	_____	Deed Restrictions and a Note on the Plan regarding Deed Restrictions

**ORDINANCE
SECTION**

YES

NO

7.7.B.5(b)

The letter "R" (signifying a Restriction on the lot) placed in the lower left hand corner of each individual lot in the Plan encumbered by any Deed Restriction or Covenant

7.7.B.6.

Names and addresses of surrounding property owners within three hundred feet (300') of the subject site

APPLICANT:

Name (print): _____ Phone No.: _____

Address: _____

E-Mail: _____ Fax No.: _____

Signature: _____ Date: _____

NOTE: THE TOWNSHIP MAY REQUIRE THE SUBMISSION OF ADDITIONAL COPIES OF THE PLAN AND OTHER INFORMATION.



INSTRUCTIONS FOR RECORDING PLANS

1. Take the mylar and at least one paper print to the Lehigh Valley Planning Commission (LVPC) for their signature. As of April 20, 2005, the LVPC will retain one fully signed paper print for their files. They will no longer make their copy from the mylar. The LVPC is located south of the Lehigh Valley International Airport at 961 Marcon Boulevard, being the southwest corner of the Postal Road and Marcon Boulevard intersection. The LVPC office is on the 3rd floor, Suite 310, (610-264-4544).
2. According to the Lehigh County Recorder of Deeds Office, all Subdivision, Development and Condo Maps will be scanned and will no longer accept "courthouse mounts". A paper copy of the original map will be required, and the width shall be no more than 40 inches (40"). Please call the Recorder of Deeds Office should you have any questions on plan recording at 610-782-3167.
3. After the plan is recorded, submit the following to the Salisbury Township Planning Office:
 - a. Recorder's Receipt from the Lehigh County Recorder of Deeds Office
 - b. Three (3) prints of the executed final approved plan
 - c. The executed Mylar