

LOWER MT. BETHEL TOWNSHIP

ZONING OFFICE

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SUBDIVISION, LAND DEVELOPMENT & ZONING PLAN SUBMISSION PROCEDURES AND POLICY

1. All applications to the Lower Mt. Bethel Township Planning Commission shall be made in writing on the Subdivision, Land Development & Zoning Site Plan Application form and shall be in accordance with the Subdivision and Land Development Ordinance. The completed application, with all required fees and the required site plans and other required supplemental information, shall be submitted **30 days prior** to the next scheduled Planning Commission meeting. The Planning Commission usually meets on the last Monday of the month. It is the responsibility of the applicant to ensure that a Township official accepts the application.
2. Only a landowner or designated agent with written permission from the landowner shall file an application.
3. Please refer to the Township Fee schedule for the proper submission and calculation of fees.
4. An incomplete application that does not provide sufficient information to determine compliance with the Subdivision and Land Development Ordinance (SALDO) as amended may be officially refused.
5. A minimum of fifteen (16) complete copies of the proposed site plan satisfying the requirements of the Subdivision and Land Development Ordinance and Site Plan requirements of the Lower Mt. Bethel Township Zoning Ordinance shall be submitted.
6. All required submissions to outside agencies must be completed as stated in the SALDO.
7. The Township Engineer and Zoning Officer will report in writing to the Planning Commission and the Board of Supervisors stating whether the proposal, site plan and supplemental information complies with the SALDO as amended and all Lower Mt. Bethel Township Zoning Ordinances.
8. Should the Planning Commission recommend the plan for final approval, the applicant must request in writing to be placed on the Board of Supervisors agenda. The Township Secretary must receive this letter at least **five (5) days prior** to the supervisors meeting. This review of subdivision and land development plans will only take place at the Board of Supervisors meeting on the second Wednesday of the month. All final outside agency approvals (PA DOT, DEP, etc), deeds of dedication (easements, road right-of-way, etc.) to the township, sewer modules, any improvement agreements and recommendations for final plan approval letters from the Zoning Officer and Township Engineer must be secured by the applicant before the Board of Supervisors will grant final plan approval.
9. All SALDO waivers must be made in writing on the application form. The Board of Supervisors until first reviewed by the Planning Commission will not entertain waivers. Waivers not shown on the application form may be grounds for the Planning Commission to table a submitted plan to allow time to examine the consequences of recommending approval of the waivers to the Board of Supervisors.
10. All review deadline dates start at the time of the first planning commission meeting date and not the actual submission date.

11. The applicant has 90 days to record the final plan after the Board of Supervisor's approval and satisfaction of all imposed conditions by the Board of Supervisors. Failure to abide by this requirement shall lead to the plan being officially withdrawn and ruled void.
12. Two (2) mylars and one paper print of each sheet must be submitted for recording. **The applicant will record plans or someone duly authorized by the applicant.** Please be aware that recording of a plan may take up to two weeks, depending on availability of signers and Northampton County plans recording requirements.
13. All required recreation/open space subdivision and land developments fees must be paid to the township before recording of the plan, unless the Board of Supervisors has approved other arrangements. All other outstanding fees and engineering and or legal invoices must also be paid prior to recording of the final plan.
15. The applicant should note that submission deadlines are strictly adhered to in order to allow township staff, board members, and consultant's ample time to review the submitted application. Any plan submitted after a deadline would be re- scheduled to the next regularly scheduled meeting.