

**APPENDIX C**  
**PRELIMINARY PLAN CHECKLIST**

**APPENDIX C**

**PRELIMINARY PLAN CHECKLIST**

PRELIMINARY PLAN REQUIREMENTS: All of the following information and materials listed in this section are required parts of preliminary plans for any land development and any subdivision.

The Applicant shall submit completed copies of this section as part of the application.

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Daytime Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preparer of Application: \_\_\_\_\_

- Place checkmarks in the appropriate columns below, except: 1) insert "NA" in the "Not Submitted" column if not applicable and 2) insert "W" in the "Not Submitted" column if a waiver is requested from the requirement.

A. GENERAL SUBMISSION ITEMS: (Note – the Township may require the submission of additional numbers of copies)

SUBMITTED	NOT SUBMITTED	
_____	_____	1. Township Application Fee
_____	_____	2. Township Escrow Fee
_____	_____	3. 1 copy of the completed Application
_____	_____	4. 4 copies of the Preliminary Plan Checklist (using the copies of the pages in this Section)
_____	_____	5. 17 print copies of the complete Preliminary Plans
_____	_____	6. 5 sets of Supporting Documents if applicable
_____	_____	7. Copy of the Lehigh Valley Planning Commission (LVPC) Application Form showing that the Applicant provided a copy of the plan to the LVPC

SUBMITTED

NOT  
SUBMITTED

		8. Two (2) reduced scale copies of the proposed layout plan at a size of 8½" x 14"
--	--	--

B. DRAFTING REQUIREMENTS: All information shall be legibly and accurately presented.

		1. Plans prepared on a standard size sheet (18" x 24", 24" x 36", 30" x 42"). All copies of plans should be folded in such a manner that the title of the sheet faces out, except exceptionally large and thick sets of plans may be rolled.
--	--	--

		2. Plans drawn to scale of 1 inch = 50 feet or other scale pre-approved by the Township Engineer or designated municipal official.
--	--	--

		3. All dimensions set in feet and hundredths thereof, and bearings in degrees, minutes and seconds.
--	--	---

		4. Differentiation between existing and proposed features with a corresponding plan legend.
--	--	---

		5. Boundary line of the tract, shown as a heavy boundary line with metes and bounds shown.
--	--	--

		6. If layout plans involve 2 or more sheets, a map of the layout of the entire project at an appropriate scale on one sheet, and a key map showing how the streets connect.
--	--	---

		7. If the tract(s) crosses a municipal boundary, a map showing both the portions in Lower Nazareth Township and the other municipality, in sufficient detail for the Township to determine how the parts will interrelate, including the boundary line or lines between such municipalities.
--	--	--

		8. Required profiles shown at a scale of 1" = 50' horizontal and 1" = 5' vertical, or other scale preapproved by the Township Engineer.
--	--	---

		9. All sheets numbered and listed on one page.
--	--	--

SUBMITTED

NOT  
SUBMITTED

- |  |  |  |
|--|--|--|
|  |  | 10. Words "Preliminary Plan" and sheet title (such as "Layout Plan") on each sheet.                  |
|  |  | 11. Indicate type of plan (i.e. "Minor Subdivision", "Major Subdivision", "Land Development", etc.). |
|  |  | 12. All required signature blocks (see Appendix B).  |

C. GENERAL INFORMATION:

- |  |  |  |
|--|--|--|
|  |  | 1. Name of project on each sheet.  |
|  |  | 2. Name of landowner and/or developer (with address and telephone number).   |
|  |  | 3. Names and Deed Book references and tax parcel information of abutting property owners, with abutting lot lines.   |
|  |  | 4. Lot lines of adjacent lots, and approximate locations of any buildings, common open spaces, detention basins or drainage facilities existing or approved within 200 feet of the boundaries of the proposed project.   |
|  |  | 5. Existing and proposed wells, existing primary and alternate septic systems on adjacent and proposed lots.   |
|  |  | 6. Notarized Owners Statement (see Appendix B).  |
|  |  | 7. Professional Surveyor's statement: (see Appendix B).  |
|  |  | 8. Professional Engineer's statement, if applicable (see Appendix B).  |
|  |  | 9. Location map showing relation of site to adjoining properties, subdivisions and streets within 1,000 feet, including designated names, Township or State route numbers for all streets, villages and subdivisions within such area of the site. The scale shall be 1" = 1,000'. |

SUBMITTED	NOT SUBMITTED	
_____	_____	10. A north arrow shall be located on all plan sheets. The location map shall have its own north arrow, with the orientation of the north arrow for the location map and each sheet submitted for review the same.
_____	_____	11. Written and graphic scales (including scale of location map).
_____	_____	12. Site boundaries with names of landowners of all contiguous properties and/or developments with Deed Book reference or Plan Book volume reference of recorded subdivision. For the purpose of this item, "contiguous" shall also include properties separated from the site boundary by a street, road or other right-of-way.
_____	_____	13. Total acreage of the site.
_____	_____	14. Name, address, seal and license number of the engineer or land surveyor responsible for the plan.
_____	_____	15. Date of plan and revision block.
_____	_____	16. Deed Book volume and page number from County records.
_____	_____	17. Tax map, block and lot numbers for the tract being subdivided.
_____	_____	18. A statement on the plan of proposed principal uses that are intended for each lot (if non-residential).
_____	_____	19. A development scheme for residual land, if any.
_____	_____	20. Drainage Covenants.

D. NATURAL FEATURES:

_____	_____	1. Existing contour lines shown at the same scale as the layout plan, as follows: <ul style="list-style-type: none"> <li>a. shall be based on a field survey or photogrammetric procedure that was completed at</li> </ul>
-------	-------	--

SUBMITTED

NOT  
SUBMITTED

a scale of 1" = 100' or larger. Contours shall be based upon U.S.G.S. datum, with an established bench mark.

b. the contour interval shall be sufficient to determine compliance with Township ordinances. An interval of 2 feet for slopes of 3% or greater and 1 foot for slopes less than 3%.

- |       |       |    |  |
|-------|-------|----|--|
| _____ | _____ | 2. | Identification of any slopes of 15 to 25%, and greater than 25% by shading respective areas on the plan.   |
| _____ | _____ | 3. | Watercourses (with name if known), natural springs, lakes, wetlands and ponds.<br><br>a. Detailed delineation by a professional qualified in wetlands delineation is required with a metes and bounds description and shall be dimensioned from lot lines. All wetland mitigation areas shall be shown.                  |
| _____ | _____ | 4. | Rock Outcrops, soil piles, closed depressions, and observed sinkholes.   |
| _____ | _____ | 5. | Location of any areas within the 100 year floodplain (with differentiation between floodway and floodfringe if available from official Federal floodplain maps).   |
| _____ | _____ | 6. | Approximate locations and abbreviated names of soil types, according to the Northampton County Soil Survey (or more detailed professional study) with identification of those that are alluvial or hydric and have a depth to bedrock of less than 3 feet. If such soils do not exist, that shall be stated on the Plan. |
| _____ | _____ | 7. | Wooded areas and notable trees.  |

NOTE: Show natural and man made features in D and E that are present within 200 feet of the site boundaries.

E. MAN-MADE FEATURES: (with existing features graphically differentiated from proposed features)

SUBMITTED	NOT SUBMITTED	
_____	_____	1. Existing and proposed lot lines
		a. The boundaries of lots (other than a residual lot of greater than 10 acres) shall be determined by accurate field survey, closed with an error not to exceed 1 in 10,000 and balanced.
		b. The boundaries of any residual tract which is 10 acres or more may be determined by deed.
_____	_____	2. Location of existing and proposed property monuments and markers.
_____	_____	3. Sufficient measurements of all lots, streets, rights-of-way, easements and community or public areas to accurately and completely reproduce each and every course on the ground.
_____	_____	4. Buildings estimated to be 50 years or older that could be impacted by the project, with name and description.
_____	_____	5. Existing and proposed utilities or utility easements and restrictive covenants and easements which might affect development (stating which easements and/or rights-of-way are proposed for dedication to the municipality).
_____	_____	6. Existing and proposed building locations.
_____	_____	7. Streetlights, sidewalks, and curbing.
_____	_____	8. Existing and proposed drainage structures, pipes, culverts and bridges.

F. ZONING REQUIREMENTS: (Refer to the most recent Zoning Ordinance for additional requirements)

_____	_____	1. Applicable zoning district and required minimum lot area.
_____	_____	2. Minimum setback requirements shown for each lot.

SUBMITTED

NOT  
SUBMITTED

- |  |  |    |   |
|--|--|----|---|
|  |  | 3. | Area and location of any proposed common open space.  |
|  |  | 4. | If any common open space proposed: method of ownership and entity proposed to be responsible for maintenance.   |
|  |  | 5. | If any common open space proposed: description of intended purpose, proposed improvements (such as rough grading) and any proposed recreation facilities. |
|  |  | 6. | Statement of type of water and sewer service proposed (such as "public water and public sewer").  |
|  |  | 7. | Required and proposed building coverage and impervious coverage.  |
|  |  | 8. | Compliance with the site plan requirements of the Zoning Ordinance.   |

G. PROPOSED LAYOUT:

- |  |  |    |   |
|--|--|----|---|
|  |  | 1. | Total acreage of site and total proposed number of lots and dwelling units.   |
|  |  | 2. | Lot numbers for each parcel (and for each building if more than 1 building per lot).  |
|  |  | 3. | Proposed density (in units per acre) for residential developments.  |
|  |  | 4. | Dimensions of each lot in feet and hundredths.  |
|  |  | 5. | Proposed and existing rights-of-way and cartway widths and locations of existing and proposed streets, including streets within 200 feet of tract boundaries. |
|  |  | 6. | Street centerline information bearings and distances.   |
|  |  | 7. | Horizontal curve data including radius, tangent distance, arc length, delta angle, chord bearing and distance. Such information may be listed in a table,     |



SUBMITTED

NOT  
SUBMITTED

using reference numbers on a plan, provided that sufficient information is provided along each course (such as radius and arc length) such that each course can be reproduced in the field.

- |       |       |     |   |
|-------|-------|-----|---|
| _____ | _____ | 8.  | Typical street cross sections. Typical cross section of widening of existing roads or streets.  |
| _____ | _____ | 9.  | Right-of-way and curb lines with horizontal curve radii at intersections.   |
| _____ | _____ | 10. | Beginning and end of proposed street construction.  |
| _____ | _____ | 11. | Street improvements proposed by the Applicant, including any acceleration/deceleration lanes, traffic signal(s) , street realignment or widening of abutting streets. |
| _____ | _____ | 12. | Any proposed curbing.   |
| _____ | _____ | 13. | Any proposed sidewalks with proposed handicapped ramps at intersections.  |
| _____ | _____ | 14. | Any proposed bicycle paths.   |
| _____ | _____ | 15. | Names of existing streets and proposed names of new streets.  |
| _____ | _____ | 16. | Designation which streets are proposed to dedicated to the Township or to remain private.   |
| _____ | _____ | 17. | Evidence that a PennDOT Highway Occupancy Permit has been applied for or approved for any upgrade or new street or driveway entrance on to a State road.              |
| _____ | _____ | 18. | Sight distance triangles meeting applicable requirements.   |
| _____ | _____ | 19. | Any off-site Improvements.  |

H. UTILITY PLAN:

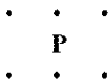
SUBMITTED                      NOT  
SUBMITTED

\_\_\_\_\_

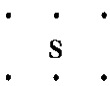
1. Symbols. As applicable, the following existing and proposed items for each lot, using the following symbols (or other symbols preapproved by the Township staff).



Well (if not connected to central water system) with required separation distance shown from septic drain fields, and with dimensions from lot lines.



Primary drain field (with dimensions from lot lines, and with depth of limiting zone and average percolation rate stated on plan).



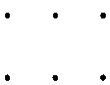
Secondary drain field - shall be perc tested, and dimensioned from lot lines.



Suitable soil probe location, with depth to limiting zone.



Unsuitable soil probe location, with depth to limiting zone.



Suitable percolation test locations (2 sites required meeting DEP requirements), with average percolation rate.

Unsuitable percolation test location(s)-if any.

Type of approved septic systems.

SS	ESM	OS
STANDARD	SAND	OTHER
SYSTEM	MOUND	SYSTEM

\_\_\_\_\_

2. If on-lot sewage disposal service is proposed: (see also "P. Supporting Documents and Additional Information").

a. existing and proposed contour lines on same sheet as utility layout.

b. location of existing and proposed wells within 100 feet of boundaries of the project.

\_\_\_\_\_

SUBMITTED

NOT  
SUBMITTED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- c. proposed or typical location of dwelling/building and driveway or earth moving activities.
- d. soils mapping (see County Soil Survey).
- e. exact slope across primary and secondary sewage system sites.
- f. type of approved septic system (in-ground, sand mound, etc.).

3. If public or central sewage service is proposed:

- a. name of provider permitted under Sewage Facilities Plan and adopted by Township.
- b. existing and proposed contour lines on same sheet as utility layout.
- c. location, size, type and grade of mains and laterals, with locations corresponding to stationing on the profile.
- d. locations of manholes, with invert elevation of flow line and grade at top of each manhole.
- e. detailed construction plan drawings of proposed facilities and appurtenances.
- f. proposed lot lines and any proposed easements or rights-of-way needed for the utilities.
- g. location of all other existing facilities and public utilities in the vicinity of sanitary sewer lines.

4. If public or central water service is proposed:

- a. location and size of existing and proposed waterlines.
- b. existing and proposed fire hydrant locations.

- c. detailed construction plan drawings of proposed facilities and appurtenances.

SUBMITTED	NOT SUBMITTED
-----------	------------------

- |  |  |  |
|--|--|--|
|  |  | d. distance that water lines will have to be extended.   |
|  |  | e. any other appurtenances.  |
|  |  | 5. Any existing and proposed underground natural gas, electrical, telephone, cable TV or other utility lines, with any easements shown that will affect development. |

I. GRADING AND STORMWATER MANAGEMENT PLAN:

- |  |  |  |
|--|--|--|
|  |  | 1. Existing and proposed storm drainage facilities or structures, including but not limited to detention basins, swales, pipes, culverts, inlets, etc. |
|  |  | 2. Capacity, depth, dimensions and locations of detention basins.  |
|  |  | 3. Detailed construction plan drawings of proposed facilities and appurtenances.   |
|  |  | 4. Pre-development and post-development watershed areas shown on the Plan.   |
|  |  | 5. Locations of any proposed or existing stormwater easements.   |
|  |  | 6. Intended design year standards for culverts, bridge structures and/or other stormwater facilities.  |
|  |  | 7. Schematic location of all underground utilities.  |
|  |  | 8. Entity responsible to maintain/own any detention basins or other appurtenances.   |
|  |  | 9. Stormwater Management Report  |
|  |  | 10. Contour Grading Plan   |
|  |  | 11. All stormwater management covenants.   |

J. FOR USES OTHER THAN RESIDENTIAL SINGLE FAMILY DETACHED OR TWIN DWELLINGS:

SUBMITTED	NOT SUBMITTED	
_____	_____	1. For multi-family dwellings, evidence that the project meets the density requirements of the Zoning Ordinance.
_____	_____	2. Evidence that the project will meet the offstreet parking requirements of the Zoning Ordinance.
_____	_____	3. Arrangement of off-street parking spaces, parking aisles, off-street loading areas and extent of areas to be covered by gravel or asphalt.
_____	_____	4. For townhouses, any proposed methods to ensure privacy between outdoor semi-private area (such as fences or walls or plantings between rear yards).
_____	_____	5. Illustrative sketches of exteriors or proposed buildings (encouraged but not required).
_____	_____	6. Number, area, height, illumination (if any) and location of proposed signs.
_____	_____	7. Major types, heights and locations of outdoor lighting.
_____	_____	8. Location of any proposed outdoor storage areas.
_____	_____	9. Note stating total square feet of paved area, including gravel areas.

K. LANDSCAPE PLAN:

_____	_____	1. Locations of treelines and existing forested areas.
_____	_____	2. Locations of individual trees of greater than 6 inches caliper, other than trees within forested areas and treelines (not required for areas that will not be affected by the proposed plan, if so noted on the plan).
_____	_____	3. Any proposed evergreen screening, buffer yards or earthen berming (if required by Zoning Ordinance).

SUBMITTED

NOT  
SUBMITTED

- |  |  |    |  |
|--|--|----|--|
|  |  | 4. | Areas of existing mature woods that are proposed to be protected and preserved or removed. (See Zoning Ordinance for tree preservation). |
|  |  | 5. | General types, sizes and locations of any required street trees, parking lot landscaping and any other major proposed landscaping.       |
|  |  | 6. | Any proposed fencing (including height and type) and/or landscaping around stormwater basins.  |

L. EROSION AND SEDIMENTATION PLAN:

- |  |  |    |   |
|--|--|----|---|
|  |  | 1. | Drawing showing location and types or proposed erosion and sedimentation control measures, complying with the regulations and standards of the County Conservation District and DEP. (Also applies to off-site earthmoving operations). |
|  |  | 2. | Narrative describing proposed soil erosion and sedimentation control methods.   |
|  |  | 3. | Proposed construction sequence.   |
|  |  | 4. | Erosion and Sedimentation Control Plan must match grading and stormwater plans for proposed earthwork.  |

M. ROAD PLAN-PROFILES:

- |  |  |    |  |
|--|--|----|--|
|  |  | 1. | Profile of existing and proposed ground surface along centerline of street. Plan view of street with stationing and horizontal curve data shall be included on profile drawings. |
|  |  | 2. | Proposed centerline grade on tangents and elevations at 50 feet intervals.   |
|  |  | 3. | All vertical curve data including length, elevations and minimum sight distance.   |
|  |  | 4. | Street cross-section(s) if required by the Township Engineer/Consultant.   |
|  |  | 5. | Curb grade information (if applicable).  |

N. SANITARY SEWER AND STORM DRAIN PLAN-PROFILES: (with profile drawings on same sheet as plan drawings)

SUBMITTED	NOT SUBMITTED	
_____	_____	1. Profile of proposed ground surface and with elevations at top of manholes or inlets.
_____	_____	2. Profiles of storm sewer and sanitary sewer lines, with corresponding stationing.
_____	_____	3. All line crossings of other utilities.
_____	_____	4. Slope, size, type and length of pipes.
_____	_____	5. Invert elevation and top of grate or manhole elevation. (Plan view)
_____	_____	6. Number or letter designation for inlets, manholes and junction boxes.
_____	_____	7. Headwalls, endwalls, energy dissipators and/or any other appurtenances.

O. CONSTRUCTION DETAILS:

_____	_____	1. Detailed construction plan and cross-sectional drawings of proposed facilities and appurtenances.
-------	-------	--

P. LIGHTING PLAN: See Zoning Ordinance requirements (Section 511, latest edition).

Q. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION:

_____	_____	1. Residual Lands Sketch. If the submitted plans do not include all undeveloped or partially developed adjacent or abutting lands owned by the same landowner or under control of the same developer (or closely related entities), then a sketch shall be submitted showing a potential development scheme for such land holdings consistent with applicable township ordinances. Such sketch shall demonstrate that the proposed subdivision provides for the orderly development of any residual lands and/or does not adversely affect the potential development of residual lands.
-------	-------	---

SUBMITTED

NOT  
SUBMITTED

- |       |       |    |  |
|-------|-------|----|--|
| _____ | _____ | 2. | Sewage Module. If applicable, 5 copies of the DEP Sewage Planning Module application and supporting information as completed by the Applicant, together with the evidence that the application has been forwarded to the proper review agencies.   |
| _____ | _____ | 3. | Public or Central Water. If public or central water service is proposed by an existing water company or authority, the Applicant shall provide a letter from such water company or authority which states that the company or authority expects to be able to adequately serve the development, that the proposed water system is generally acceptable and that references standard conditions or specifications required by the company or authority for the provision of services. |
| _____ | _____ | 4. | On-Lot Wells. When water service to the proposed subdivision is to be provided by an on-lot well, the developer shall submit two (2) copies of a letter from the applicable Water Authority that service to the site is not feasible.  |
| _____ | _____ | 5. | Public Sewage. If service is proposed by a sewage authority, the developer shall submit a copy of a letter from the authority which states that the authority can adequately serve the subdivision, that the proposed sanitary sewage system conditions or specifications required by the authority for connection to the system.  |
| _____ | _____ | 6. | Non-public Sewage. If service is proposed by a central sewage system that is not publicly-owned, the developer shall provide sufficient information to show that the proposed system would be feasible, within DEP regulations and maintained and operated by an acceptable entity.  |
| _____ | _____ | 7. | Traffic Impact Analysis and Report (if applicable).  |
| _____ | _____ | 8. | State Highway Occupancy Permits. Access to State Highway shall be authorized by a Highway occupancy Permit required pursuant to State Highway Law (36 P.S. 670-420, as amended) before driveway access to a State Highway is permitted.  |



SUBMITTED

NOT  
SUBMITTED

- |       |       |     |   |
|-------|-------|-----|---|
| _____ | _____ | 9.  | Floodplain. If the project would include any area within the 100 year floodplain or any watercourse, a statement from the Zoning Officer indicating that the proposed subdivision or land development would be in compliance with the Floodplain regulations of the Township.   |
| _____ | _____ | 10. | A statement describing the nature of the landowner's and the developer's involvement in the proposed development, and the name of the primary partners or chief officers of any corporate developer.  |
| _____ | _____ | 11. | Date and reference of any decisions of the Zoning Hearing Board or Supervisors that are relevant to the proposal.   |
| _____ | _____ | 12. | For industrial operations or industrial storage: A written description of the proposed use in sufficient detail to indicate a) any noise, glare, smoke and fumes nuisances, b) to allow a general determination of possible fire, explosive, toxic, genetic, public health or other hazards and c) to estimate the amount, direction and times of any shipment/delivery traffic that is expected. |
| _____ | _____ | 13. | If to be served by on-lot septic service, a copy of septic percolation test and soil probe results.   |
| _____ | _____ | 14. | Deed Book Volume and Page reference of the existing deed of the property(ies).  |