

APPLICATION for SUBDIVISION or LAND DEVELOPMENT

Reading Township, Adams County, Pennsylvania

File Number _____

Plan Type: Subdivision Land Development

Subdivision or Development Name: _____

Location of Subdivision or Development: _____

Permanent Parcel Number (Deed Reference Number): _____

Existing Zoning: _____ Existing Use: _____

Total Acreage: _____ Number of Lots: _____

Sewage System: _____

Plan Submitted:

() Sketch () Preliminary () Final

Developer or Owner's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Registered Engineer or Surveyor's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell or Other Phone: _____

Supplementary Information Submitted With Application:

- Sanitary Sewage Facilities Planning Module
 - Stormwater Management Plan
 - Erosion and Sediment Control Plan
 - Groundwater Feasibility Study
 - Other (Please Specify): _____
-

Owner's Certification:

I hereby attest that the information on this form, to the best of my knowledge, is true and accurate. Furthermore, I hereby grant permission for members of the Reading Township Planning Commission / Supervisors or appropriate designated representatives to enter the subject property for the purpose of reviewing information relative to this application.

Applicant's Name: _____ Title: _____

Applicant's Signature: _____ Date: _____

Application Accepted By:

Name: _____ Title: _____

Signature: _____ Date: _____

For Office Use Only

Date/Time Application Filed: _____, 20____ at _____ AM / PM

Application Fee (per Township Fee Schedule): Administrative: \$ _____

Engineering/Legal \$ _____

(Ordinance #2019-01) Recreation Fee \$ _____

Total Fee \$ _____ Date Paid: _____ Check No. (if applicable) _____

Date of Planning Commission Meeting for Plan Review: ____ / ____ / ____

ADAMS COUNTY OFFICE OF PLANNING & DEVELOPMENT

MUNICIPAL REQUEST FOR REVIEW

SUBDIVISION / LAND DEVELOPMENT PLANS, & OTHER DOCUMENTS FOR REVIEW
PURSUANT TO ACT 247, THE PENNSYLVANIA MUNICIPALITIES PLANNING CODE

To be filled out by designated Township or Borough official. If information is not available indicate with an N/A.

MUNICIPAL INFORMATION

Tentative meeting dates when proposal may be discussed: _____

Municipality Submission Date

Planning Commission: _____

Official Accepting Plan

Governing Body: _____

Official's Signature

Other Meetings (Zoning Board, etc.): _____

APPLICATION INFORMATION

Title of the Plan or Document: _____

Name of Applicant(s): _____

Applicant Address: _____

Phone Number: _____ Email Address: _____

Type of Review Requested (# of days County has to make comments, per MPC):

_____ Subdivision Plan (30 days)	_____ Land Development Plan (30)
_____ Municipal Zoning Ordinance (45)	_____ Municipal SALD Ordinance (45)
_____ Ordinance Amendment (30)	_____ Municipal Comprehensive Plan (45)
_____ Compliance w/ County Zoning Ordinance	_____ Other, Specify: _____

Subdivision/ Land Development Plan Type:

_____ Concept/ Sketch _____ Preliminary _____ Prelim/ Final _____ Final

Additional Information: _____

Please return this application and a copy of the plan and/or document to:

Adams County Office of Planning & Development
670 Old Harrisburg Road, Suite 100
Gettysburg, PA 17325

Telephone: (717) 337-9824
Fax: (717) 334-0786
Business Hours: 8:00 A.M. – 4:30 P.M.

For ACOPD Use

Amt Pd: \$ _____ Check #: _____ Fee Verified: _____ Log-In Date: _____
Initials

Receipt of Complete Application Sent: _____ File #: _____

Notes: _____

PDF of Review Letter Created (Date): _____ Date Review Letter Sent: _____

ADAMS COUNTY OFFICE OF PLANNING & DEVELOPMENT

Fee Schedule

SUBDIVISION & RESIDENTIAL LAND DEVELOPMENT PLANS

Includes all types of subdivision plans, lot additions, lot consolidations, and residential land development plans. Revised plan submissions with additional dwelling lots or units will only be charged the per lot or unit fee.

Total Number of Lots or Dwelling Units	General Fee	Fee for Each Lot or Dwelling Unit
Lot Addition/Consolidation	\$100	\$0
2 – 25	\$100	\$15
26 – 99	\$125	\$20
100+	\$200	\$25

NON-RESIDENTIAL LAND DEVELOPMENT PLANS

General Fee	
\$200 Plus	
Gross Building Footprint	Per 1,000 Sq. ft.
0 – 50,000 ft ²	\$8
50,001+ ft ²	\$12

Non-residential land development plans that also propose the subdivision of lots will be charged the non-residential land development fee based on square footage, plus the fee for each lot (see subdivision & residential land development plan chart). Non-residential plans which do not propose new building area will only be charged the general fee. Revised plan submissions with additional building footprint will only be charged for the additional area.

FINAL PLAN REVIEW

Plans initially submitted as a final plan will be charged in accordance with the charts above. Final plans reviewed after a municipality has granted preliminary plan approval and the preliminary plan has been reviewed by ACOPD are subject to the following fee (ex. phased final plan submissions).

General Fee
\$100

If a final plan submission has additional dwelling lots/units or building area, the fee for the additional lots/ units or area will be added to the above general fee.

PLANNING MODULE

# of EDUs	General Fee
1 - 2	\$50
3 - 9	\$100
10+	\$150

READING TOWNSHIP

50 Church Road

East Berlin, PA 17316

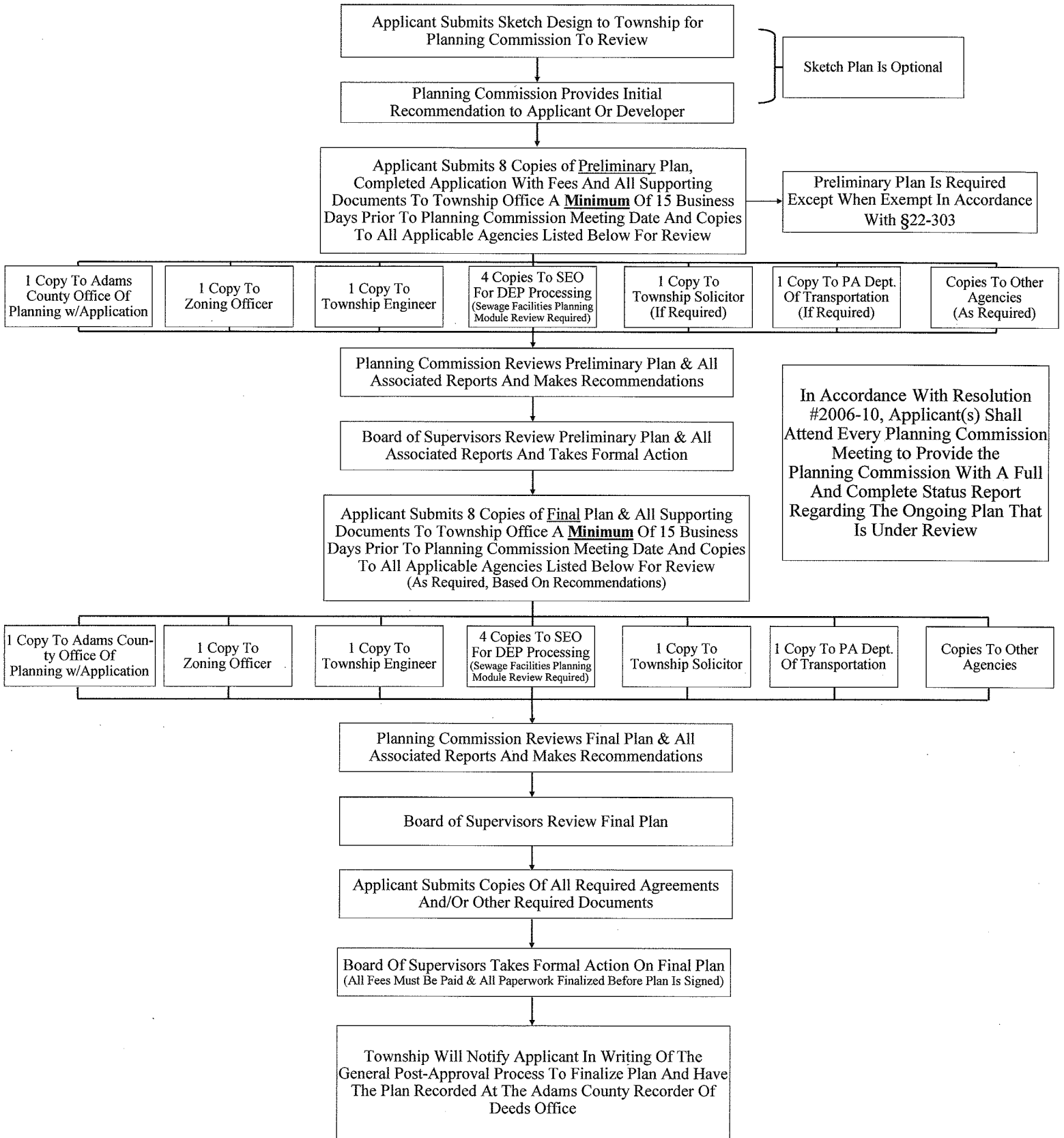
Phone: (717) 624-4222 x3 Fax: (717) 624-7926

Steps to Subdivision and Land Development

This handout is designed to guide you through the procedural steps to successful subdivision and land development approval. This information comes from the Township Subdivision and Land Development Ordinance adopted April 21, 2014. If any of the information contained in this handout conflicts with the Ordinance, the Ordinance provisions will prevail.

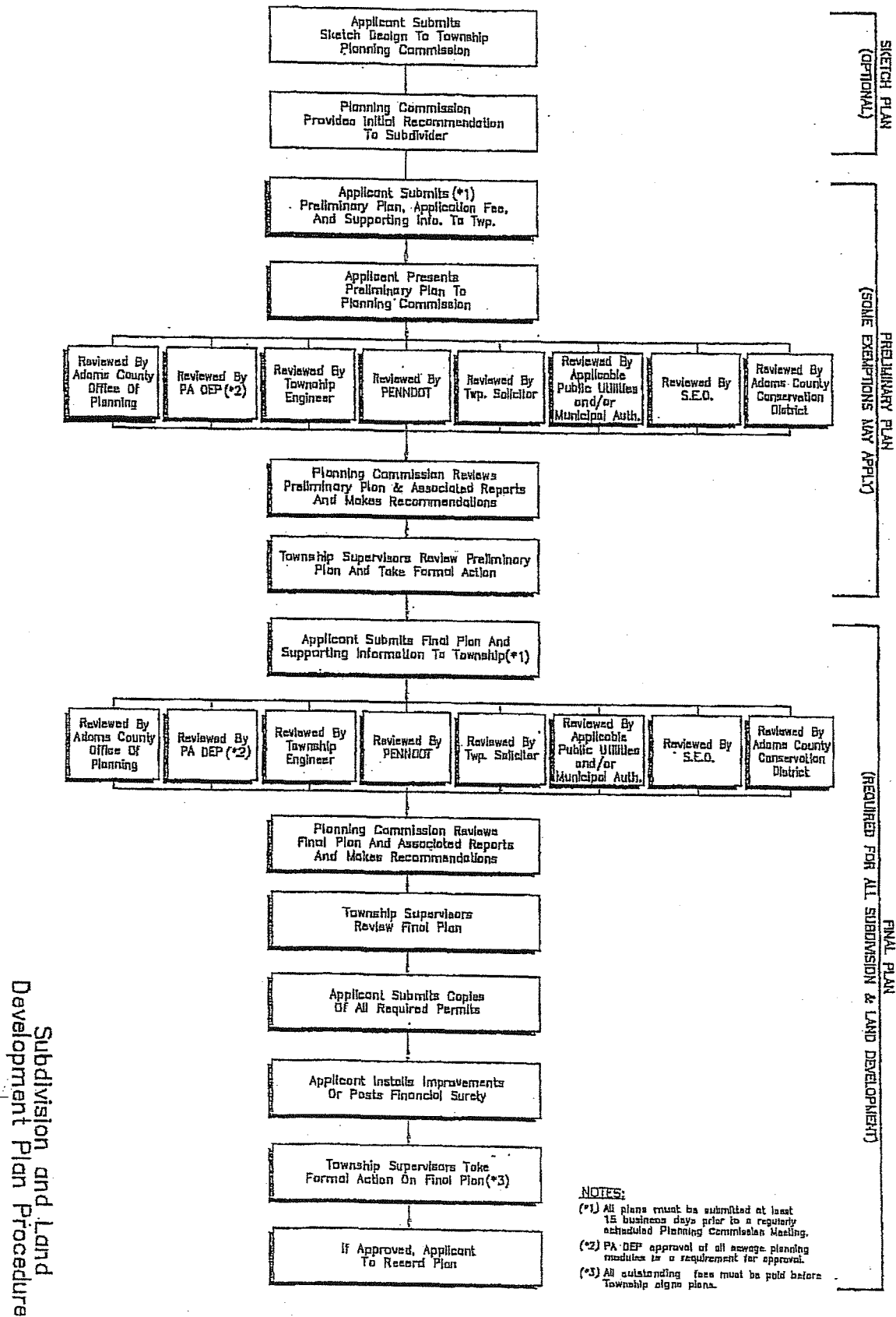
It is the responsibility of the applicant to carefully read the handout in its entirety and follow the procedural flow outlined in the Ordinances.

**READING TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA
BASIC SUBDIVISION AND LAND DEVELOPMENT SUMMARY PLAN PROCEDURE**



NOTE: This General Diagram Is Only To Assist Applicant In Processing Basic Subdivision Or Land Development Plans. Additional Steps May Be Required Based On Type Of Plan Submitted. Complete Details And An In-Depth Flow Chart Are Governed By Township Ordinance. Procedure & Requirements Are Available In Chapter 22.

READING TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA
SUBDIVISION AND LAND DEVELOPMENT PLAN PROCEDURE



Subdivision and Land Development Plan Procedure

- NOTES:**
- (*1) All plans must be submitted at least 15 business days prior to a regularly scheduled Planning Commission Meeting.
 - (*2) PA DEP approval of all sewage planning modules is a requirement for approval.
 - (*3) All outstanding fees must be paid before Township signs plans.