

# REQUIREMENTS FOR THE SUBMISSION AND REVIEW OF SUBDIVISION PLANS, LAND DEVELOPMENT PLANS AND ZONING ORDINANCE SITE PLANS IN THE BOROUGH OF MACUNGIE

The Planning Commission meeting is held on the second Tuesday of each month at 7:30 PM in the Borough Council Chambers on the second floor of Borough Hall at 21 Locust Street, Macungie Borough. The scheduled meeting dates and submittal deadlines can be found on the Macungie Borough website, <http://www.macungie.pa.us/Government/PlanComm.htm>

All applications must be submitted by noon Tuesday, 21 days in advance of the scheduled Planning Commission meeting

All submittals must be accompanied by the following:

- (a) Application for Subdivision Approval (Use for all applications to the Planning Commission)
- (b) Appropriate Application Fee and Professional Services Escrow Deposit (Separate checks for fee and escrow deposit))
- (c) Letter of Intent (SALDO 305-5A (B))
- (d) Proof of plan submission to the Lehigh Valley Planning Commission
- (e) For simple applications written request should be submitted to process application as Preliminary/Final Plan
- (f) Number of Plan Copies needed as Follows:
  - 1) Sketch Plan and ZO Site Plan
    - Nine (9) copies of plan sheet(s)
    - Three (3) copies of reports and supporting data
    - Applicant must make submittals to Lehigh Valley Planning Commission
  - 2) Preliminary Plan Submittal To Planning Commission
    - Three (3) copies of full plan sets
    - Seven (7) copies of overall site plan or plan sheet that best shows the Development scheme.
    - Three (3) copies of all reports, calculation sets, supplemental data and Applications to outside agencies.
    - Copy of full set of plans in a digital (.pdf) format
    - Applicant must make submittals to Lehigh Valley Planning Commission, Lehigh County Conservation District, Pa Department of Transportation, Pa Dept. Of Environmental Protection, Macungie Borough Authority (Water) and Borough Council (Sewer) as needed.

(If the applicant is unable or unwilling to provide the digital documents then all required plan copies must be full sets)

### 3) Preliminary Plan Submittal to Borough Council

After recommendation to the Borough Council by the Planning Commission applicant shall provide an additional one copy of the last revised full plan set and eight (8) copies of overall site plan or plan sheet that best shows the development scheme.

4) Final Plan Submittal to Planning Commission

- Three (3) copies of full plan sets
- Seven (7) copies of overall site plan or plan sheet that best shows the development scheme.
- Copy of full set of plans in a digital (.pdf) format
- Three (3) copies of all reports, calculation sets, supplemental data and applications to outside agencies.
- Applicant must make submittals to Lehigh Valley Planning Commission, Lehigh County Conservation District, Pa Department of Transportation, Pa Dept. Of Environmental Protection, Macungie Borough Authority (Water) and Borough Council (Sewer) as needed.

(If the applicant is unable or unwilling to provide the digital documents then all required plan copies must be full sets)

5) Final Plan Submittal to Borough Council

After recommendation to Borough Council by the Planning Commission applicant shall provide an additional one copy of the last revised full plan set and eight (8) copies of overall site plan or plan sheet that best shows the development scheme.

(g) For Final Plan Approval by Borough Council the following is required:

- Recommendation of Approval By Borough Planning Commission
- Approval by Borough Council of all SALDO Waivers
- Receipt of any Zoning Ordinance Variances or Interpretations required
- Receipt of any Special Exception approvals required
- Positive Review by Lehigh Valley Planning Commission
- Receipt of all Penn DOT Approvals of Highway Occupancy Permits (State Highways)
- Receipt of Erosion and Sediment Control Plan Approvals from LCCD.
- Receipt of all NPDES and PaDEP permit approvals. (Sewage and Stormwater)
- Certification of Water Service Capacity
- Certification of Sewer Service Capacity

Preparation of and agreement to Construction Improvements Agreement

Preparation of and funding of Escrow Agreement

(h) Recording Documents Required for Council Signature

- Two (2) Signed, Notarized Mylar Copies of Signature Sheets for Recording
- Four (4) Signed, Notarized Paper Copies of Signature Sheets for Recording
- Additional Signed, Notarized Paper or Mylar Copies of Signature Sheets for Applicant Use.
- Certification by Borough Treasurer of payment of all bills and fees.
- Digital Copies (PDF Preferred) of full plan set, reports and approved applications on CD or DVD for Borough Files.

This document shall be considered as a supplement to but shall not supersede the requirements of Sections 305-5A through 305-13A.

RESOURCES:

Macungie Borough Planning Commission Application

<http://www.macungie.pa.us/Permits/PlanningCommSubdivisionappl.pdf>

Borough Fee Schedule <http://www.macungie.pa.us/Permits/2012FeeSchedule.pdf>

Lehigh Valley Planning Commission

[www.lvpc.org](http://www.lvpc.org)

Lehigh County Conservation District

<http://www.lehighconservation.org/>

Distribution List

Sketch Plan or ZO Site Plan

Planning Commission Members	(5)
Zoning Officer	(1)
Public Works, Police, Fire Dept (Shared Copy)	(1)
Public Review Copy	(1)
File	(1)

Preliminary Plan- Planning Commission

Planning Commission Members	(5)
Zoning Officer	(1) (Full)
Public Works, Police, Fire Dept (Shared Copy)	(1)
Public Review Copy	(1)
Engineer	(1) (Full)
File	(1) (Full)

Preliminary Plan-Borough Council

Borough Council President	(1) (Full)
Borough Council Members	(6)
Mayor	(1)
Borough Solicitor	(1)
Public Review Copy	(1) From PC Review

Final Plan- Planning Commission

Planning Commission Members	(5)
Zoning Officer	(1) (Full)
Public Works, Police, Fire Dept (Shared Copy)	(1)
Public Review Copy	(1)
Engineer	(1) (Full)
File	(1) (Full)

Final Plan-Borough Council

Borough Council President	(1) (Full)
Borough Council Members	(6)
Mayor	(1)
Borough Solicitor	(1)
Public Review Copy	(1) From PC Review