

**WILLIAMS TOWNSHIP PLANNING**  
WILLIAMS TWSP. MUNICIPAL BLDG  
655 CIDER PRESS ROAD  
EASTON, PA. 18042  
PHONE 610-258-6788 FAX 610-258-6080  
OFFICE HOURS: MONDAY thru FRIDAY 8:00 AM to 4:30 PM

---

**Planning Application Revised 10-12-08**  
**APPENDIX A**  
**WILLIAMS TOWNSHIP**  
**APPLICATION FORM FOR**  
**SUBDIVISION OR LAND DEVELOPMENT**

\_\_\_\_\_ New Submission                      \_\_\_\_\_ Resubmission

Date of Application \_\_\_\_\_ (to be filled in by Township Staff)

\_\_\_ Sketch Plan Review  
\_\_\_ Preliminary Plan                      Name of Development \_\_\_\_\_  
\_\_\_ Final Plan  
\_\_\_ Minor Subdivision                      Location \_\_\_\_\_  
\_\_\_ Re subdivision  
\_\_\_ Boundary Line Adjustment  
\_\_\_ Planned Residential Development  
\_\_\_ Special Exception

Land Owner's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Plan Preparer's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Total Acreage \_\_\_\_\_                      Number of Lots \_\_\_\_\_

Water Supply: On lot well: \_\_\_\_\_                      Public: \_\_\_\_\_                      Other: \_\_\_\_\_

Sewage System: Private (on lot): \_\_\_\_\_                      Public: \_\_\_\_\_                      Other: \_\_\_\_\_

Submit 15 copies of this form and any plans you may have to the Township Staff. All plans must be folded.

Previous Subdivision or Construction on this Tract within the Past 5 Years:

---



---



---

Any relevant Zoning Variances/ Special Exception Approvals on this Tract (and dates):

---



---

Application Fees Paid:        1. Check to Williams Township \_\_\_\_\_  
    2. Check to Lehigh Valley Planning Commission \_\_\_\_\_

I HEREBY ACKNOWLEDGE AND REQUEST REVIEW OF THIS APPLICATION

Applicant’s Signature \_\_\_\_\_

I HEREBY AUTHORIZE THE PLANNING COMMISSIONERS, BOARD OF SUPERVISORS MEMBERS, TOWNSHIP ENGINEER, CODE ENFORCEMENT STAFF AND ANY TOWNSHIP WETLANDS CONSULTANT TO ENTER THE EXTERIOR PREMISES OF THIS PROPERTY, BETWEEN 9 A.M. AND 8 P.M. AT THEIR OWN RISK, WHILE THIS PLAN IS BEING CONSIDERED FOR APPROVAL, AS NEEDED TO DETERMINE COMPLIANCE WITH TOWNSHIP ORDINANCES (Optional)

Applicant/ Land Owner’s Signature \_\_\_\_\_

***\*If this is a new submission, please provide the Township with a listing of property owners located within a 200 foot radius of the proposed Land Development. Failure to comply will result in denial of your application.***

**WILLIAMS TOWNSHIP  
SUBDIVISION OR LAND DEVELOPMENT  
REVISED SEPTEMBER 16, 2010**

**TOWNSHIP USE ONLY**

Initial Review Received From Township Engineer: \_\_\_\_\_ (check off)

Reviewed by Zoning Officer: \_\_\_\_\_ ( write in date)

Reviewed by Sewage Enforcement Officer: \_\_\_\_\_ (write in date or "NA")

Lehigh Valley Planning Commission Review:                      Date Sent to- \_\_\_\_\_

Final Action by Township Planning Commission:                      Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Final Action by Board of Supervisors:                      Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Date Applicant Notified of Board of Supervisors Final Action: \_\_\_\_\_

Township Staff Initial Review Comments: \_\_\_\_\_

**PLANNING APPLICATION COMPLETE?**

\_\_\_\_\_ Township Secretary's initials                      \_\_\_\_\_ Township Managers initials

**FEES COLLECTED?**

Application fee                      = \$ \_\_\_\_\_

Escrow fee                              = \$ \_\_\_\_\_

Professional fee                      = \$ \_\_\_\_\_

\_\_\_\_\_ Township Secretary's initials                      \_\_\_\_\_ Township Managers initials

Section 704.B.  
WILLIAMS TOWNSHIP  
LOT LINE ADJUSTMENTS, ANNEXATIONS AND MINOR  
REVISIONS OF APPROVED PLANS  
CHECKLIST AND LIST OF SUBMITTAL REQUIREMENTS

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

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

Applicant's Phone No.: \_\_\_\_\_

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

\*Insert "NA" in the "not Submitted" column if not applicable. Insert "W" in the "Not Submitted" column if a waiver is requested from the requirement.

|           |            |  |
|-----------|------------|--|
|           | NOT        |  |
| SUBMITTED | SUBMITTED* |  |

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Township application /review fee(s) / escrow   |
| _____ | _____ | 2. 15 copies of the Completed Application (see Appendix A)  |
| _____ | _____ | 3. 15 copies of this Checklist (using the photocopies of the pages in this Section)   |
| _____ | _____ | 4. 15 print copies of the complete Final Plans  |
| _____ | _____ | 5. A copy of completed County Subdivision and Land Development Review Application with any review fee charged by the LVPC (if required by the LVPC; Township permits the applicant to deliver directly to the LVPC) |
| _____ | _____ | 6. Plans prepared on a standard sized sheet (such as 18"x24", 24"x36", 30"x42" or 36"x48")  |
| _____ | _____ | 7. Plans drawn at a scale of 1 inch equals 50 feet or other standard scale.   |
| _____ | _____ | 8. All dimensions set in feet and decimal parts thereof, and bearings in degrees, minutes and seconds.  |
| _____ | _____ | 9. Differentiation between existing and proposed features   |
| _____ | _____ | 10. Boundary line of the tract, shown as a heavy line   |
| _____ | _____ | 11. Words "Final Plan " and name of project on each sheet   |
| _____ | _____ | 12. Notarized Owners Statement – see Appendix C   |
| _____ | _____ | 13. Plan preparer's statement (See Appendix C)  |

NOT  
SUBMITTED SUBMITTED

- \_\_\_\_\_ 14. Approval/review signature blocks for: Township Board of Supervisors, Township Planning Commission and Lehigh Valley Planning Commission (see Appendix C)
- \_\_\_\_\_ 15. Location map at a standard scale (preferably 1"= 2000' or 1"= 800') showing the location of the project
- \_\_\_\_\_ 16. North arrow, graphic scale, written scale
- \_\_\_\_\_ 17. Date of plan and all subsequent revision dates and submission dates (especially noting if is revision of a previously approved plan) with space for future revision dates.
- \_\_\_\_\_ 18. Existing and proposed lot lines and street rights-of ways
- \_\_\_\_\_ 19. Existing building locations and type of land uses
- \_\_\_\_\_ 20. Applicable zoning district and required minimum lot area
- \_\_\_\_\_ 21. Minimum setback requirements shown for each lot
- \_\_\_\_\_ 22. Note stating type of water and sewer service proposed (such as "municipal water and municipal sewer")
- \_\_\_\_\_ 23. Lot width (at minimum building setback line) and lot area for each lot
- \_\_\_\_\_ 24. Dimensions of each lot in feet
- \_\_\_\_\_ 25. List of any Modifications or Waivers requested to this Ordinance
- \_\_\_\_\_ 26. Provide most recent Title Search Report
- \_\_\_\_\_ 27. Copy of written property easements and/or restrictions
- \_\_\_\_\_ 28. Fully executed Professionals Service Agreement

C. Additional Information. The Planning Commission may require that a plan under this Section include the submission of additional information that would be required if the plan would be a final minor subdivision plan, if such information is necessary to determine compliance with this ordinance.

D. An annexation under this section shall be made part of the same lot with the same deed.

705. RECORDING PLANS. See Article IX.