



## **Subdivision and Land Development Review Submission Requirements October 1, 2017**

***Applications lacking any of the required items will not be accepted for review. The review period begins when a complete submission has been received.***

### **General Plan Submission Requirements for all Submissions:**

- One completed "Subdivision/Land Development Application Form".
- The appropriate review fee as calculated from the application form. Make checks payable to the Lehigh Valley Planning Commission. Cash is accepted. No credit cards.
- Plans must be signed and sealed by the plan preparer(s).
- Plans must be submitted concurrently to the municipality for review.
- Fees are waived for applications filed by the U.S., Commonwealth of Pennsylvania, and Lehigh and Northampton counties. No exemptions for municipalities, school districts or authorities.

### **Projects requiring a subdivision/land development review:**

- One complete print set of the proposed subdivision or land development plans.
- One copy of the Traffic Impact Study when required by the municipality and for developments of regional significance.
- For purposes of the fee calculation, building square footage is based on gross square footage of the proposed building(s), not building footprint. Gross square footage is rounded up to the nearest thousand (e.g., 6,200 sq. ft. is rounded up to 7,000 sq. ft.)
- For mixed-use projects that include residential and non-residential development, the fee for each is calculated separately then added together.
- For combined subdivision and land development proposals submitted for the same tract, only the land development fee applies.
- For building conversion proposals, the fee is calculated according to the proposed new building use.
- The resubmission of a plan involving major revisions (as determined by the LVPC) to the plan originally submitted to the LVPC, or that is resubmitted more than 5 years from the original submission date, is subject to the applicable fee as indicated on the application form.
- Sketch plans are subject to the fees as indicated on the application form. With the preliminary plan submission, the fee is calculated by adding the base fee and half the added fee.

### **Projects requiring a stormwater management review:**

- One complete print set of the proposed subdivision or land development plans if the project is for stormwater review only. Two complete print sets if subdivision/land development review is required.
- One copy of the stormwater management narrative and calculations.
- One copy of the soil erosion and sedimentation control plan and narrative.
- For purposes of the fee calculation, disturbed area acreage is rounded up to the next whole number (e.g., 2.1 acres is rounded up to 3.0 acres).
- The resubmission of stormwater materials is subject to the applicable fee as indicated on the application form.

If you require assistance with calculating review fees or have any other submission questions, please call us at 610-264-4544.