

CITY OF BETHLEHEM LAND DEVELOPMENT & SUBDIVISION CHECKLIST	last rev. 1/10/14	Submitted	Acceptable	Not Acceptable	Evaluated by others
	7/26/06				
SITE ADDRESS: _____ DATE: _____					
PLAN REQUIREMENTS:					
<b>CONTACT INFORMATION:</b>					
a.) Title identifying the project					
b.) Developer's Name & Address					
c.) Developer's Telephone # & Email Address					
d.) Owner's Name & Address					
e.) Owner's Telephone # & Email Address					
f.) Engineer's Name & Address					
g.) Engineer's Phone # & Email Address					
<b>PLAN INFORMATION:</b>					
a.) Statement of Intent					
b.) Date of plan and revision dates					
c.) Scale (1"= 40') and Graphic Scale					
d.) Certification of Ownership signed by property owner					
e.) Certification of Professional Engineer, signed and sealed					
f.) Certification of Registered Surveyor, signed and sealed					
g.) Notary signature space					
h.) Planning Commission or Planning Bureau Approval Block					
i.) Lehigh Valley Planning Commission Sign-off Block					
j.) Recorder of Deeds Sign-off block					
k.) Drawing index if more than two (2) sheets					
l.) North Arrow					
m.) Location Plan					
n.) Legend					
<b>SITE INFORMATION:</b>					
a.) City Ward and Block					
b.) County, Deed Book and Tax Reference/Document ID #					
c.) Existing address					
d.) Proposed addresses (in title block & on each lot)					
e.) Development acreage and individual lot acreages (existing & proposed)					
f.) Building restriction lines with dimensions					
g.) Existing and proposed impervious cover areas (fee possible)					
h.) Current Adjoiners including addresses					
i.) Approved SALDO Waivers or Zoning Variances w/ approval dates					
j.) Zoning Classifications and all zoning data					
1.) building dimensions (existing & proposed)					
2.) interior garage dimensions					
3.) Bike Racks/Parking lot tree calculations					
4.) Buffering around exterior dumpsters					

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<b>CHECKLIST</b>	7/26/06				
<b>SITE ADDRESS: _____ DATE: _____</b>					
<b><i>SURVEY DATA:</i></b>					
a.) Bearings and Distances					
b.) Benchmark					
c.) Lot lines to be abandoned - dotted line					
d.) Proposed Lot Lines					
e.) Lot Numbers and Addresses					
f.) Existing and proposed monumentation					
g.) Curve data					
h.) Warrant Required?					
i.) Proposed slope of driveways					
<b><i>STREET INFORMATION:</i></b>					
a.) Street Name(s)					
b.) Right-of-way information including cartway and ROW width					
c.) Street dedication (Area metes & bounds & certified closure on 8.5x11)					
d.) Sidewalk & curb (existing and proposed)					
e.) Sight Triangles (at street intersections & driveways)					
<b><i>UTILITY INFORMATION:</i></b>					
a.) Show all utilities (Sewer, water, gas, electric, storm, etc.)					
b.) Main, laterals, manholes, inlets, & structures w/ size, slope & material					
c.) Plan and Profile of road grade and utilities 1"=5' vertical & 1"=50' horizontal					
d.) 10' drainage and utility easements on sides and rear of lots & note					
e.) PA One Call serial number and list of contacts					
f.) Planning Module submitted / required (tapping fee \$2527/EDU)					
<b><i>GENERAL SITE INFORMATION</i></b>					
a.) Location and dimensions of all existing and proposed features					
b.) Flood Plain information					
c.) Driveways, parking and loading areas (including dimensions)					
d.) Contours (existing and proposed) (spot elev. may also be required) (min. 2' except in area > 15% use 5' within prop. & 25' beyond)					
e.) Storm water calculations and narrative (1 copy)					
f.) Soil Data					
g.) Erosion & Sedimentation Control Plan & narrative with details					
h.) Number of proposed parking spaces and dwelling units					
i.) For Apartments tabulate: efficiency, one or two bedroom, three or more bedroom					
j.) Show number of employees per maximum shift					
k.) Show commercial floor area square footage					
l.) Garbage & recycling receptacles with dimensions & solid buffering					
m.) Documentation of LVPC submission					
n.) Electronic copy of plan					
o.) Traffic Study or Calculations/Narrative					

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SITE ADDRESS: _____ DATE: _____						
<b>LANDSCAPE PLAN:</b>						
a.) North arrow						
b.) Scale 1"=20'						
c.) Zoning classification of the lot and surrounding lots						
d.) Property lines and dimensions						
e.) Square footage of the development area and paved areas						
f.) Elevation drawing for tree and shrubs						
g.) Visibility triangles						
h.) Ground floor area in square feet of all buildings						
i.) Location, size, and species of existing trees >3 inches in caliper (label remain/remove)						
j.) Location and dimensions of all driveways, parking areas, sidewalks, structures, utilities, or other features, existing and proposed, which may affect landscaping						
Parking lot: Number and dimensions of proposed parking spaces						
Square footage of proposed parking, loading & driveway areas						
Square footage of each individual parking lot landscaped area						
Overall square footage of all proposed parking lot landscaping						
k.) Details for tree/shrub planting, biobarrier root barrier installation (street trees), tree protection (barricades, signage), staking, etc.						
l.) Location, spacing, & species of proposed landscaping & street trees						
m.) Indicate width of tree lawn or parkway for street trees						
n.) Schedule of proposed landscape material (include cultivar/variety)						
o.) Schedule of proposed street trees (include cultivar/variety)						
p.) Compliance chart; section, requirement, calcs. req/provided, indicate compliance						
q.) Signed Landscape Plan Requirements form						
<b>LIGHTING PLAN:</b>						
a.) Lighting Plan w/ photometric information						
b.) Lighting proposed at driveway entrances						
c.) Elevation of proposed pole lights						
d.) Catalog cut sheets for all poles & light fixtures						
<b>OTHER:</b>			yes	no	NA	
a.) Developer's agreement						
b.) Sewer extension agreement						
c.) Easements						
d.) As-Built Note / Revision Note / NPDES Note						
g.) Engineering Permits Note						

Note: This check list constitutes the basic plan requirements for a subdivision or land development plan and is offered as a general guide. Each site is individual and other specific requirements may be required by the City to clearly depict the development requirements.

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