

**TOWNSHIP OF SPRINGFIELD
SUBDIVISION AND LAND DEVELOPMENT**

SKETCH PLAN

SUBMITTAL PACKET

This packet should contain the following:

1. SKETCH PLAN SUBMITTAL CHECK LIST
 2. LAND DEVELOPMENT APPLICATION FORM.
 3. PLANNING COMMISSION SCHEDULE
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PURPOSE

A sketch plan for any proposed subdivision and/or land development may, at the option of the landowner or developer, be submitted to the Township Planning Commission for review. The submission of a sketch plan does not constitute submission of an application for approval of a subdivision and/or land development plan. However, it does represent a basis for an informal discussion between the Planning Commission and the landowner or developer which may prove to be valuable to the prospective applicant in formulating plans, documents and other submissions for preliminary plan approval.

For more information, please refer to the Code of Springfield Township Chapter 123, which may be purchased at the Township Building or accessed on the internet at www.springfielddelco.org/Government.htm.

FEE SCHEDULE

The following fees must accompany the application package:

Sketch Plan Application Fee \$50

Sketch Plan Review Fee \$100

Separate checks should be used to pay each fee. Checks should be made payable to **“Treasurer of Springfield Township”**.

ASSISTANCE

If you require any assistance in preparing your application package, please contact the Springfield Township Engineer at 610-544-1300.

TOWNSHIP OF SPRINGFIELD

SUBDIVISION AND LAND DEVELOPMENT

SKETCH PLAN SUBMITTAL

CHECKLIST

APPLICANT ✓	TOWNSHIP ✓	SUBMITTAL REQUIREMENT
<input type="checkbox"/>	<input type="checkbox"/>	THE APPLICATION PACKAGE MUST BE SUBMITTED AT LEAST 21 DAYS PRIOR TO THE REGULARLY SCHEDULED PUBLIC MEETING OF THE TOWNSHIP PLANNING COMMISSION
<input type="checkbox"/>	<input type="checkbox"/>	IDENTIFY THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE HOLDER OF LEGAL TITLE TO THE LAND INVOLVED, THE NATURE OF THE LANDOWNER'S INTEREST IN THE LAND (WHETHER HOLDER OF LEGAL OR EQUITABLE TITLE OR OTHERWISE) AND THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE AGENT, IF ANY.
<input type="checkbox"/>	<input type="checkbox"/>	PROVIDE PROOF OF OWNERSHIP OF THE SUBJECT TRACT, OR THAT THE APPLICANT IS AN AUTHORIZED AGENT OF THE OWNER.
<input type="checkbox"/>	<input type="checkbox"/>	PROVIDE 11 COPIES OF THE SKETCH PLAN THROUGH THE OFFICE OF THE TOWNSHIP MANAGER.
<input type="checkbox"/>	<input type="checkbox"/>	THE PLAN INCLUDES A LOCATION MAP WHICH HIGHLIGHTS THE LOCATION OF THE TRACT WITHIN THE TOWNSHIP AND DEPICTS ADJOINING AND NEARBY ROADS.
<input type="checkbox"/>	<input type="checkbox"/>	THE PLAN INCLUDES TRACT BOUNDARIES, WITH DIMENSIONS, AND NAMES OF ABUTTING OWNERS.
<input type="checkbox"/>	<input type="checkbox"/>	THE PLAN INCLUDES A NORTH ARROW, SCALE AND DATE.
<input type="checkbox"/>	<input type="checkbox"/>	THE PLAN INCLUDES STREETS ON AND ADJACENT TO OR NEAR THE TRACT, PROPERLY NAMED OR IDENTIFIED.
<input type="checkbox"/>	<input type="checkbox"/>	THE PLAN INCLUDES NATURAL FEATURES OF THE SITE RELATED TO EXISTING TOPOGRAPHY, SOILS, VEGETATION AND WATERCOURSES, INCLUDING SUCH FEATURES AS STEEP SLOPES, VERY STEEP SLOPES, FLOOD HAZARD AREAS, FLOOD FRINGE AREAS AND OTHER SENSITIVE NATURAL AREAS.
<input type="checkbox"/>	<input type="checkbox"/>	THE PLAN INCLUDES MAN-MADE FEATURES OF THE SITE, INCLUDING EXISTING BUILDINGS AND MAJOR STRUCTURES.
<input type="checkbox"/>	<input type="checkbox"/>	THE PLAN INCLUDES PROPOSED GENERAL STREET AND LOT LAYOUT.
<input type="checkbox"/>	<input type="checkbox"/>	IN THE CASE OF A LAND DEVELOPMENT PLAN, THE PLAN INCLUDES THE PROPOSED LOCATION OF ALL BUILDINGS AND MAJOR STRUCTURES, PARKING AREAS AND OTHER CONSTRUCTION AND/OR IMPROVEMENTS.
<input type="checkbox"/>	<input type="checkbox"/>	THE PLAN INCLUDES THE PROPOSED METHOD(S) OF WATER SUPPLY AND SEWAGE DISPOSAL.
<input type="checkbox"/>	<input type="checkbox"/>	APPLICATION FEE PAID
<input type="checkbox"/>	<input type="checkbox"/>	REVIEW FEE PAID

Checklist completed by: _____

Date: _____

