

Upper Bern Township, Berks County, Pennsylvania
Subdivision and Land Development Plans
General Requirements for Approval and Recording

The following is a list of procedural requirements that will be required by Upper Bern Township in order to satisfy the approval and recordation requirements for a subdivision or land development plan:

- (1) Your Plan must be reviewed by Upper Bern Township and the Berks County Planning Commission. If you do not have a copy of the review letters, please check with the professional consultant responsible for preparing your Plan.
- (2) The Plan should address all comments issued by Upper Bern Township and the Berks County Planning Commission. The professional consultant responsible for preparing the Plan should assist you.
- (3) All required application fees must be paid the landowner or applicant. Please check with the Upper Bern Township Secretary at 610-488-1191 to see if there is an outstanding balance due.
- (4) The Certification of Ownership must be executed by all record and equitable landowners.
- (5) The Certification of Accuracy must be executed by the professional consultant (engineer and/or surveyor) responsible for preparing your Plan.
- (6) A minimum of six (6) plan sets must be submitted to Upper Bern Township for municipal approval. Upper Bern Township recommends that you have eight (8) sets ready for municipal approval.
- (7) The Upper Bern Township Planning Commission shall consider the approval of your Plan at a public meeting. Conditions of approval may be noted for the record.
- (8) The Upper Bern Township Board of Supervisors shall consider approval of the Plan at a public meeting. If conditions of approval are considered, they will be noted for the record and resolved.
- (9) The approved and endorsed Plan shall be released to you for recording. Please take the Plans to the Berks County Planning Commission, which is located in the Berks County Services Center (14th Floor), 633 Court Street, Reading, PA (Telephone Number 610-478-6300). They will provide you with their directions and recording fees. Please be advised that two (2) copies of the approved Plan shall be retained by the Berks County Planning Commission for recording purposes. The remaining plan sets should be certified by the Berks County Planning Commission and Recorder of Deeds.
- (10) Upper Bern Township requires that the landowner or applicant bring two (2) certified copies of the recorded plan back to Upper Bern Township. Upper Bern Township recommends that the remaining certified copies of the Plan be retained by landowner, applicant and professional consultants.
- (11) The landowner or applicant shall be responsible to resolve all conditions of approval of the Plan, which may include preparing and recording any subsequent deeds that apply to the approved Plan.

Upper Bern Township, Berks County, Pennsylvania
Subdivision and Land Development Plan Application:

Name of Development/ Applicant	
Initial Date of Application	
Location of the Property	
Tax Parcel Identification Number	

Type of Plan Submission (Please Check One)	History of this Plan Submission (Please Check One)	
Sketch Plan	New Plan Submission	
Preliminary Plan	Revised Application	
Final Plan	Phased Development	
Revised Plan of Record	Revised Plan of Record	
Other (Refer to Ordinance)	Other (Refer to Ordinance)	

Name of Applicant			
Mailing Address			
Telephone Number		Fax Number	
Email Address			

Name of Record Owner			
Mailing Address			
Telephone Number		Fax Number	
Email Address			

Name of Consultant # 1			
Mailing Address			
Telephone Number		Fax Number	
Email Address			

Name of Consultant # 2			
Mailing Address			
Telephone Number		Fax Number	
Email Address			

Legal Consultant			
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Mailing Address			
Telephone Number	Fax Number		
Email Address			
Form # UBT- 014			

Proposed Land Use (Please Check One)	Specific Type of Land Use as defined by Upper Bern Township	Total Number of Lots/ Units	Total Square Footage of Non-Residential Buildings
Agriculture			
Conservation			
Residential			
Commercial			
Industrial			
Institutional			
Mixed Use			
Other			

Total Land Area (Acres)	Residential Density
Total Development Land Area (Acres)	Total Number of Phases
Total Length of New Roads (Linear Ft)	
Proposed Method of Sewage Disposal	
Proposed Method of Water Supply	

The applicant shall answer the following questions with a "Yes", "No", or "N/A" (Not Applicable) response. The applicant is advised to review the municipal ordinances adopted by Upper Bern Twp and confer with their professional consultants or representatives prior to answering each question.

Does this application comply with the Upper Bern Township Zoning Ordinance?	
Has there been any special relief granted for the property being developed?	
Will a Zoning Variance be required to permit the proposed use prior plan approval?	
Will a Special Exception be required to permit the proposed use prior plan approval?	
Will a Conditional Use be required to permit the proposed use prior plan approval?	

Will any plan or design waivers be requested for this subdivision/land development plan?	
Is the property being subdivided or developed located within the AP Zoning District?	
How many lots have been created from the parent tract of land since March 5, 2007?	
Will a homeowners association be created as a result of this project?	
Are the proposed streets within the development to be dedicated to UBT?	
Have all public utilities been notified concerning service and availability?	
Has an Environmental Assessment Report been completed for this project?	
Has a Stormwater Management Plan been completed for this project?	
Form # UBT- 014	

Complete sets of the plans along with the application, supplemental documents and fees shall be submitted to Upper Bern Township in accordance with the Subdivision and Land Development Ordinance. The following information has been submitted with this application.			
Title of the Submission and Description	Copies	Reference Num	Date
I, _____, am the authorized representative of the applicant and hereby request review of this application by Upper Bern Township. To the best of my knowledge, all of the information contained within this application is correct and complete. Further, I hereby agree to the following specific terms and conditions:			
(1) I hereby permit any elected, appointed and/or assigned representative of Upper Bern Township to enter the property in which this application pertains for the purposes of conducting a site inspection while the application is being reviewed and considered by Upper Bern Township.			
(2) I hereby agree to pay for all administrative, consultant and/or application fees that are required to			

review this application.	
(3) I hereby agree to comply with the provisions established for zoning, land use, subdivision and development, as specified by Upper Bern Township.	
Signature of the Authorized Representative	Date of Application
Signature of a Witness of the Authorized Representative	Date of the Witness Signature
Township Use Only	
Date the Application has been accepted for Municipal Review	
Municipal Application Fee for Upper Bern Township	
Date the Application has been forwarded to the BCPC	
Review Fee for the Berks County Planning Commission Received	

Signature of Applicant: _____

Date: _____

e-mail: _____

County Referral – Land Subdivision & Land Development Review Application

TO: Berks County Planning Commission, Berks County Services Center, 633 Court Street, 14th Floor, Reading, PA 19601
Tel: 610-478-6300 FAX: 610-478-6316

SUBJ: Request for review of a subdivision or land development proposal pursuant to the Pennsylvania Municipalities Planning Code, Act 247, of 1968, as amended. This application must be completed by the applicant or his agent and submitted by the municipality along with the required number of plans and the required fee (see fee schedule).

******(To be completed by the Municipality)******

FROM: Municipality _____ E-mail _____
Municipal Official's Name _____ Position _____
Name of Proposal _____

(Check appropriate level of Submission)

<u>Type of Plan:</u>	<input type="checkbox"/> Sketch Plan	<u>Type of Submission:</u>	<input type="checkbox"/> New Proposal
	<input type="checkbox"/> Sketch Plan for Record		<input type="checkbox"/> Revision to a Prior Proposal
	<input type="checkbox"/> Preliminary		<input type="checkbox"/> Phase or Section of a Prior Proposal
	<input type="checkbox"/> Final		
	<input type="checkbox"/> Revision to Plan of Record		

******(To be completed by the Applicant)******

Applicant/Equitable Owner _____ Telephone _____
Address _____
E-mail _____

Record Owner _____ Telephone _____
Address _____
E-mail _____

Engineer or Surveyor _____ Telephone _____
Address _____
E-mail _____

Developer _____ Telephone _____
Address _____
E-mail _____

Location of Proposal _____

Total Acreage _____ Area to be subdivided _____ Disturbed Area for Development _____
(Non-Residential Land Development Only)

Description of intent of proposal [including land use(s)] _____

Type of Land Use Proposed: (No. of Lots or Units)

<u>Residential:</u>	<input type="checkbox"/> Single Family	<u>Non-Residential:</u>	<input type="checkbox"/> Commercial	<u>Misc.:</u>	<input type="checkbox"/> Annex
	<input type="checkbox"/> Semi Detached		<input type="checkbox"/> Industrial		<input type="checkbox"/> Open Space/Rec.
	<input type="checkbox"/> Townhouse		<input type="checkbox"/> Public		<input type="checkbox"/> Residue
	<input type="checkbox"/> Apartment		<input type="checkbox"/> Agriculture		
	<input type="checkbox"/> Manufactured Home		<input type="checkbox"/> Other (Explain) _____		
	<input type="checkbox"/> Other (Explain) _____				

Linear Feet of New Streets Proposed for Dedication: _____

Linear Feet of New Street Proposed for Private Use: _____

<u>Water Supply:</u>	<input type="checkbox"/> Public	<u>Sewage Disposal:</u>	<input type="checkbox"/> Public
	<input type="checkbox"/> Community		<input type="checkbox"/> Community
	<input type="checkbox"/> On-lot		<input type="checkbox"/> On-lot
			<input type="checkbox"/> Other (explain) _____

Members of the Berks County Planning Commission and staff are authorized to enter land for site inspection, if necessary.

_____ <i>Signature of Applicant</i>	_____ <i>Date</i>
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BCPC USE ONLY

BCPC File No. _____ Fee Paid _____ Check No. _____ Date Received _____

Payee _____

Submission Discrepancy(s) _____ No _____ Yes

Explain Any Discrepancy(s) _____

Date Discrepancy(s) Resolved _____

FEE SCHEDULE FOR REVIEWS

The following fees will be charged by the Berks County Planning Commission for subdivision and land development reviews as authorized by the Pennsylvania Municipalities Planning Code, Act 247, as amended. These fees are effective January 1, 2024. All fees are to be submitted to the Berks County Planning Commission through the appropriate township, borough, or city at the time of application. Plans will not be accepted for review by the County without the appropriate fee, County Referral Application (signed by the appropriate municipal official) and the required number of plans. Check or money order (no cash) should be made payable to the County of Berks. Fees are not refundable unless the BCPC fails on its own part.

Schedule I – Fees Subdivision (All Land Uses) and Land Development (Residential Use Only)

Number of Lots or Units Including <u>Residue Units</u>	Sketch Official Sketch <u>Sketch for Record</u>	Preliminary or <u>Final</u>
1 – 5	\$270	\$465
6 – 25	\$385	\$640
26 – 49	\$615	\$935
50 – 99	\$890	\$1,240
100 – 199	\$1,090	\$1,545
200 – 299	\$1,305	\$1,855
300 – 399	\$1,545	\$2,160
400 – 499	\$1,815	\$2,495
500 and Over	Add \$110 for each 100 lots/units over 499	Add \$150 for each 100 lots/units over 499

Schedule II – Fees Commercial, Industrial, Public and Quasi Public (Land Development Only)

Area to be Disturbed for Development	Sketch Official Sketch <u>Sketch for Record</u>	Preliminary or <u>Final</u>
Under 2 acres	\$490	\$750
2 to under 8 acres	\$770	\$1,305
8 to under 15 acres	\$985	\$1,750
15 to under 30 acres	\$1,200	\$2,210
30 to under 50 acres	\$1,410	\$2,650
50 to under 100 acres	\$1,630	\$3,320
100 acres & over	Add \$110 for each 50 acres over 100 acres	Add \$220 for each 50 acres over 100 acres

The terms “lots” includes conveyances, tracts or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building or development, as well as residue parcels, annexations, or correction of lot lines.

(Over)

The term land development includes any of the following activities:

1. The improvement of one lot or two or more contiguous lots, tracts or parcels of land for any purpose involving:
 - a. a group of two or more residential or non-residential buildings, whether proposed initially or cumulatively, or a single non-residential building on a lot or lots regardless of the number of occupants or tenure; or
 - b. the division or allocation of land or space, whether initially or cumulatively, between or among two or more existing or prospective occupants by means of, or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features.
2. A subdivision of land.

Typical examples are: office buildings housing different businesses, apartments, mobile home parks, shopping malls, hotels and additions to commercial, industrial and public buildings.

TIME LIMITATIONS: The BCPC will accept the application when all necessary information and fees have been supplied and at that time the review time-clock will start. Any proposal which does not contain the appropriate information and/or fee will not be processed through the Commission. In such cases, the municipality and applicant will be informed of any additional information or fees necessary. The review time-clock will not begin until the necessary information or correct fee is received. If a check is refused by the bank due to insufficient funds the review time clock will stop as of the day such notice is received and the applicant and municipality will be so notified. The time-clock will not re-start until this Commission has received the required fee.

MEETING WITH STAFF: Meetings with the staff of the Berks County Planning Commission to discuss proposals either prior to or during the formal review period are encouraged and shall be free of charge. Appointments can be made by calling (610) 478-6300.

SCHEDULE I FEES are based on the number of lots or units. All land uses are included: residential, commercial, industrial, public, quasi-public and other. Therefore, an industrial park subdivision prior to development of individual lots is subject to Schedule I. The same would be true of a commercial lot subdivision or selling of land for a church or school. Schedule I fees also cover residential land development such as an apartment complex, condominiums, rental townhouses and mobile home parks. Where there is a mix of lots and rental units the totals are added together to determine the fee.

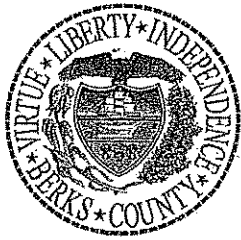
SCHEDULE II FEES are based on the amount of land to be disturbed for development including buildings, access drives, streets, stormwater management, grading, public sewer and water service, erosion and sediment control landscaping and any other activity that disturbs the ground on the site. The total disturbed area of a project is most accurately calculated by a planimeter following all outlines of disturbed areas. Where combinations of subdivision and non-residential development are proposed on a plan the fees must be determined separately and added together.

PRD – PLANNED RESIDENTIAL DEVELOPMENT Fees will be based on the number of residential units and the amount of disturbed area for the non-residential uses. In cases where a building is used as a mixed use (commercial units on lower level(s) with residential units above) the fee will be based on the amount of disturbed area associated with that building (Schedule II Fees).

REPEAT STAGE If a subdivision/land development with significant plan revisions is presented to the Berks County Planning Commission for a second review, the fees for the second review will be based on the extent of changes made to the project. Significant revisions are those that impact the scope and concept of a project that include street and lot layout, number of buildings and locations, stormwater/grading land use and intensity, traffic issues and environmental issues. If site revisions are based upon recommendations made in the initial project review by the Berks County Planning Commission, the fees may be waived. Meeting with staff prior to resubmission of the revised plans for the Berks County Planning Commission's review is recommended to establish the required fee for plan submission.

COUNTY OF BERKS, PENNSYLVANIA

Recorder of Deeds



Services Center, 3rd Floor
633 Court Street
Reading, PA 19601

Phone: 610.478.3380
Fax: 610.478.3359

PLAN SUBMISSION FORM

Mary Kozak, Recorder

Please complete the following information:

DATE: _____ # SHEETS SCANNED: _____

Planning Commission File #: _____

Plan Name: _____

Parcel I.D. Number (s): _____

Submitter Name: _____

Address: _____

Phone Number: _____

Email address: _____

(Email address is required for return of recording receipt and cover page)

Payment by: (please check)

_____ Same as submitter

_____ Other. Please specify: _____

_____ Check for \$70 attached. Payable to: Berks County Recorder of Deeds

_____ Please charge escrow account of: _____

Authorized signature of Escrow Account holder

Please contact the Recorder of Deeds Office at 610-478-3380, or recorder@countyofberks.com,
with questions regarding your recorded information and receipt.

Dedicated to public service with integrity, virtue & excellence

www.countyofberks.com/Recorder

**Schuylkill River Stormwater Management Ordinance
Appendix C**

Drainage Plan Application

(To be attached to the "land subdivision plan or development plan review application or "minor land subdivision plan review application")

Application is hereby made for review of the Stormwater Management and Erosion and Sedimentation Control Plan and related data as submitted herewith in accordance with the Upper Bern Township Stormwater Management Ordinance.

_____ Final Plan _____ Preliminary Plan _____ Sketch Plan

Date of Submission _____ Submission No. _____

1. Name of subdivision or development _____

2. Name of Applicant _____ Telephone No. _____

(if corporation, list the corporation's name and the names of two officers of the corporation)

_____ Officer 1

_____ Officer 2

Address _____

Zip _____

Applicants interest in subdivision or development
(if other than property owner give owners name and address)

3. Name of property owner _____ Telephone No. _____

Address _____

Zip _____

4. Name of engineer or surveyor _____ Telephone No. _____

Address _____

Zip _____

5. Type of subdivision or development proposed:

- | | | |
|--|--|---|
| <input type="checkbox"/> Single-Family Lots | <input type="checkbox"/> Townhouses | <input type="checkbox"/> Commercial (Multi-Lot) |
| <input type="checkbox"/> Two Family Lots | <input type="checkbox"/> Garden Apartments | <input type="checkbox"/> Commercial (One-Lot) |
| <input type="checkbox"/> Multi-Family Lots | <input type="checkbox"/> Mobile-Home Park | <input type="checkbox"/> Industrial (Multi-Lot) |
| <input type="checkbox"/> Cluster Type Lots | <input type="checkbox"/> Campground | <input type="checkbox"/> Industrial (One-Lot) |
| <input type="checkbox"/> Planned Residential Development | <input type="checkbox"/> Other (_____) | |

6. Lineal feet of new road proposed _____ L.F.

7. Area of proposed and existing impervious area on entire tract.

- a. Existing (to remain) _____ S.F. _____ % of Property
- b. Proposed _____ S.F. _____ % of Property

8. Stormwater

a. Does the peak rate of runoff from proposed conditions exceed that flow which occurred for existing conditions for the designated design storm? _____

b. Design storm utilized (on-site conveyance systems) (24 hr.) _____

No. of Subarea _____

Watershed Name _____

Explain: _____

c. Does the submission and/or district meet the release rate criteria for the applicable subarea? _____

d. Number of subarea(s) from Ordinance Appendix D of the Schuylkill River Watershed Stormwater Management Plan. _____

e. Type of proposed runoff control _____

f. Does the proposed stormwater control criteria meet the requirement/guidelines of the Stormwater Ordinances? _____

If not, what variances/waivers are requested? _____

Reasons _____

f. Does the plan meet the requirements of Article III of the Stormwater Ordinances? _____

If not, what variances/waivers are requested? _____

Reasons Why _____

g. Was TR-55, June 1986 utilized in determining the time of concentration? _____

h. What hydrologic method was used in the stormwater computations? _____

i. Is a hydraulic routing through the stormwater control structure submitted? _____

j. Is a construction schedule or staging attached? _____

k. Is a recommended maintenance program attached? _____

9. Erosion and Sediment Pollution Control (E&S):

a. Has the stormwater management and E&S plan, supporting documentation and narrative been submitted to the Berks County Conservation District? _____

b. Total area of earth disturbance _____ S.F.

10. Wetlands

a. Have the wetlands been delineated by someone trained in wetland delineation? _____

b. Have the wetland lines been verified by a state or federal permitting authority? _____

c. Have the wetland lines been surveyed? _____

d. Total acreage of wetland within the property _____

e. Total acreage of wetland disturbed _____

f. Supporting documentation _____

11. Filing

a. Has the required fee been submitted? _____

Amount _____

b. Has the proposed schedule of construction inspection to be performed by the applicant's engineer been submitted? _____

Drainage Plan: Proposed Schedule of Fees

Development Name _____ Submittal No. _____

Owner _____ Date _____

Engineer _____

- 1. Filing fee \$ _____

- 2. Land use
 - 2a. Subdivision, campgrounds, mobile home parks, and multi-family dwellings where the units are located in the same local watershed. \$ _____
 - 2b. Multi-family dwelling where the designated open space is located in a different local watershed from the proposed units. \$ _____
 - 2c. Commercial, Industrial and Other Uses. \$ _____

- 3. Relative amount of earth disturbance
 - 3a. Residential
 - road <500 linear feet \$ _____
 - road 500-2,640 linear feet \$ _____
 - road >2,640 linear feet \$ _____
 - 3b. Commercial, Industrial and Other Uses
 - impervious area <3,500 square feet \$ _____
 - impervious area 3,500-43,460 square feet \$ _____
 - impervious area >43,560 square feet \$ _____

- 4. Relative size of project
 - Total tract area <1 acre \$ _____
 - 1-5 acres \$ _____
 - 5-25 acres \$ _____
 - 25-100 acres \$ _____
 - 100-200 acres \$ _____
 - >200 acres \$ _____

- 5. Stormwater control measures
 - 5a. Detention basins & other controls which require a review of hydraulic routings (\$ per control). \$ _____
 - 5b. Other control facilities which require storage volume calculations but no hydraulic routings. (\$ per control) \$ _____

- 6. Site inspection (\$ per inspection) \$ _____

- Total Fee** **\$ _____**

All subsequent reviews shall be 1/4 the amount of the initial review fee unless a new application is required as per Section 406 of this Ordinance. A new fee shall be submitted with each revision in accordance with this schedule.

**UPPER BERN TOWNSHIP
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE OF 2008**

APPENDIX B: MODEL FORMATS

**CERTIFICATE OF OWNERSHIP, ACKNOWLEDGEMENT OF THE PLAN
AND OFFER OF DEDICATION**

On this, the _____ day of _____, _____, before me, the undersigned officer, personally appeared _____(Name of Record Owner and/or Equitable Owner)____, who being duly sworn according to law, deposes and says that he is the owner or equitable owner of the property shown on this plan, that the plan was prepared at his direction, and that he acknowledges the same to be his act and plan, and desires the same to be recorded as such according to law, and that all streets shown and not heretofore dedicated are hereby dedicated to public use.

Notary Public Name/Seal
Commission Expiration Date

Record Owner or Equitable Owner

CERTIFICATE OF ACCURACY

I hereby certify that to the best of my knowledge, the plan shown and described hereon is true and correct to the accuracy required by the Upper Bern Township Zoning Ordinance and the Upper Bern Township Subdivision and Land Development Ordinance.

Professional Engineer or Surveyor
Name and Seal

Date

APPENDIX B: MODEL FORMATS

CERTIFICATE FOR APPROVAL BY THE PLANNING COMMISSION

At a meeting held on _____, _____, the Upper Bern Township Planning Commission has reviewed the (Name of Subdivision or Land Development Plan), as shown and described hereon, whereas, the Upper Bern Township Planning Commission, by motion, recommends approval of the plan in accordance with the provision of Upper Bern Township.

CERTIFICATE FOR APPROVAL BY THE BOARD OF SUPERVISORS

At a meeting held on _____, _____, the Upper Bern Township Board of Supervisors has reviewed the (Name of Subdivision or Land Development Plan), as shown and described hereon, whereas, the Upper Bern Township Board of Supervisors, by motion, approves the plan in accordance with the provision of Upper Bern Township.

