



**Application Completeness Check for Subdivision and Land Development Review**

Property Address 10 S. 2nd St. Reading, PA Date Received 9/7/21

The following documentation must be submitted with each Subdivision and Land Development application. Required items are to be checked off by the applicant as they are completed. Upon submission of an application, staff will review the application and notify the applicant of any deficient information. If an item is not applicable, a written request to waive that Section should be submitted.

Required Item (Applicant Use):	Staff Use:	Notes (if deficient)
1 Is the fee for Planning Commission review included with the application? Yes <input checked="" type="checkbox"/> Date of submission: <u>9/7/21</u> No <input type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
2 Was the plan submitted to Berks County Planning Commission for review? <i>For final or preliminary plans only.</i> Yes <input checked="" type="checkbox"/> Date of submission: _____ No <input type="checkbox"/> N/A <input type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
3 Have the necessary waiver requests been submitted in writing? Yes <input type="checkbox"/> Date of submission: _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
4 Have the Erosion and Sedimentation Pollution Control Guide for Small Projects, and Flood Plain Plan Review applications and fees been submitted to Berks County Conservation District? Yes <input type="checkbox"/> Date of submission: _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
5 Has a Shade Tree Work Permit Application been submitted to the city Arborist? Yes <input type="checkbox"/> Date of submission: _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
6 Has a zoning permit application been submitted? 2021-159, 160, 161 Yes <input checked="" type="checkbox"/> Date of submission <u>3/5/21</u> Permit number: _____ N/A <input type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
7 Have the stormwater management drainage plan review application and fees been submitted? Yes <input type="checkbox"/> Date of submission: _____ No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	

Berks County now has a Commercial Property Assessed Clean Energy program (C-PACE). Commercial property owners can obtain low-cost, long-term financing for energy efficiency, water conservation, and renewable energy projects. Developers of new and existing commercial, agricultural, industrial, and non-profit properties are encouraged to take advantage of this program. For more information: <https://www.pacpacecounties.org/county/berks-county/>. I acknowledge that I have received this information

This application has been filed and is scheduled for review at the Planning Commission meeting on 9/28/21 Meeting location: via Zoom

This application has been determined to be incomplete and cannot be scheduled for Planning Commission review at this time.

Reviewer name: Naomi Crimm Title: Planner  
Signature: *Naomi Crimm* Date: 9/17/21  
Contact phone: 610-655-6443 Email: planning@readingpa.gov

Staff Use: The 90-day review period for this application ends on 12/27/21 Date of extension request: \_\_\_\_\_ New deadline: \_\_\_\_\_