



Application Completeness Check for Subdivision and Land Development Review

Property Address: **916 N. 9th Street** Date Received: **6/1/21**

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>6/1/21</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 type="checkbox"/> Date of submission : _____ No <input checked="" type="checkbox"/> N/A <input type="checkbox"/> Plan will be submitted following this submission	Complete <input type="checkbox"/> Deficient <input type="checkbox"/>	
3	Have the necessary waiver requests been submitted in writing? Yes <input checked="" type="checkbox"/> Date of submission : <u>6/1/21</u> No <input type="checkbox"/> N/A <input type="checkbox"/> Waiver request to consider the plan as preliminary/final.	Complete <input 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"/> There is no disturbance proposed outside of building.	Complete <input 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"/> No street trees have been proposed due to basement under sidewalk.	Complete <input type="checkbox"/> Deficient <input type="checkbox"/>	
6	Has a zoning permit application been submitted? Yes <input checked="" type="checkbox"/> Date of submission : _____ Permit number: <u>2021-06</u>	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"/> There is no change in Impervious Coverage	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 **July 27, 2021**. 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: 6/14/21

Contact phone: 601-655-6443 Email: planning@readingpa.gov

Staff Use: The 90-day review period for this application ends on 9/20/21. Date of extension request: _____ . New deadline: _____

City of Reading Planning Commission

Application for Review of a Subdivision or Land Development Plan

The undersigned hereby applies for review by the Planning Commission of the subdivision or land development plan submitted herewith and described below:

(Please check one): Sketch plan

Preliminary subdivision/land development plan

Final subdivision/land development plan

Other: Minor Land development plan, submitted as Preliminary/Final

1. Name of subdivision: 916 North Ninth Street Plan Date: 6/1/21

Site Address: 916 North Ninth Street

Parcel Number/UPI: 13-5307-52-95-9345

2. Property Owner

Name: Samuel, de la Cruz, Overlord Real Estate Holdings, LLC.

Address: 905 North Ninth Street, Reading, PA 19604

Daytime Phone: 610-223-7381

Email: DoublePlatinum1@hotmail.com

3. Applicant (if different than Owner)

Name: _____

Address: _____

Daytime Phone: _____

Email: _____

4. Applicant's interest if other than owner: _____

5. Other Representative

Name: Michael Hartman, dH Enterprises

Address: 2815 Penn Avenue

Daytime Phone: 484-663-3487

Email: mhartman@dh-enterprises.net

6. Total acreage: 8,630 square feet Number of lots: 1

Number of building units (if land development plan): 9 apartment units

Square footage of impervious coverage: 8,630 square feet

7. Acreage if adjoining land in same ownership (if any): - n/a -

8. Type of development planned: _____ Single family _____ New construction
_____ Two family _____ Redevelopment/reuse
_____ Row
_____ Multi-family
_____ Commercial
_____ Industrial
_____ Other (specify)

9. Who will construct proposed structures?

- Subdivider/developer
- Other developer(s)
- Purchaser(s) of individual lots

10. Type of sanitary sewage disposal proposed:

- Public (municipal) system
- Live
- Capped
- Individual on-site

11. Streets proposed for dedication: - n/a - linear feet
 Other streets (exclude driveways): - n/a - linear feet

12. Are you intending to vacate or realign curbs? YES NO

13. Area proposed for park or other public or semi-public use: - n/a - sq. ft.

14. If you anticipate requesting waivers of any section(s) of the Subdivision and Land Development Ordinance, indicate the affected section number(s) here. Written requests are required.
 A waiver to consider the plan as a preliminary/final will be requested.

15. Please list the Zoning District this project is in: C-N (Commercial Neighborhood)

16. Will you be appealing to the Zoning Hearing Board? YES NO

Use/Dimensional Variance

Special Exception

Conditional Use

If you anticipate requesting relief of any provision of the Zoning Ordinance, indicate the affected section numbers here: Relief has been granted by the Zoning Hearing Board for the Special Exception

17. Is this subdivision/land development located in a Historic District? YES NO

18. Is this subdivision/land development located in the flood plain? YES NO

19. List proposed improvements and utilities and intentions to install or post performance guarantee prior to final approval.

	IMPROVEMENT:	INTENTION:	COST:
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

20. List of maps and other material accompanying application and number of each.

	NUMBER:	ITEM:
a.	<u>One copy of the proposed land development plan</u>	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____

The undersigned represents that to the best of their knowledge and belief all the above statements are true, correct, and complete.

The undersigned further represents that, except as otherwise specifically noted on the attached sheet, all proposed public improvements and facilities as shown on the final subdivision plan are to be improved, constructed, and completed, or a bond posted with the city in sufficient amount to cover full estimated cost of construction thereof, prior to sale, transfer, or agreement of sale of any subdivided parcels as shown on the plan.

Date: _____

Signature of Owner or Applicant: _____

(By): _____



**City of Reading Subdivision and Land Development Application:
Synopsis of Main Plan Requirements**

The following is to be used as a reference. Please use it as a guide as you are submitting your plans and check off the required items before sending it to planning@readingpa.gov.

Preliminary and Final Plans

	Required Items	Complete?
1	§ 402(D)(1) Name of proposed subdivision or other identifying title	X
2	§ 402 (D)(2) North point, graphic scale, written scale, date (including all dates of revision)	X
3	§ 402(D)(3) Name and address of the record owner	X
4	§ 402(D)(4) Name and address of the subdivider (if different than owner)	X
5	§ 402(D)(5) Name, address, license number, and seal of surveyor	X
6	§ 402(D)(6) Names of all abutting subdivisions or developments or adjacent unplotted land, with the deed book, volume, and page numbers	X
7	§ 402(D)(7) County tax map P.I.N.	X
8	§ 402(D)(8) Key map of one inch (1") equals 800 feet, showing the relation of the subdivision, differentiated by tone or pattern	X
9	§ 402(D)(11) Tract boundaries, showing bearings, distances, and total acreage	X
10	§ 402(D)(11)(a & b) Existing and proposed zoning district lines	X
11	§ 402(D)(12)(c) Requirement for lot size and front, rear, and side yards	X
12	§ 402(D)(13) Existing and proposed (finished) contour lines	n/a
13	§ 402(D)(14) Location and elevation of datum	n/a
14	§ 402(D)(15) All existing and proposed utility lines (including: gas, water, electric, telephone, and storm and sanitary sewers) and other constructed or natural features	n/a
15	§ 402(D)(16) All existing and proposed structures and tree masses, including individual trees greater than eight inches (8") in diameter	n/a
16	§ 402(D)(17) All existing streets, including streets of record (on topographic survey but not improved) abutting the parcel, including names, right-of-way widths, and grades	X
17	§ 402(D)(18)(a) Location and width of all proposed streets and rights-of-way, with a statement of any condition governing their use	X

18	§ 402(D)(18)(b) Suggested street names and public utility and private easement locations	n/a
19	§ 402(D)(18)(c) Proposed building reserve (setback) lines	n/a
20	§ 402(D)(18)(d) Lot lines with dimensions	n/a
21	§ 402(D)(18)(e) Statement of intended use for all non-residential parcels	n/a
22	§ 402(D)(18)(f) Statement of total lots and parcels	n/a
23	§ 402(D)(18)(g) Existing and proposed sanitary and storm sewers and other drainage facilities, indicating sizing, materials, and connections	n/a
24	§ 402(D)(18)(h) Areas for public use, with any conditions governing such use	n/a
25	§ 403(A)(9) Location, size, and invert elevation of all sanitary and/or storm sewers; and location of all manholes, inlets and culverts	n/a
26	§ 402(D)(19) Location of soil percolation test holes	n/a

Final Plans Only

	Required Items	Complete?
27	§ 403(A)(1) Source(s) of title as shown by records of County Recorder of Deeds	X
28	§ 403(A)(2) Tract boundary lines with accurate distances to hundredths of a foot bearings to (1/4) of a minute	X
29	§ 403(A)(3)(a & b) Data for cartway edges (curb lines)	X
30	§ 403(A)(4) Lot lines completely dimensioned in feet if straight and if curved by designing length of arc and radius (in feet) and central angle in degrees, minutes, and seconds	n/a
31	§ 403(A)(5) Lot numbers, numbered consecutively	n/a
32	§ 403(A)(6) Statement of intended use of all non-residential lots, with reference to any covenants recorded in the deed	n/a
33	§ 403(A)(7) Location and elevation of existing or proposed street monuments	n/a
34	§ 403(A)(8) All easements and rights-of-way where provided or owned by public services or by private agreement, noting any limitations	n/a
35	§ 403(A)(9) Location, size, and invert elevation of all sanitary and/or storm sewers; and location of all manholes, inlets, and culverts	n/a
36	§ 403(A)(10) Location and widths of all private driveways	X
37	§ 403(A)(11) Location and types of erosion and sediment control measures	n/a
38	§ 403(A)(13) Certificate of ownership, signed by owner(s) and notarized	X
39	§ 403(A)(14) A certificate of approval of plan by City Planning Commission	X

40	§ 403(A)(15) County Planning Commission receipt - 3 1/2" x 5 1/2" blank space	X
41	§ 403(A)(16) County Recorder of Deeds receipt - 3" square blank space	X

Supplementary Data

	Required Item	Complete?
42	§ 403(B)(1) Street cross-section drawings for all proposed streets	n/a
43	§ 403(A)(10) Location and width of all private driveways, alleys, streets	n/a
44	§ 402(E)(2) Tentative profiles along top of cartway edges or along top of curb for both sides of proposed street(s)	n/a
45	§ 403(B)(5) Offers of dedication and covenants	n/a
46	§ 403(B)(6) Existing or proposed private deed restrictions, as may be imposed on any lot as a condition for sale	n/a
47	§ 403(B)(9) Solid waste management plan and dumpster location with screening	X
48	§ 509(A) Landscape plan, showing the location, number, size and species of all landscaping	n/a
49	§ 309 Performance and Maintenance Guarantees - bonding of public and non-public improvements as required	To be provided
50	Architectural elevations	n/a
51	§ 704 All waivers requested of the Planning Commission from the terms of the Subdivision and Land Development Ordinance, including section number, date of action by the Planning Commission, and the nature of action.	n/a
52	All variances and special exceptions requested of the Zoning Hearing Board from the terms of the Zoning Ordinance, including section number, date of action by the Board, and the nature of the action.	X
53	All conditional uses requested of the City Council pursuant to the Zoning Ordinance, including section number, date of action by Council, and the nature of the action.	n/a