



Application Completeness Check for Subdivision and Land Development Review

Property Address _____ Date Received _____

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 type="checkbox"/> Date of submission : _____ No <input type="checkbox"/>	Complete <input 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 type="checkbox"/> N/A <input type="checkbox"/>	Complete <input 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 type="checkbox"/>	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 type="checkbox"/>	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 type="checkbox"/>	Complete <input type="checkbox"/> Deficient <input type="checkbox"/>	
6	Has a zoning permit application been submitted? Yes <input type="checkbox"/> Date of submission : _____ Permit number: _____	Complete <input 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 type="checkbox"/>	Complete <input 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 _____ . Meeting location: _____

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

Reviewer name: _____ Title: _____

Signature: _____ Date: _____

Contact phone: _____ Email: planning@readingpa.gov

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



Sewage Facilities Planning Completeness Check

Property Address _____ Date Received _____

The City of Reading is required by the Pennsylvania Department of Environmental Protection (DEP) to implement an official plan to address sewage disposal. The City adopted the official Act 537 plan in 2012. When a new land development project is proposed that will alter sewage flows, the City is required to revise the official plan. The City of Reading does not grant exemptions from sewer planning, in order to make sure that pipes can handle the increased flow. Every lot in place at the time of the most recent Act 537 plan approval in 2012 is approved for a minimum of one equivalent dwelling unit (EDU), or 262 gallons per day.

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.

	Required Item (Applicant Use):	Staff Use:	Notes (if deficient)
1	Has a sewer planning narrative explaining proposed flows in comparison with previous or current flows been submitted? Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/>	Complete <input type="checkbox"/> Deficient <input type="checkbox"/>	
	Is the development proposing any new lots? Yes <input type="checkbox"/> Number: _____ No <input type="checkbox"/>	Complete <input type="checkbox"/> Deficient <input type="checkbox"/>	
2	Are predicted flows greater than one EDU (262 gallons per day)? Yes <input type="checkbox"/> No <input type="checkbox"/>	Complete <input type="checkbox"/> Deficient <input type="checkbox"/>	
3	Has the sewer planning module package been submitted to the City, if needed? A complete package includes separate PDFs of all components and a sewer planning narrative. Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input type="checkbox"/>	Complete <input type="checkbox"/> Deficient <input type="checkbox"/>	
4	Has a check for the planning module review fee been submitted? The check should be made out to the City of Reading for \$750, and sent to Diana Jimenez at 503 N. 6 th Street, and should include the development address and name. Yes <input type="checkbox"/> Date of submission : _____ No <input type="checkbox"/> N/A <input type="checkbox"/>	Complete <input type="checkbox"/> Deficient <input type="checkbox"/>	

The sewer planning module process is as follows. It is the developer’s responsibility to manage and assemble the sewer module page and to submit the completed package to the DEP for their approval on behalf of the City. Please note that this can take several months to complete.

1. Submit the planning module components as separate PDFs to Tim Krall (timothy.krall@readingpa.gov), Deb Hoag (deborah.hoag@readingpa.gov), and planning@readingpa.gov.
2. Submit the \$750 planning module review fee to Diana Jimenez at Public Works (503 N. 6th Street). The check should include the development address and name, and a photocopy should be sent via email. The submission is considered complete once the fee is paid and all application materials are received.
3. The City Planning Department will complete Component 4a.
4. The City’s engineering consultant will complete Component 3.
5. An ordinance will be introduced to City Council for the revision of the Act 537 plan for their approval and signature.
6. The completed package will then be returned to the developer to submit to the PA DEP for their review and approval.
7. The Planning Commission will approve the final plans once the PA DEP approval is obtained. A preliminary plan approval can be granted if sewer modules have been submitted to the City.

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: _____

1. Name of subdivision: _____ Plan Date: _____

Site Address: _____

Parcel Number/UPI: _____

2. Property Owner

Name: _____

Address: _____

Daytime Phone: _____

Email: _____

3. Applicant (if different than Owner)

Name: _____

Address: _____

Daytime Phone: _____

Email: _____

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

5. Other Representative

Name: _____

Address: _____

Daytime Phone: _____

Email: _____

6. Total acreage: _____ Number of lots: _____

Number of building units (if land development plan): _____

Square footage of impervious coverage: _____

7. Acreage if adjoining land in same ownership (if any): _____

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: _____ linear feet
Other streets (exclude driveways): _____ 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: _____ 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.

15. Please list the Zoning District this project is in: _____

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: _____

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.	_____	_____
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	
2	§ 402 (D)(2) North point, graphic scale, written scale, date (including all dates of revision)	
3	§ 402(D)(3) Name and address of the record owner	
4	§ 402(D)(4) Name and address of the subdivider (if different than owner)	
5	§ 402(D)(5) Name, address, license number, and seal of surveyor	
6	§ 402(D)(6) Names of all abutting subdivisions or developments or adjacent unplotted land, with the deed book, volume, and page numbers	
7	§ 402(D)(7) County tax map P.I.N.	
8	§ 402(D)(8) Key map of one inch (1") equals 800 feet, showing the relation of the subdivision, differentiated by tone or pattern	
9	§ 402(D)(11) Tract boundaries, showing bearings, distances, and total acreage	
10	§ 402(D)(11)(a & b) Existing and proposed zoning district lines	
11	§ 402(D)(12)(c) Requirement for lot size and front, rear, and side yards	
12	§ 402(D)(13) Existing and proposed (finished) contour lines	
13	§ 402(D)(14) Location and elevation of datum	
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	
15	§ 402(D)(16) All existing and proposed structures and tree masses, including individual trees greater than eight inches (8") in diameter	
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	
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	

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

Final Plans Only

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

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

Supplementary Data

	Required Item	Complete?
42	§ 403(B)(1) Street cross-section drawings for all proposed streets	
43	§ 403(A)(10) Location and width of all private driveways, alleys, streets	
44	§ 402(E)(2) Tentative profiles along top of cartway edges or along top of curb for both sides of proposed street(s)	
45	§ 403(B)(5) Offers of dedication and covenants	
46	§ 403(B)(6) Existing or proposed private deed restrictions, as may be imposed on any lot as a condition for sale	
47	§ 403(B)(9) Solid waste management plan and dumpster location with screening	
48	§ 509(A) Landscape plan, showing the location, number, size and species of all landscaping	
49	§ 309 Performance and Maintenance Guarantees - bonding of public and non-public improvements as required	
50	Architectural elevations	
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.	
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.	
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.	