



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

Property Address CASTLEWOOD

Date Received 10/6/21

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>10/5/21</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 type="checkbox"/> N/A <input checked="" type="checkbox"/> <u>SKETCH PLAN</u>	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"/> <u>Sketch plan</u>	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"/> <u>NO PLANNED WORK</u>	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"/> <u>NO PLANNED WORK</u>	Complete <input checked="" type="checkbox"/> Deficient <input type="checkbox"/>	
6	Has a zoning permit application been submitted? <u>N/A</u> Yes <input type="checkbox"/> Date of submission : _____ Permit number: _____	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"/> <u>No planned work</u>	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 October 26, 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: 10/7/21

Contact phone: 610-655-6443 Email: [planning@readingpa.gov](mailto:planning@readingpa.gov)

Staff Use: The 90-day review period for this application ends on N/A. 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: \_\_\_\_\_

1. Name of subdivision: CASTLEWOOD Plan Date: 2/5/89

Site Address: N/A

Parcel Number/UPI: \_\_\_\_\_

2. Property Owner

Name: CASTLEWOOD HOA

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

3. Applicant (if different than Owner)

Name: Phil REBENA CASTLEWOOD HOA VP

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: NONE PROPOSED

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? N/A  
 Subdivider/developer  
 Other developer(s)  
 Purchaser(s) of individual lots

10. Type of sanitary sewage disposal proposed: N/A  
 Public (municipal) system  
 Live  
 Capped  
 Individual on-site

11. Streets proposed for dedication: 2300 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.  
YES CURB, SIDEWALK, STREET TREES

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.	<u>N/A</u>	_____	_____
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): \_\_\_\_\_