

UPPER MOUNT BETHEL TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA

JOINDER DEED / LOT CONSOLIDATION
TOWNSHIP REVIEW PROCESS

When accepting proposed Joinder Deeds / Lot Consolidations, review the Joinder Deed / Lot Consolidation Procedures to ensure all required documents are included and a fee of \$375.00 is submitted.

If all required documents are not included, the information should be returned to the property owner with written notification of the reason for the returned documents.

If all required documents are included, forward the information to the zoning/sewage clerk for research.

The zoning/sewage clerk will complete the following:

1. Verify that all required documents are included in the request.
2. Ensure that the Zoning Officer and the Sewage Enforcement Officer Research the properties involved to determine the following:
 - Any and all buildings on each parcel.
 - Any and all open zoning and building permits issued on each parcel.
 - Any and all sewage facilities on each parcel.
 - Any and all open sewage permits on each parcel.
3. Obtain written approval from the Zoning Officer.
4. Obtain written approval from the Sewage Enforcement Officer.

Contact the Township Solicitor to verify that the proposed deed and plot plan are acceptable. This should be done in advance of the Board of Supervisors meeting that will address this issue.*

Provide a written report to the Township Manager on the findings.

The Township Manager will create a Resolution for consideration by the Board of Supervisors.

After Approval:

A copy of the Resolution should be forwarded to the property owner.

A copy of the Resolution should be forwarded to Northampton County Mapping and Northampton County Assessment Office.

*“The joinder deed and lot consolidation procedures herein do not preempt the application of the Township’s Subdivision and Land Development Ordinance (SALDO). Therefore, any joinder or consolidation that requires a subdivision or land development must follow the Township’s SALDO and be approved by the Township Supervisor’s pursuant to the SALDO and other applicable law”.

For Official Use Only:	
Amount: _____	Date: _____
Check/Cash: _____	Receipt: _____
Received By: _____	

UPPER MOUNT BETHEL TOWNSHIP
 387 YE OLDE HIGHWAY
 PO BOX 520
 MOUNT BETHEL, PA 18343

APPLICATION FOR HEARING BEFORE THE BOARD OF SUPERVISORS

Please fully complete this application in accordance with the attached “Instructions to Applicant”. Applications that are not fully completed will be returned as “Incomplete”.

1. Applicant(s) Name: _____ Phone: _____

Address: _____

2. Attorney for Applicant(s) _____ Phone: _____

Address: _____

3. Owner of Property: _____ Phone: _____

Address: _____

4. Type of Request: (please circle) Special Exception, Conditional Use, Joinder of deed, Curative Amendment
 () Other (please describe) _____

5. Provide a Brief Description of Request: _____

6. Location of Property: _____

7. Tax I.D. Number (Map, Block, & Lot #): _____ Total Acres: _____

(a) Lot Area: _____ s.f. (b) Lot Width: _____ s.f. (c) Lot Depth: _____ ft

8. Present Use: _____

9. Proposed Use: _____

10. Zoning District for this Property is Identified as: _____

11. Request for Conditional Use
 (a) Proposed use or structure is consistent with the Zoning District requirements of the Township’s Zoning Ordinance per section: _____

(b) Proposed use or structure is consistent with such other standards as required by the Township's Zoning Ordinance per section: _____

(c) Proposed use or structure is consistent with the Township's Subdivision and Land Development Ordinance and other Ordinances (list other applicable Township Ordinances that may apply):

12. The Plot Plan (with dimensions or drawn to scale), drawings, sketches and/or other exhibits attached hereto are made a part hereof.*

I do hereby certify that the facts set forth in this application and the attached exhibits are true and correct to the best of my knowledge.

Applicant Signature

Date

Co-Applicant Signature

Date

Attach other comments or remarks as needed.

NOTICE TO THE APPLICANT

The following information is provided as a reference tool only. If your application requires the submission of a site plan (Section 6.800 et seq. of the Township Zoning Ordinance) and site plan review by the Township Planning Commission, it is your responsibility to see that the appropriate number of certified site plans are filed with the Township; and it is your responsibility to see that the site plan is placed on the agenda of the Township Planning Commission so the Commission can timely review the plan and make its recommendation to the Board of Supervisors.

*When required 21 plans will need to be submitted.

2.276 Site Plan - A Plan which includes an accurate layout of the zoning proposal in map form drawn to scale, including all existing features, soils and topographic information of the site, and all dimensions and design features of the proposal fully shown, including all features and proposed infrastructure required for review by the Township.

The Site Plan must also include information to determine compliance with the Performance Standards and other requirements of this Ordinance.

A Site Plan is required to be submitted for all proposed "Special Exception" and "Conditional Uses" and for any other uses requiring a Site Plan Review as identified in this Ordinance.

Site Plan must first be reviewed by the Planning Commission where recommendations will be submitted to the appropriate body responsible for taking action on the Plan (Zoning Hearing Board, Supervisors or Zoning Officer).

2.282 Special Exception - A "Special Exception" is a use which may be granted or denied pursuant to express standards and criteria established in this Ordinance. Requests for such "Special Exceptions" shall be decided by the Zoning Hearing Board after a review and recommendation from the Planning Commission and after a hearing to determine compliance with said standards and criteria.

6.800 SITE PLAN REVIEW

6.801 Purpose and Procedure - Site Plan Review and the submission of a Site Plan is required herein for all Special Exception and Conditional Uses, or for any other use requiring such review in accordance with the requirements of Article 4 or other provisions of this Ordinance. The following Site Plan procedure shall be followed to ensure the safe and efficient movement of traffic, adequate drainage and connection to utilities, compliance with other applicable regulations and to promote the development of an attractive and well-planned Township, to enhance sound site planning and to best serve the interests of public health, safety and general welfare and with the objectives of this Ordinance.

6.802 Optional Sketch Site Plan Review Procedure - In lieu of submittal of all of the site plan requirements itemized below, the applicant may elect to submit a preliminary Sketch Site Plan, containing lesser information, for unofficial review by the Planning Commission. Such Optional Sketch Site Plan shall be for the purpose of indicating to the Planning Commission the general nature and intent of the proposal which will enable the Commission to present its initial considerations for the purpose of guiding the developer in the preparation of the official final Site Plan, in accordance with these Zoning requirements. The AOptional Sketch Site Plan@, if submitted, shall not eliminate the submittal of a final AOfficial Site Plan@ as required herein.

The entire purpose of this optional procedure is to facilitate the proper development of a Site Plan, as required herein and to prevent unnecessary expenses associated with the development of a Site Plan. This optional procedure shall be considered to be a convenience for the applicant and shall not constitute an official zoning permit application or submission and shall not convey any benefits or assurances to the applicant which he would not otherwise have had if such an Optional Sketch Site Plan were not submitted by the applicant. All such optional plans shall be clearly marked with the words "Optional Sketch Site Plan".

6.803 Site Plan Requirements - The official Site Plan shall include the following information:

- a. An application for a Use located in a Use Class requiring Site Plan Review, as required by this Ordinance, shall be submitted to the Zoning Officer. The applicant shall also submit five complete sets of site plans certified by a registered engineer, surveyor, architect or Community Planner with AICP Certification.
- b. When a site plan has been officially submitted, it shall be placed on the Planning Commission agenda for review at its next regular meeting, provided the official submission is made ten days or more before the regular meeting.
- c. Within 45 days after the official submission of a site plan, the Planning Commission shall make a written recommendation to the Zoning Officer, the Zoning Hearing Board or the Supervisors, depending on whether the zoning permit requested is for a Permitted Use, a Special Exception Use or a Conditional Use respectively, on whether the Plan should be approved or disapproved, including any conditions on which an approval should be based. The written recommendation shall include the underlying findings and reasons affecting the Planning Commission's recommendation. In making such a recommendation, the Planning Commission may receive advice and review comments from the Township's Engineer or any other Competent Review Authority designated by the Township.
- d. The appropriate body (Zoning Officer, Zoning Hearing Board or the Supervisors) shall take action by approving or disapproving the plan either within 45 days after receiving the Planning Commission's written recommendation, but no later than 90 days after the site plan is officially submitted. The Zoning Officer shall inform the applicant in writing of the action taken by the appropriate body, including the conditions on which are attached to any approval and shall issue any applicable permit.
- e. Site Plan approval shall neither relieve the applicant from any other provisions of this Ordinance nor constitute a recommendation for a variance or other relief that the applicant may seek from the Zoning Hearing Board.
- f. The following information shall be included on the Site Plan. Any such information which is not considered applicable to the proposed use may be waived by the Zoning Hearing Board or the Zoning Officer.
 1. A statement as to the proposed use of the building or land.
 2. A site layout drawn to a scale of not less than one inch equals 100 feet showing the location, dimensions and area of each lot, the location, dimensions and height of proposed buildings, structures, streets, roads, and any existing buildings in relation to property and street lines. If the application relates to property which is scheduled to be developed in successive stages, such plans shall show the relationship of the portion scheduled for initial development to the proposed layout of the entire property.
 3. The location, dimensions and arrangements of all open spaces and yards, landscaping, fences and buffer yards, including methods and materials to be employed for screening.
 4. The location, size, arrangement and capacity of all areas to be used for motor vehicle access, off-street parking, off-street loading and unloading, and provisions to be made for lighting such areas.
 5. The dimensions, location and methods of illumination for signs and exterior lighting.
 6. The location and dimensions of sidewalks and all other areas to be devoted to pedestrian use
 7. Sanitary and storm water facilities and connections. Provisions to be made for treatment and disposal of sewage and industrial wastes, water supply and storm drainage. Submission of a Storm water Management Plan with supporting calculations shall be required.
 8. The capacity and arrangement of all buildings used or intended to be used for dwelling purposes, including information on total land area, area to be reserved in common open space, density, maximum building coverage, total area to be covered with impervious surfaces and other information which will assist the Commission in determining compliance with this Ordinance.
 9. A description of any proposed use in sufficient detail to permit the Commission to determine compliance with the Performance, Traffic Impact, Environmental Protection and Community Impact Analysis requirements set forth in Section 4.300.
 10. Necessary information assuring lot size and density requirements.
 11. Site topographic contours shall be provided as follows:
 - Two foot intervals on tracts with grades of up to 5%
 - Five foot intervals on tracts with grades exceeding 5%
 12. All proposed site grading; drainage provisions; road, driveway and parking lot construction and proposals.
 13. A key map showing the entire project and its relation to surrounding properties and existing building thereon.
 14. Soils, slopes, floodplain delineations and the boundaries of all Overlay District Areas set forth in Article 5.
 15. Certification by engineer or surveyor.
 16. Certification of ownership and acknowledgment of plan by owner or developer.

6.804 Site Design Guidelines - In addition to the requirements of Section 6.803, the following guidelines are presented to assist the applicant in the preparation of site and building plans and to assist the Planning Commission in the review of all site plans.

- a. Preservation of Landscape - Preserve the landscape in its natural state by minimizing tree and soil removal. Ensure that grade changes are

compatible with the general appearance of neighboring developed areas.

- b. Relation of Proposed Buildings to Environment - Relate proposed structure(s) harmoniously to the terrain and to existing buildings that have a visual relationship to the proposed structure(s). To achieve this favorable relationship between existing and proposed uses, create focal points with respect to avenues of approach, terrain features or other buildings and relate open space between all existing and proposed buildings.
- c. Drives, Parking and Circulation - For vehicular and pedestrian circulation, including walkways, interior drives and parking, give special attention to the location and number of access points to public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, arrangement of safe and convenient parking areas. Design these vehicular and pedestrian areas to enhance the appearance of and access to the proposed buildings and structures and to the neighboring properties.
- d. Surface Water Drainage - Give special attention to proper site surface drainage to ensure that removal of surface waters will not adversely affect either neighboring properties or the public storm drainage system. Remove and efficiently carry away all storm water from all roofs, canopies and paved areas. Manage surface water in all paved areas to permit vehicular and pedestrian movement.
- e. Utility Service - Place electric and telephone lines underground, where possible or required by the Township Subdivision and Land Development Ordinance. Locate, paint and undertake any other treatment to ensure that any utilities which remain above ground will have a minimal adverse impact on neighboring properties.
- f. Advertising Features - Ensure that the size, location, lighting and materials of all permanent signs and outdoor advertising structures or features will enhance rather than detract from the design of proposed buildings and structures and the neighboring properties.
- g. Special Features - Provide needed setbacks, screen plantings and other screening methods for exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures and similar accessory areas and structures to help make them compatible with the existing or contemplated site design and with neighboring properties.
- h. Performance, Traffic Impact and Environmental Protection Requirements - Adequately address all applicable requirements identified in Section 4.300.
- i. Subdivision and Land Development Ordinance Requirements - Where the zoning proposal requires approval under the Township's Land Subdivision and Development Ordinance, the Site Plan shall also address the major requirements of that Ordinance.

6.900 MISCELLANEOUS PROVISIONS

6.901 Screening Requirements - Adequate screening, as described herein, shall be provided along the front, side, and rear boundaries of any industrial, manufacturing, commercial, public or resort use which is carried on outside of any completely enclosed building, or for any off-street parking or loading area for more than five vehicles, which abuts a residential area or zoning district or which is directly visible or across a Street or alley from a residential area, or along the boundaries of any other use where such screening is required by this Ordinance, or for any special exceptions or conditional use as required by the review of the Board or the Supervisors.

Screening shall be provided in accordance with applicable requirements of the Township Subdivision and Land Development Ordinance (See Attachment E).

Open construction or storage yards, Solid Waste transfer stations and recycling centers, Detention Centers or similar uses as determined by the Board shall be screened in accordance with the provisions of this section.

Screening shall also be provided to prevent infusion of light and glare into residential areas from outdoor lighting fixtures provided by commercial, industrial and other operations (See Section 6.909).

The Zoning Hearing Board or the Supervisors (for Special Exception or Conditional Uses, respectively) may waive any screening requirement, in part or in its entirety, where natural terrain considerations eliminate the need for such a screen or where access considerations or adjoining development would not substantially benefit from such a screen, as determined by either body.

Such screening shall conform with the applicable fence requirements of Section 6.305 and consist of a visual screen or obstruction of sufficient height, but not less than six feet high, to effectively obscure the area being screened from adjoining uses. Such a screen or obstruction shall consist of a suitable permanent fence or wall or of appropriate planting materials such as shrubs, hedges or trees located within a buffer strip having a minimum width of five feet. Such fence, wall, or planting materials shall be maintained in good condition without any advertising thereon.

Any space between such fence, wall or planting materials and adjoining lot lines shall be attractively surfaced and/or landscaped with grass, hardy shrubs or evergreen ground cover and maintained in good condition.

6.902 Slope of Yards - The surface area of any yard of open space adjacent to a building or structure shall be graded so that surface water will be drained away from any such structure.

6.903 Design of Highway (Non-Residential) Development - It is the objective of this Ordinance to encourage the orderly development of commercial, industrial, and other nonresidential parcels in a manner which will provide for proper access and reduce traffic conflicts and provide for the health and welfare of the population of the municipality. This shall be accomplished as follows:

- a. The design of streets, service drives and pedestrian ways shall provide for safe, convenient and hazard-free internal circulation of goods, persons and vehicles.
- b. Except as provided in Section 5.303 non-residential parcels shall be limited to no more than one driveway access point from the street or

highway from which they derive their principal access. Such driveway access points shall not be more than 40 feet wide and shall be designed in a manner which will minimize their interference with any traffic movements on the street or highway. The need for a second access point may be requested as a Special Exception, provided that it does not create potential unsafe traffic conflicts.

c. Where a number of individual parcels or buildings are being developed jointly, or where a parcel or building is being developed adjacent to another parcel used or suitable for non-residential development consideration shall be given to the following:

1) The location and planning of driveway access points to permit their joint use by adjoining parcels so as to minimize the number of intersections with the street or highway from which they derive their access.

2) The development of parking and loading areas which permit convenient traffic circulation between adjoining parcels.

3) The development of pedestrian walkways between adjoining parking areas and buildings.

4) The provision of landscaping and other features which will enhance the usability, character and attractiveness of the area.

d. U.S. Route 611, major arterial highway is also subject to the Section 5.300, an Overlay District for requirements of U.S. Route 611.

6.904 Animals and Fowls - In any district except for the OSC and A-i Zoning Districts the establishment, maintenance, and operation of boarding stables, dog kennels, boarding kennels, aviaries, or similar facilities for the housing, boarding, service, treatment, care, breeding or sale of animals and fowls is prohibited, except for animal hospitals, kennels and veterinarian offices as set forth in Article 4.

The provisions of this Section shall not apply to the keeping of pets, or other animals for non-commercial purposes which are otherwise permitted by this Ordinance and which are the personal property of persons residing on the premises, provided that such animals shall not create nuisance or health problems.

6.905 Size of Dwellings - In order to promote the public health, safety and welfare of occupants residing in residential dwelling structures, the following minimum floor areas for human habitation shall be required in all dwelling units designed for permanent occupancy. Where a greater minimum floor area is required by any applicable Code or Ordinance that higher minimum shall apply.