

Please contact  
**Vicki Schuller,**  
**Office Administrator**  
before submitting a  
Land Development Application

Vicki can be reached at

215-536-4066

Or

[vschuller@richlandtownship.org](mailto:vschuller@richlandtownship.org)

# RICHLAND TOWNSHIP

1328 California Road, Suite A

Quakertown, PA 18951

Phone 215-536-4066 • Fax 215-538-3020

## PLAN SUBMISSION CHECKLIST

**\*\*\*ALL OF THE DOCUMENTS LISTED BELOW SHOULD BE SUBMITTED *via* ELECTRONIC LINK IN ADDITION TO ONE (1) HARD COPY. EACH SHEET OF THE PLAN SET SHOULD BE A SEPARATE PDF\*\*\***

- \_\_\_\_\_ Completed application with required fees made payable to “Richland Township” and updated Professional Escrow Agreement. **Note: Application fees and escrow fees must be separate checks.**
- \_\_\_\_\_ One (1) copy of the Land Development plans folded to 8.5” x 11”.
- \_\_\_\_\_ One (1) copy of the completed application, plan checklist, cover letter, waiver request letter if applicable, etc.
- \_\_\_\_\_ One (1) copy of the Planning Module, including plans.
- \_\_\_\_\_ One (1) copy of the Erosion and Sedimentation Control Plan and Narrative.
- \_\_\_\_\_ One (1) copy of the Stormwater Management Plan, including calculations. **Note: Bucks County Planning Commission must also receive a copy of the Stormwater Management Plan.**
- \_\_\_\_\_ One (1) copy of the Wetlands Report (if hydric soils are present on the site.)
- \_\_\_\_\_ One (1) copy of the Traffic Impact Study, if required. **Note: Bucks County Planning Commission must also receive a copy of the Traffic Impact Study.**
- \_\_\_\_\_ One (1) copy of the notification letter sent to adjoining and abutting property owners, including properties across the street. This should include names, addresses, and tax map parcel numbers of recipients.
- \_\_\_\_\_ One (1) copy of the deed by which the property was acquired, and the names of the real (title) owner of the property, the names of all equitable owners, and the names of all option holders.
- \_\_\_\_\_ One (1) copy of the BCPC Review Application.
- \_\_\_\_\_ One (1) copy of the Bucks County Conservation District (BCCD) permitting documents.
- \_\_\_\_\_ One (1) copy of Letter of Intent to serve public water and sewer if applicable.
- \_\_\_\_\_ List of anticipated permits and/or approvals required for the project from all agencies having jurisdiction.

**\*IMPORTANT NOTE: IF RICHLAND TOWNSHIP WATER AUTHORITY WILL BE SERVING THE PROPERTY, PLEASE ADD TWO SETS OF PLANS WITH YOUR SUBMISSION AND CONTACT THE WATER AUTHORITY FOR INFORMATION ON THE APPLICATION PROCESS**  
**RTWA 215-536-4733**