

Please contact
Tracey Virnelson,
Office Administrator
before submitting a
Land Development Application

Tracey can be reached at

215-536-4066 ext. 113

Or

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RICHLAND TOWNSHIP

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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