

# RICHLAND TOWNSHIP

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## PLAN SUBMISSION CHECKLIST

Please check the following list to make sure that you have included all of the required information. Place a check mark in the column provided for all items completed and/or provided. Failure to provide all of the required information may result in the denial or disapproval of the application.

- \_\_\_\_\_ Completed application and required application fee, information sheet, escrow fees made payable to “Richland Township” and Escrow agreement. **Note: Application fees and escrow fees must be separate checks.**
- \_\_\_\_\_ Fifteen (15) copies of the plans, folded to 8.5” x 11” format. **Note: This will include the two (2) sets of plans required for review by the Richland Township Water Authority.** One (1) PDF version of the plans on Flash Drive at a resolution that can be read at full size and to scale at a minimum of 300 DPI
- \_\_\_\_\_ Fifteen (15) copies of completed application, plan checklist, cover letter, waiver request letter (if applicable), etc. One (1) Flash Drive with electronic copies of these documents.
- \_\_\_\_\_ Three (3) copies of the Planning Modules, including plans.
- \_\_\_\_\_ Three (3) copies of the Erosion and Sedimentation Control Plan and Narrative.
- \_\_\_\_\_ Three (3) copies of the Stormwater Management Plan, including calculations. One (1) Flash Drive with electronic copy of the Stormwater Management Plan. **Note: Bucks County Planning Commission (BCPC) must also receive a copy of the Stormwater Management Plan.**
- \_\_\_\_\_ Three (3) copies of the Wetlands Report (if hydric soils are present on the site). One (1) Flash Drive with electronic copy of the Wetlands Report.
- \_\_\_\_\_ Two (2) copies of the Traffic Impact Study (if required). One (1) Flash Drive with electronic copy of the Traffic Impact Study. **Note: BCPC must also receive a copy of the Traffic Impact Study.**
- \_\_\_\_\_ Fifteen (15) copies of the notification sent to adjacent properties, including properties across the street; this should include names, addresses, and tax map parcel numbers.
- \_\_\_\_\_ List of adjoining and abutting property owners.
- \_\_\_\_\_ Two (2) copies 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.
- \_\_\_\_\_ Richland Township Water Authority Request for Service Application with appropriate fees.
- \_\_\_\_\_ List of anticipated permits and/or approvals required for the project from all agencies having jurisdiction.