

**APPLICATION FOR REVIEW OF SKETCH PLAN, SKETCH PLAN OF RECORD,  
MINOR SUBDIVISION AND LOT ANNEXATION**

Date Received by Township Planning Commission Secretary: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_  
Filing Fee Submitted (Amt): \$ \_\_\_\_\_

TO: EXETER TOWNSHIP PLANNING COMMISSION

Application is hereby made for the review of a Sketch Plan, Minor Subdivision or Lot Annexation of a proposed subdivision of land hereinafter more particularly described.

1. Applicant's Name: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Phone (\_\_\_\_\_)\_\_\_\_\_

2. Name and address of present owner (if other than #1 above).  
  
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Phone(\_\_\_\_\_)\_\_\_\_\_

3. Interest of applicant if other than owner \_\_\_\_\_

4. Location of subdivision \_\_\_\_\_  
\_\_\_\_\_ (Street)  
\_\_\_\_\_ (Tax Map Block) \_\_\_\_\_ (Lot Numbers)

5. Number of proposed lots \_\_\_\_\_

6. Area of entire tract \_\_\_\_\_, and portion being subdivided \_\_\_\_\_.

7. Development plans:  
a. Sell lots only (Yes or No) \_\_\_\_\_  
b. Construct houses for sale? (Yes or No) \_\_\_\_\_  
c. Other \_\_\_\_\_

8. Name and address of person and firm preparing sketch plan.  
  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Phone (\_\_\_\_\_)\_\_\_\_\_

Signature of applicant: \_\_\_\_\_

9. Subdivider's request for plan classification  
a. Minor Subdivision \_\_\_\_\_  
b. Brief Subdivision Sketch Plan \_\_\_\_\_  
c. Major Subdivision Sketch Plan \_\_\_\_\_  
d. Lot Annexation \_\_\_\_\_  
e. Open Space Development \_\_\_\_\_



11. List proposed improvements and utilities and intentions to install or post performance guarantee prior to final approval.

Improvement

Intention

- a.
- b.
- c.
- d.
- e.

12. List of maps and other material accompanying application and number of copies

Item

Number

- a.
- b.
- c.
- d.
- e.
- f.

13. Subdivider's Request for Plan Classification

- a. Major Subdivision Preliminary Plan \_\_\_\_\_
- b. Open Space Development-Preliminary Plan  
\_\_\_\_\_

Signature of applicant \_\_\_\_\_

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**APPLICATION FOR REVIEW OF FINAL PLAN**

Date Received by Township Planning Commission Secretary: \_\_\_/\_\_\_/\_\_\_

Filing Fee Submitted (Amt): \$\_\_\_\_\_

TO: EXETER TOWNSHIP PLANNING COMMISSION

Application is hereby made for approval of a Final Plan of a proposed subdivision as shown and described on the accompanying maps and documents.

1. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

2. Name and address of present owner (if other than #1 above)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

3. Date of tentative approval of Preliminary Plan \_\_\_\_\_

4. Does the Final Plan follow exactly the Preliminary Plan in regard to details and area covered?  
\_\_\_\_\_  
If not, indicate material changes \_\_\_\_\_  
\_\_\_\_\_

5. Number of lots proposed for Final Approval \_\_\_\_\_

6. List of maps and material accompanying application and number of copies.

	Item	Number
a.		
b.		
c.		
d.		
e.		
f.		
g.		

7. Subdivider's request for Plan Classification

- a. Brief Subdivision Final Plan \_\_\_\_\_
- b. Major Subdivision Final Plan \_\_\_\_\_
- c. Open Space Development Final Plan \_\_\_\_\_

Signature of applicant \_\_\_\_\_



**SUBDIVISION SEWAGE DISPOSAL REPORT**

The following information is required for subdivisions where individual septic tanks and sub-surface disposal fields are planned. Four (4) copies of this report, accompanied by nine (9) copies of the Preliminary Subdivision Plan showing the location of test holes, shall be submitted to the Township. The procedures for conducting the tests shall be as required by DEP and shall be conducted by persons meeting the requirements of DEP.

Name of Subdivider : \_\_\_\_\_ Phone No. (\_\_\_\_)

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

Subdivision Name: \_\_\_\_\_

Total Area: \_\_\_\_\_ Acres Proposed typical lot area: \_\_\_\_\_ sq. Ft.

Maximum number of bedrooms per dwelling unit: \_\_\_\_\_

Water Supply: \_\_\_\_\_ Public System \_\_\_\_\_ Community System \_\_\_\_\_ On-Lot Wells

Distance to nearest public water supply: \_\_\_\_\_

Name of System: \_\_\_\_\_

Distance to nearest public sewage system: \_\_\_\_\_

Name of System: \_\_\_\_\_

Is public sewage planned for the area? \_\_\_\_\_ If so, when?

Is public water planned for the area? \_\_\_\_\_ If so, when? \_\_\_\_\_

Distance to nearest stream: \_\_\_\_\_

Give information on subsoil conditions to a depth of at least six feet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give information on water table elevations

: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The results of the soil percolation tests shall be entered in the Table appearing on the Soil Percolation Test Report which constitutes a part of this report.

Date: \_\_\_\_\_ Signature of Owner of Applicant: \_\_\_\_\_

Date of Tests: \_\_\_\_\_ (by): \_\_\_\_\_

**SITE VISIT AUTHORIZATION**

Authorization is hereby given to representatives of Exeter Township to gain access to the property located at:

\_\_\_\_\_  
\_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

which is the subject property for the project titled:

\_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Type of Project (check one):

\_\_\_\_\_ Subdivision

\_\_\_\_\_ Land Development

\_\_\_\_\_ Other

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

## EXETER TOWNSHIP SKETCH PLAN APPLICATION CHECKLIST

This Section to be completed by Exeter Township Engineering Department

Date Rec'd: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ File No. \_\_\_\_\_

Project Title: \_\_\_\_\_

**Submission Checklist:**

To Be Compl. by Applicant (2)	To Be Compl. by Township (2)	PLANS AND DOCUMENTS REQUIRED FOR SUBMISSION <sup>(1)</sup>
		Items A through D ARE REQUIRED for the first submission of a Sketch Plan. Only Item B is required for the submission of revisions to dully filed Sketch Plan.
		A. Three (3) completed Applications for Review of Sketch Plan. §330-7.B (1)
		B. Two (2) completed Department of Fire Codes site/subdivision plan examination permit application §330-7.B (1)
		C. Four (4) black-on-white prints on paper of the Sketch Plan. §330-7.B (1)
		D. One (1) completed Site Visit Authorization. §330-7.B (1)
		E. Submission of three (3) copies of site aerials §330-12.A (13)
		F. All submissions shall be provided in digital PDF format in a manner approved by the Township (including, but not limited to the following means: CD Rom, flash drive, or web-based cloud file hosting service). §330-7.B (1)
		G. Township Filing Fee. Check or money order payable to Exeter Township. §330-7.C (2)

(1) The Applicant or his/her Authorized Representative must provide written justification for any item REQUIRED BUT NOT SUBMITTED in the space provided in the Submission Checklist.

(2) The following responses should be used:

- S Submitted
- PS Previously Submitted
- N/A Not Applicable (Applicant or Consultant must include justification in space provided in Submission Checklist or in a separate letter.)
- N/S Not Submitted (Applicant or Consultant must include justification in space provided in Submission Checklist or in a separate letter.) This response on the part of the Applicant or his Consultant may result in the Application being returned to him for completion.

The Exeter Township Planning Commission, at their sole discretion, may refuse to accept incomplete submission.

Submission made by: \_\_\_\_\_

## EXETER TOWNSHIP SKETCH PLAN OF RECORD APPLICATION CHECKLIST

This Section to be completed by Exeter Township Engineering Department

Date Rec'd: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ File No. \_\_\_\_\_

Project Title: \_\_\_\_\_

**SUBMISSION CHECKLIST:**

To be Compr. by Applicant (2)	To be Compr. by Township (2)	PLANS AND DOCUMENTS REQUIRED FOR SUBMISSION <sup>(1)</sup>
		Items A through E ARE REQUIRED for the first submission of a Sketch Plan of Record. Only Item C is required for the submission of revisions to dully filed Sketch Plan of Record.
		A. Three (3) completed Applications for Review of Sketch Plan of Record. §330-7.B (1)
		B. Two (2) completed Department of Fire Codes site/subdivision plan examination permit application §330-7.B (1)
		C. Six (6) black-on-white prints on paper of the Sketch Plan of Record. (after the initial submission fewer copies required - please check with the Township for amount needed) §330-7.B (1)
		D. One (1) completed Site Visit Authorization. §330-7.B (1)
		E. Three (3) copies of site aerials §330-12.A (13)
		F. All submissions shall be provided in digital PDF format in a manner approved by the Township (including, but not limited to the following means: CD Rom, flash drive, or web-based cloud file hosting service). §330-7.B (1)
		G. Two (2) completed Drainage Plan Apps. (Appendix C - Stormwater Management Ordinance) §330-7.B (1)
		1. Three (3) copies of the Drainage Plan (Section 404 – Stormwater Management Ordinance)
		H. All submissions shall be provided in digital PDF format in a manner approved by the Township (including, but not limited to the following means: CD Rom, flash drive, or web-based cloud file hosting service). §330-7.B (1)
		I. Township Filing Fee. Check or money order payable to Exeter Township. §330-7.C (2)
		J. Berks County Planning Commission Application for Review and Filing Fee. Check or money order payable to County of Berks. §330-7.B (1)

(1) The Applicant or his/her Authorized Representative must provide written justification for any item REQUIRED BUT NOT SUBMITTED in the space provided in the Submission Checklist.

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Submission made by: \_\_\_\_\_

## EXETER TOWNSHIP PRELIMINARY PLAN APPLICATION CHECKLIST

This Section to be completed by Exeter Township Engineering Department

Date Rec'd: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ File No. \_\_\_\_\_

Project Title: \_\_\_\_\_

**SUBMISSION CHECKLIST:**

To be Compr. by Applicant (2)	To be Compr. by Township (2)	PLANS AND DOCUMENTS REQUIRED FOR SUBMISSION <sup>(1)</sup>
		A. Three (3) completed Applications for Review of Preliminary Plan. §330-8.(3)(b)[1]
		B. Two (2) completed Department of Fire Codes site/subdivision plan examination permit application §330-8.A(3)(b)[2]
		C. Six (6) black-on-white prints on paper of the Preliminary Plan. (after the initial submission fewer copies required – please check with the Township for amount needed) §330-8.A(3)(b)[3]
		D. One (1) completed Site Visit Authorization, unless submitted at Sketch Plan stage. §330-8.A(3)(b)[5]
		E. Township Filing Fee. Check or money order payable to Exeter Township. §330-8.A(3)(b)[9][a]
		F. Berks County Planning Commission Application for Review and Filing Fee. Check or money order payable to County of Berks. §330-8.A(3)(b)[9][b]
		G. Two (2) completed Drainage Plan Applications (Appendix C - Stormwater Management Ordinance)
		1. Three (3) copies of the Drainage Plan (Section 404 – Stormwater Management Ordinance)
		H. Three(3)copies of the Subdivision Sewage Disposal Report, for On-Lot sewage disposal. §330-8A.(3)(b)[7]
		I. Three (3) copies of all other information and plans, which are required by §330-13
		1. Erosion and Sedimentation Control Plan and Report (if construction will start with Preliminary Plan approval) §330-13.E
		2. Stormwater Management Report §330-13.F(3)
		3. Preliminary designs of any bridges or culverts. §330-13.F(4)
		4. Indicate that a Wetland delineation has been conducted. §330-13.F(11)(b)

To Be Compl. by Applicant (2)	To Be Compl. by Township (2)	PLANS AND DOCUMENTS REQUIRED FOR SUBMISSION (Preliminary Plan continued)
		5. Traffic Impact Study, if required by §330-47 - §330-13.F(12)
		6. Environmental Assessment Statement. §330-13.F(13)
		7. Environmental Hazard Report. §330-13.F(14)
		8. Responses from the Pennsylvania Biological Survey and/or Pennsylvania natural Diversity Inventory regarding the presence of Habitats of Threatened Species of Special Concern in Pennsylvania. §330-13.F(16)
		9. Proof that all Historic and Archaeological Resources existing on the site or within 50-feet of the site have been identified or that none exist. §330-13.F(16)
		10. Water Resources Study, unless exempt by §330-48 - §330-13.F(17)
		11. Submission of three (3) copies of site aerials §330-13.(F)(18)(a)
		J. All submissions shall be provided in digital PDG format in a manner approved by the Township. (including, but not limited to the following means: CD Rom, flash drive, or web-based cloud file hosting service). §330-8.A.(3)(b)[9]

(1) The Applicant or his/her Authorized Representative must provide written justification for any item **REQUIRED BUT NOT SUBMITTED** in the form of a letter with reference to the item number in the Submission Checklist. The letter shall accompany the Submission Checklist.

(2) The following responses should be used:

- S Submitted
- PS Previously Submitted
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- N/S Not Submitted (Applicant or Consultant must include justification in space provided in Submission Checklist or in a separate letter.) This response on the part of the Applicant or his Consultant may result in the Application being returned to him for completion.

The Exeter Township Planning Commission, at their sole discretion, may refuse to accept incomplete submission.

Submission made by: \_\_\_\_\_

## EXETER TOWNSHIP FINAL PLAN APPLICATION CHECKLIST

This Section to be completed by Exeter Township Engineering Department

Date Rec'd: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ File No. \_\_\_\_\_

Project Title: \_\_\_\_\_

### SUBMISSION CHECKLIST:

To be Compr. by Applicant (2)	To be Compr. by Township (2)	PLANS AND DOCUMENTS REQUIRED FOR SUBMISSION <sup>(1)</sup>
		A. Three (3) completed Applications for Review of Final Plan. §330-9.A(3)(b)[1]
		B. Two (2) completed Department of Fire Codes site/subdivision plan examination permit application (unless previously submitted and approved during Preliminary Plan stage) §330-9.A(3)(b)[2]
		C. Six (6) black-on-white prints on paper of the Final Plan. (after the initial submission fewer copies required- check with the Township for the amount needed) §330-9.A(3)(b)[3]
		D. One (1) completed Site Visit Authorization, unless submitted at Previous Plan stage. §330-9.A(3)(b)[5]
		E. Township Filing Fee. Check or money order payable to Exeter Township. §330-9.A(3)(c)[1]
		F. Berks County Planning Commission Application for Review and Filing Fee. Check or money order payable to County of Berks. (If not previously submitted) §330-9.A(3)(c)[2]
		G. Two (2) completed Drainage Plan Applications (Appendix C - Stormwater Management Ordinance)
		1. Three (3) copies of the Drainage Plan (Section 404 – Stormwater Management Ordinance)
		H. Three (3) copies of all other information and plans, which are outlined in §330-14
		1. Landscape plan showing the number, location, size and species of all trees and shrubbery to be planted within the subdivision or land development. §330-14.E
		2. Final grading plan. §330-14.F
		I. Two (2) copies of all other required information including the following (if applicable) §330-9.A(3)(b)(8)
		1. All offers of dedication and covenants governing the reservation and maintenance of undedicated open space which shall be approved by the Township Solicitor. §330-9.A(3)(b)(8)[a]
		2. Private deed restrictions. §330-9.A(3)(b)(8)[b]
		3. Approval letter for water supply from the Private Water Company. §330-9.A(3)(b)(8)[d]
		4. Letters from utility companies indicating they have received Final Plans. §330-9.A(3)(b)(8)[e]

To Be Compr. by Applicant (2)	To Be Compr. by Township (2)	PLANS AND DOCUMENTS REQUIRED FOR SUBMISSION (final plan continued)
		5. Letter from the Exeter Township Sewer Authority indicating that sufficient capacity exists to accommodate the proposed development. §330-14.N
		6. Responses from the Pennsylvania Biological Survey and/or Pennsylvania natural Diversity Inventory regarding the presence of Habitats of Threatened Species of Special Concern in Pennsylvania. If such habitats exist on the tract, the measures proposed to protect the habitats shall be indicated. §330-14.O
		7. Proof that all Historic and Archaeological Resources existing on the site or within 50-feet of the site have been identified or that none exist. §330-14.P
		8. Wetland Encroachment Permit. §330-14.D(9)
		J. Two (2) PA DEP Sewage Facilities Planning Module approval letter. §330-14.K
		K. Three (3) copies of the Erosion and Sediment Control Plan approved by the PA DEP or the Berks County Conservation District for the entire tract. §330-14.G
		L. Two (2) copies of Penn DOT Highway Occupancy Permit (if applicable). §330-9.A(3)(g)
		M. Submission of three (3) copies of site aerials (if not previously submitted) §330-13.(F)(18)(a)
		N. Submission of two (2) Lighting Catalog Cuts. §330-9.A(3)(b)[6]
		O. All submissions shall be provided in digital PDG format in a manner approved by the Township. (including, but not limited to the following means: CD Rom, flash drive, or web-based cloud file hosting service). §330-9.A.(3)(b)[9]

(1) The Applicant or his/her Authorized Representative must provide written justification for any item **REQUIRED BUT NOT SUBMITTED** in the form of a letter with reference to the item number in the Submission Checklist. The letter shall accompany the Submission Checklist.

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The Exeter Township Planning Commission, at their sole discretion, may refuse to accept incomplete submission.

Submission made by: \_\_\_\_\_

**EXETER TOWNSHIP**

4975 DeMoss Road  
Reading, PA 19606

Phone (610) 779-4888  
Fax (610) 779-5950

**DEPARTMENT OF FIRE CODES & INSPECTIONS**

**SITE / SUBDIVISION PLAN EXAMINATION PERMIT APPLICATION**

DATE: \_\_\_\_\_ PROJECT VALUE: \$ \_\_\_\_\_

**PROJECT INFORMATON:**

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: PA Zip: 19606  
SQ. FT: \_\_\_\_\_ - NO. Of Stories: \_\_\_\_ Construction Type: \_\_\_\_  
Use Group / Occupancy Type: \_\_\_\_\_ Hazard Class: \_\_\_\_\_  
Water Supply defined: \_\_\_\_\_ Fire Main size: \_\_\_\_\_  
No. of fire hydrants: \_\_\_\_\_ Cisterns \_\_\_\_\_  
Is building protected with sprinklers? YES \_\_\_\_ NO \_\_\_\_  
Fire Lane Width: \_\_\_\_ Access Roads: - \_\_\_\_\_

**APPLICANT INFORMATION:** (If different from above)

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

- ***Plan review fee is \$50.00 PER HOUR and will billed upon completion of review***

## **EXETER TOWNSHIP**

4975 DeMoss Road  
Reading, PA 19606

Phone (610) 779-4888  
Fax (610) 779-5950

### **DEPARTMENT OF FIRE CODES & INSPECTIONS**

#### **SITE / SUBDIVISION PLAN REVIEWS**

**The following minimal information must be provided for a “site” plan review:**

- Plans drawn to scale
- Name of the building or subdivision
- Plan date
- Complete address
- Owner's name, address, telephone number
- Design professional's name, address, telephone number
- Applicant's name, address telephone number (if different)
- Water supply defined
- Location of fire hydrants
- Location and diameter of water mains supply fire protection
- Cisterns
- Maximum height of building
- Total square footage
- Proposed building construction
- Proposed building use / occupancy
- Whether building / buildings will be protected by automatic sprinklers
- Location of any fire lanes, their marking and widths