

## APPENDICES

- 1 Certificate of Accuracy (Plan)
- 2 Certification of Accuracy (Survey)
- 3 Storm Water Management Certification
- 4 Certificate of Ownership, Acknowledgment of Plan Offer and Dedication
- 5 District Township Preliminary Plan Approval Certificate
- 6 District Township Improvement Construction Plan Approval
- 7 District Township Final Plan Approval
- 8 District Township Approval Certificate for a Lot Annexation Plan
- 9 District Township Planning Commission Review Certificate
- 10 Application for Consideration of a Subdivision and/or Land Development Plan
- 11 Application for Consideration of an Improvement Construction Plan
- 12 Request for Review of a Subdivision of Land Development Plan by the Berks County Planning Commission
- 13 Notice of Acceptance of an Improvement Guarantee
- 14 Required Improvements Listing (form)
- 15 Notice of Completion and Approval of Improvements
- 16 Application for Consideration of a Modification
- 17 Determination of Sight Distances
- 18 Water Use Requirements
- 19 Sketches
- 20 Minor Conservation Plan (Example)
- 21 Physical Site Analysis Requirements (Sewage Facilities Plan)
- 22 Lot Annexation Plan Notation
- 23 Application for Consideration of a Pre-Application Review (Sketch Plan)

**APPENDIX NO. 1**

**CERTIFICATION OF ACCURACY (PLAN)**

I hereby certify that, to the best of my knowledge, the plan shown and described hereon is true and correct to the accuracy required by the District Township Subdivision and Land Development Ordinance.

\_\_\_\_\_, 19\_\_ \*

\*Signature and seal of a professional registered in the Commonwealth of Pennsylvania qualified to perform such duties and responsible for the preparation of the plan.

**APPENDIX NO. 2**

**CERTIFICATION OF ACCURACY (SURVEY)**

I hereby certify that, to the best of my knowledge, the survey shown and described hereon is true and correct to the accuracy required by the District Township Subdivision and Land Development Ordinance.

\_\_\_\_\_, 19\_\_ \*

\*Signature and seal of a professional registered in the Commonwealth of Pennsylvania qualified to perform such duties and responsible for the preparation of the plan.

**APPENDIX NO. 3**

**STORM DRAINAGE PLAN CERTIFICATION**

I hereby certify that, to the best of my knowledge, the storm drainage facilities shown and described hereon are designed in conformance with the District Township Stormwater Management and Earth Disturbance Ordinance.

\_\_\_\_\_, 19\_\_ \*

\*Signature and seal of a professional registered in the Commonwealth of Pennsylvania qualified to perform such duties and responsible for the preparation of the storm drainage plan.

**APPENDIX NO. 4**

**CERTIFICATE OF OWNERSHIP, ACKNOWLEDGMENT OF PLAN  
AND OFFER OF DEDICATION**

**INDIVIDUAL**

**COMMONWEALTH OF PENNSYLVANIA**

**COUNTY OF BERKS**

On this, the \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, who being duly sworn according to law, deposes and says that he is the \* \_\_\_\_\_ of the property shown on this plan, that the plan thereof was made at his direction, that he acknowledges the same to be his act and plan, that he desires the same to be recorded, and that all streets and other property identified as proposed public property (excepting those areas labeled "NOT FOR DEDICATION") are hereby dedicated to the public use. He also hereby acknowledges that this proposed subdivision or land development may be subject to the requirements of additional Township, State and Federal regulations.

\*\*

\*\*\*

My Commission Expires \_\_\_\_\_, 19

- \* Identify Ownership or Equitable Ownership
- \*\* Signature of the Individual
- \*\*\* Signature and Seal of Notary Public or Other Authorized to Acknowledge Deeds.

**APPENDIX NO. 4**

**CERTIFICATE OF OWNERSHIP, ACKNOWLEDGMENT OF PLAN  
AND OFFER OF DEDICATION**

**COPARTNERSHIP**

**COMMONWEALTH OF PENNSYLVANIA**

**COUNTY OF BERKS**

On this, the \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, being the members of the firm of \_\_\_\_\_ who being duly sworn according to law, deposes and says that the copartnership is the \* \_\_\_\_\_ of the property shown on this plan, that the plan thereof was made at its direction, that it acknowledges the same to be its act and plan and desires the same to be recorded, and that all streets and other property identified as proposed public property (excepting those areas labeled "NOT FOR DEDICATION") are hereby dedicated to the public use.

\*\*

\*\*\*

My Commission Expires \_\_\_\_\_, 19

- \* Identify Ownership or Equitable Ownership
- \*\* Signature of the Individual
- \*\*\* Signature and Seal of Notary Public or Other Officer Authorized to Acknowledge Deeds.

APPENDIX NO. 4

CERTIFICATE OF OWNERSHIP, ACKNOWLEDGMENT OF PLAN AND OFFER OF DEDICATION

CORPORATE

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF BERKS

On this, the \_\_\_ day of \_\_\_\_\_, 19\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, being \* \_\_\_\_\_ of \*\* \_\_\_\_\_ who being duly sworn according to law, deposes and says that the corporation is the \*\*\* \_\_\_\_\_ of the property shown on this plan, that he is authorized to execute said plan on behalf of the corporation, that the plan is the act and deed of the corporation, that the corporation desires the same to be recorded and on behalf of the corporation further acknowledges, that all streets and other property identified as proposed public property (excepting those areas labeled "NOT FOR DEDICATION") are hereby dedicated to the public use.

\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*

My Commission Expires \_\_\_\_\_, 19

- \* Individual's Title
\*\* Name of Corporation
\*\*\* Identify Ownership or Equitable Ownership
\*\*\*\* Signature of Individual
\*\*\*\*\* Corporate Seal
\*\*\*\*\* Signature and Seal of Notary Public or Other Officer Authorized to Acknowledge Deeds.

**APPENDIX NO. 5**

**DISTRICT TOWNSHIP BOARD OF SUPERVISORS  
PRELIMINARY PLAN APPROVAL CERTIFICATE**

At a meeting on \_\_\_\_\_, 19\_\_\_\_, the District Township Board of Supervisors granted PRELIMINARY PLAN APPROVAL of this project, including the complete set of plans marked sheet(s) \_\_ through \_\_\_\_\_ which form a part of the application dated \_\_\_\_\_, last revised \_\_\_\_\_, and bearing District Township File No. \_\_\_\_\_. This plan may not be recorded in the office of the Berks County Recorder of Deeds, nor may any construction be initiated.

\* \_\_\_\_\_ \*

\*Signatures of the Chairman and Vice Chairman or their designees.

**APPENDIX NO. 6**

**DISTRICT TOWNSHIP BOARD OF SUPERVISORS  
IMPROVEMENT CONSTRUCTION PLAN APPROVAL CERTIFICATE**

At a meeting on \_\_\_\_\_, 19\_\_\_\_, the District Township Board of Supervisors granted IMPROVEMENT CONSTRUCTION PLAN APPROVAL of this plan, bearing District Township File No. \_\_\_\_\_. When combined with the necessary Township and/or Commonwealth approvals and permits, this approval grants the authority to install the improvements required by the District Township Subdivision and Land Development Ordinance. This plan may not be recorded in the office of the Berks County Recorder of Deeds.

\* \_\_\_\_\_ \*

\*Signatures of the Chairman and Vice Chairman or their designees.

**APPENDIX NO. 7**

**DISTRICT TOWNSHIP BOARD OF SUPERVISORS  
FINAL PLAN APPROVAL CERTIFICATE**

At a meeting held on \_\_\_\_\_, 19\_\_\_\_, the District Township Board of Supervisors approved this project including the complete set of plans and information which are filed with the Supervisors in File No. \_\_\_\_\_, based upon its conformity with the standards of the District Township Subdivision and Land Development Ordinance.

\* \_\_\_\_\_ \*

\*Signatures of the Chairman and Vice Chairman or their designees.

**APPENDIX NO. 8**

**DISTRICT TOWNSHIP BOARD OF SUPERVISORS  
APPROVAL CERTIFICATE FOR A (LOT ANNEXATION)/NATURAL SUBDIVISION) PLAN**

This (lot annexation plan) / (natural subdivision plan), bearing District Township File No.\_\_\_\_, approved by the District Township Board of Supervisors this \_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_.

\* \_\_\_\_\_ \*

\*Signatures of the Chairman and Vice Chairman or their designees.



**APPENDIX NO. 9**

**DISTRICT TOWNSHIP PLANNING COMMISSION  
REVIEW CERTIFICATE**

At a meeting held on \_\_\_\_\_, 19\_\_\_\_\_, the District Township Planning Commission reviewed this plan and a copy of the review comments is on file in the Township office.

\* \_\_\_\_\_ \*

\*Signatures of the Chairman and Secretary or their designees.

**APPENDIX NO. 10**

**APPLICATION FOR CONSIDERATION FOR A SUBDIVISION  
AND/OR LAND DEVELOPMENT PLAN**

**TWP FILE NO.**

**DATE OF RECEIPT/FILING  
(FOR TOWNSHIP USE ONLY)**

The undersigned hereby applies for approval under the District Township Subdivision and Land Development Ordinance of 1999 for the (Subdivision) (Land Development) Plan submitted herewith and described below:

1. Plan Name:

Plan No.: \_\_\_\_\_ Plan Date:

2. Project Location:

3. Name of Property Owner(s):

Address:

Phone No.:

4. Land Use and Number of Lots and/or Units (indicate answer by number):

\_\_\_ Single-Family (Detached)                      \_\_\_ Commercial

\_\_\_ Multi-Family (Attached-Sale) \_\_\_ Industrial

\_\_\_ Multi-Family (Attached-Rent) \_\_\_ Institutional

5. Total Acreage:

6. Application Classification: (Check One)

\_\_\_ Preliminary Plan                                      \_\_\_ Final Plan

\_\_\_ Lot Annexation Plan                                      \_\_\_ Natural Subdivision Plan

\_\_\_ Revised Subdivision and/or Land Development Plan

for processing in accordance with Section 308 of the Ordinance.

7. Name of Applicant (if other than owner):

Address:

Phone No.:

8. Firm Which Prepared Plan:

Address:

Phone No.:

Person Responsible for Plan:

9. Have all zoning approvals been obtained? Please specify approvals:

10. Type of water supply proposed:

\_\_\_\_\_ Public

\_\_\_\_\_ Community

\_\_\_\_\_ Individual

11. Type of sanitary sewer disposal proposed:

\_\_\_\_\_ Public \_\_\_\_\_ Live

\_\_\_\_\_ Community \_\_\_\_\_ Capped

\_\_\_\_\_ Individual

12. Lineal feet of new street

Identify all street(s) not proposed for dedication:

13. Acreage proposed for park or other public use:

14. Have plans been submitted to the Berks County Planning Commission?

I am aware that I cannot commence development of the property and cannot commence excavation, earthmoving, grading, or construction until a plan has been recorded in the office of the Recorder of Deeds or until an Improvement Construction Plan has been approved by the Board of Supervisors of the Township of District. By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of District Township, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Landowner or Applicant

**APPENDIX NO. 11**

**APPLICATION FOR CONSIDERATION OF AN  
IMPROVEMENT CONSTRUCTION PLAN**

**TWP FILE NO.**

**DATE OF RECEIPT/FILING  
(FOR TOWNSHIP USE ONLY)**

The undersigned hereby applies for approval of the District Township Board of Supervisors of the Improvement Construction Plan submitted herewith and described below:

1. Plan Name:

Plan No.: \_\_\_\_\_ Plan Date:

2. Project Location:

Municipality:

3. Name of Property Owner(s):

Address:

Phone No.:

4. Land Use and Number of Lots and/or Units (indicate answer by number):

\_\_\_\_ Single-Family (Detached)

\_\_\_\_ Commercial

\_\_\_\_ Multi-Family (Attached-Sale)

\_\_\_\_ Industrial

\_\_\_\_ Multi-Family (Attached-Rent)

\_\_\_\_ Institutional

\_\_\_\_ Mobile Home Park

\_\_\_\_ (Other) Specify

5. Total Acreage:

6. Name of Applicant (if other than owner):

Address:

Phone No.:

7. Firm Which Prepared Plan:

Address:

Phone No.:

Person Responsible for Plan:

I am aware that I cannot commence development of the property and cannot commence excavation, earthmoving, grading, or construction until a plan has been recorded in the office of the Recorder of Deeds or until an Improvement Construction Plan has been approved by the Board of Supervisors of the Township of District. By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of District Township, and I understand that any false statements made herein are being made subject to the penalties of 18 Pa. C.S. Section 4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**APPENDIX NO. 12**

**TO:** Berks County Planning Commission  
633 Court Street, Fourteenth Floor  
Reading, Pennsylvania 19601-3591

**FROM:** District Township

**SUBJECT:** Request for Review of a Subdivision or Land Development Plan

We do hereby request the Berks County Planning Commission to review the enclosed subdivision or land development plan in accordance with the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended, Article V, Section 502.

Plan Identification (check or complete the following items):

Municipal Plan No. (if any)

Plan Name: \_\_\_\_\_

Preliminary Plan

Final Plan

Other (specify)

Land of Landowner(s):

Address:

Additional Comments:

Signature

Print Full Name

Title

District Township  
202 Weil Road  
Boyertown, PA 19512

(610) 845-7595

**APPENDIX NO. 13**

**NOTICE OF ACCEPTANCE OF AN IMPROVEMENT GUARANTEE**

**DATE:**

District Township Board of Supervisors  
202 Weil Road  
Boyertown, PA 19512

**SUBJECT:** Acceptance of Improvement Guarantee

Dear Supervisors:

The developer of the project known as \_\_\_\_\_ has provided an improvement guarantee in the form of a \_\_\_\_\_ to assure the proper installation of the following improvements:

\_\_\_ Sanitary Sewer Facilities

\_\_\_ Water Supply Facilities

\_\_\_ Fire Hydrants

This form of improvement guarantee was accepted by formal action of the Board of the \_\_\_\_\_ at a meeting on \_\_\_\_\_, 19\_\_\_\_.

Authorized Signature



**APPENDIX NO. 14**

**REQUIRED IMPROVEMENTS LISTING**

Plan Name:

Plan Location:

The undersigned developer hereby agrees to provide throughout his development, as shown on the plan of \_\_\_\_\_, dated \_\_\_\_\_ the following improvements:

<u>Improvements</u>	<u>Quantity</u>	<u>Units</u>	<u>Price Per Unit</u>	<u>Construction Cost</u>
Street Grading	_____	_____	_____	
Street Base	_____	_____	_____	
Street Paving	_____	_____	_____	_____
Street Signs	_____	_____	_____	
Curbs	_____	_____	_____	
Sidewalks	_____	_____	_____	
Storm Sewer Facilities	_____	_____	_____	
Sanitary Sewer Facilities	_____	_____	_____	
Water Supply Facilities	_____	_____	_____	
Fire Hydrants	_____	_____	_____	
Survey Monuments	_____	_____	_____	
Buffer Planting	_____	_____	_____	
Street Trees	_____	_____	_____	
Traffic Control Signs	_____	_____	_____	
Other (specify)	_____	_____	_____	

**ESTIMATED COST:** \$

**CONTINGENCIES (10%):** \$

**INSPECTION FEE DEPOSIT (5%):** \$

**REQUIRED ESCROW:** \$

**SIGNATURE OF DEVELOPER**

**APPENDIX NO. 15**

**NOTICE OF COMPLETION AND APPROVAL OF IMPROVEMENTS**

**DATE:**

District Township Board of Supervisors  
202 Weil Road  
Boyertown, PA 19512

**SUBJECT:** Approval of Improvements

Dear Supervisors:

The developer of the project known as \_\_\_\_\_ has completed the installation of the following improvements in accordance with the improvement construction plan:

- \_\_\_ Sanitary Sewer Facilities
- \_\_\_ Water Supply Facilities
- \_\_\_ Fire Hydrants
- \_\_\_ Other (specify)

\_\_\_\_\_ Authorized Signature

\_\_\_\_\_ Print Full Name

\_\_\_\_\_ Title

\_\_\_\_\_ Approval Authority

\_\_\_\_\_ Address

\_\_\_\_\_ Phone No.

**APPENDIX NO. 16**

**APPLICATION FOR CONSIDERATION OF A MODIFICATION**

**TWP FILE NO.**

**DATE OF RECEIPT/FILING  
(FOR TOWNSHIP USE ONLY)**

The undersigned hereby applies for approval of modification, submitted herewith and described below:

1. Name of Project:
2. Project Location:
3. Name of Property Owner(s):  
Address:  
Phone No.:
4. Name of Applicant (if other than owner):  
Address:  
Phone No.:
5. Specify section(s) of the District Township Subdivision and Land Development Ordinance for which modification is requested:
6. The proposed alternative to the requirement:
7. Justification for the modification:

8. Identification of plans, reports or supplementary data which is part of the application:

The undersigned hereby represents that, to the best of his knowledge and belief, all information listed above is true, correct and complete.

\_\_\_\_\_  
Date

Signature

**APPENDIX 17**  
**DETERMINATION OF SIGHT DISTANCES**

**APPENDIX 18**  
**WATER USE REQUIREMENTS**

**APPENDIX 19**  
**SKETCHES**

**APPENDIX 20**  
**MINOR CONSERVATION PLAN (EXAMPLE)**



**APPENDIX 21**  
**PHYSICAL SITE ANALYSIS REQUIREMENTS**  
**(SEWAGE FACILITIES PLAN)**

**APPENDIX 22**  
**LOT ANNEXATION PLAN NOTATION**  
**(SAMPLE)**

NOTE PROHIBITING SEPARATE CONVEYANCE OF LOT 2:

By executing this Plan, all landowners agree, for landowners and the personal representatives, heirs, successors and assigns of landowners, that the lot identified as (Lot 2) on the Plan may not be separately conveyed to any person other than to the adjoining landowner identified on this Plan. Any other conveyance of (Lot 2) on the Plan shall be considered a violation of the applicable Subdivision and Land Development Ordinance and shall be subject to all penalties and remedies authorized by the Pennsylvania Municipalities Planning Code and the applicable Subdivision and Land Development Ordinance. All landowners agree, for landowners and the personal representatives, heirs, successors and assigns of landowners, that District Township shall not be required to issue any zoning permits or any building permits or any other permit or approval to authorize erection of any structure or structures upon (Lot 2) until such time as the landowner or the personal representatives, heirs, successors and assigns of the landowner of such Lot has received all approvals required for the installation of sewage disposal facilities on such Lot and has received any subdivision or land development approval necessary for the separation of such Lot or the erection of more than one principal structure. Landowners and/or the personal representatives, heirs, successors and assigns of landowners shall bear all costs of obtaining any approvals required for development proposed and shall bear all risks that such approvals may not be able to be obtained. Lots and/or Units (indicate answer by number):

**APPENDIX NO. 23**

**APPLICATION FOR CONSIDERATION FOR A PRE-APPLICATION  
REVIEW (SKETCH PLAN)**

**TWP FILE NO.**

**DATE OF RECEIPT/FILING  
(FOR TOWNSHIP USE ONLY)**

The undersigned hereby applies for informal review under the District Township Subdivision and Land Development Ordinance of 1999 for the (Subdivision) (Land Development) Plan submitted herewith and described below:

1. Plan Name:

Plan No.: \_\_\_\_\_ Plan Date:

2. Project Location:

3. Name of Property Owner(s):

Address:

Phone No.:

4. Proposed Land Use and Number of Lots and/or Units (indicate answer by number):

Single-Family (Detached)                       Commercial

Multi-Family (Attached-Sale)  Industrial

Multi-Family (Attached-Rent)  Institutional

5. Total Acreage:

6. Name of Applicant (if other than owner):

Address:

Phone No.:

7. Firm Which Prepared Plan:

Address:

Phone No.:

Person Responsible for Plan:

8. Type of water supply proposed:

\_\_\_\_\_ Community

\_\_\_\_\_ Individual

9. Type of sanitary sewer disposal proposed:

\_\_\_\_\_ Community

\_\_\_\_\_ Individual

10. Approximate Lineal feet of new street

11. Acreage proposed for park or other public use:

I am aware that I cannot commence development of the property and cannot commence excavation, earthmoving, grading, or construction until a final plan has been recorded in the office of the Recorder of Deeds or until an Improvement Construction Plan has been approved by the Board of Supervisors of the Township of District.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Landowner or Applicant