



## SUBDIVISION AND LAND DEVELOPMENT INSTRUCTION SHEET FOR THE TYPE OF APPLICATION DESIRED

1. Check the block marked “Minor Subdivision” if you are subdividing one (1) lot into two (2) lots for the purpose of building or transfer of ownership (now or in the future) and both lots have road frontage and the subdivision does not create or change streets, does not create the need for an easement of access or the need for required public improvements. Filing is done in accordance with the Souderton Borough Subdivision and Land Development Regulation.

2. All other types of Land Development or Subdivision have three stages of plan review: Sketch, Preliminary and Final.

### **A. Sketch Plan** – Filing Fee Required. (10 copies of plans and 1 electronic copy)

Check this block if you wish to have an informal review before the Souderton Borough Planning Commission in order to get informal opinions/recommendations regarding its feasibility. Filing is informal opinions/recommendations regarding its feasibility. Filing is done in accordance with the Souderton Borough Subdivision and Land Development Regulations.

### **B. Preliminary Plan** – Filing Fee, Escrow and Professional Service Agreement required. (18 sets of Plans and 1 complete electronic set including plan)

Check this block if you have had a full site plan prepared by an Engineer or Architect in accordance with all plan requirements as outlined in the Souderton Borough Subdivision and Land Development Regulations.

### **C. Final Plan** – Filing Fee, Escrow and Professional Service Agreement Required. (18 sets of plans and 1 complete electronic set including plan)

Check this block if you have received Preliminary approval from the Council of Souderton Borough and Preliminary plans have been revised to comply with all reports of Commissions/agencies and filed in accordance with the Souderton Borough Subdivision and Land Development Regulations, or skip the preliminary plan and file for final (this is not recommended) approval if you believe all possible contingencies and concerns have been addressed on the plan.