

**WRIGHTSTOWN TOWNSHIP
SUBDIVISION AND LAND DEVELOPMENT
SUBMISSION CHECKLIST**

***Note: Failure to submit ALL requirements below constitutes an INCOMPLETE APPLICATION.**

	Minor	Major	Land Dev.
_____ Twenty copies of Application, plans and all documents. (Signed and notarized.)(Per current Resolution)	Required	Required	Required
_____ Waiver Request Letter if applicable (Per Sec. 22-605.3)	Required	Required	Required
_____ All required Fees and replenishable Escrows	Required	Required	Required
_____ Letter granting authorization for the Township and its Agents to enter the property for inspection. (Per Sec. 22-401.5)	Required	Required	Required
_____ BC Planning Commission Application & Fee	Required	Required	Required
_____ Copy of BC Conservation District Application	Required	Required	Required
_____ Existing Resource and Site Analysis Plan (ERSAP) (Per Sec. 22-401.2)	Required	Required	Required
_____ Pre-Application Meeting (Per Sec. 22-401.2)	Recomm.	Recomm.	Recomm.
_____ Site Visit (Per Sec. 22-401.2)	Recomm.	Recomm.	Recomm.
_____ Four-Step Design Process (Per Sec. 22-401.2)	Required	Required	Required
_____ Sketch Plan (Per Sec. 22-401.2)	Recomm.	Recomm.	Recomm.
_____ Preliminary Plan (Per Sec. 22-401.2)	Recomm.	Required	Required
_____ Final Plan (Per Sec. 22-401.2)	Required	Required	Required
_____ One full set of Plans for Adjacent Municipalities (Per Sec. 22-401.6.A)	Required	Required	Required
_____ Proof of Notification to properties within 1,500 feet (Mailed within 15 days of submission. Verification includes address and TMP list.) (Per Sec. 22-401.7)	Required	Required	Required

* Any plan that has been resubmitted after being withdrawn, approved, rejected, or changed substantively will be considered an entirely new submission with associated application, fees, and above required information.