

Washington Township

Northampton County - Planning Commission

1021 Washington Blvd
Bangor PA 18013
(610)-588-1524

SUBDIVISION AND LAND DEVELOPMENT APPLICATION PROCESS

Planning Commission applications must be completed, submitted and paid 3 weeks prior to the scheduled Planning Commission meeting, which is the 3rd Tuesday of every month. The Applicant's engineer or surveyor may help complete the application.

Our Township Engineer will review the plan to ensure it meets the SALDO ordinance and submit a "review letter" with their recommendations. This ordinance is available on our website.

The application fee covers the initial costs the engineer and solicitor bills the Township for reviews, emails, and attendance at the meetings. The costs of this process will most likely exceed the initial application fee, especially if plans need revisions and additional reviews, and the Applicant will be billed.

Attendees at the Planning Commission meetings are the Applicant and Applicant Engineer/Surveyor, Planning Commission members, the Township Engineer, and the Township Solicitor. The meeting is open to the public, so members of the community might be present.

The Planning Commission will make a recommendation for approval or disapproval. This recommendation will be forwarded to the Board of Supervisors who will either approve or disapprove at their next scheduled meeting (the 2nd Wednesday of every month).

Once the Board approves, the Applicant can proceed with final plans, etc. The final plan must be submitted to the Township office where it will then be signed by the Township Engineer, Planning Commission Chairman and Secretary, and Board Chairman and Secretary/Treasurer.

Recreation Fee of \$3000 must be paid in full at the time that any subdivision within the Township receives final approval by the BOS (per Resolution 13-2025, 11.12.25). This is a separate check from the application fee.

All fees must be paid in full before the plans are released to the applicant for recording.

Applicant takes the plan to the Northampton County Recorder of Deeds office for recording within 90 days from the date the Township signs the plan. Once recorded at the Recorder of Deeds office, the Applicant brings 1 mylar and 2 paper copies of the plan, along with receipt of recording, back to the Township for our records.

Planning Commission Members:

Charles Dertinger, Chairman

Michael Mazzella, Vice Chairman

John Buck, Commissioner

Carol Rice, Commissioner

Kathleen Purdue, Commissioner

Lisa Shetler, PC Secretary

610-599-7821

bookkeeper@washington-township.com

Township Engineer: Keystone Consulting Engineers

Township Solicitor: Richard (Ricky) E. Santee, Esquire