

Subdivision and Land Development

- Subdivision of land into two or more separate parcels
- Development of a tract or parcel
- General information
 - Application forms may be picked up at our Office or printed from this site. Please print, complete and return the applicable Form in its entirety. County Referral application must be completed by the applicant where indicated; this office must complete the top portion of this form. All forms, including County Referral, must be returned to our Office. Applications should be accompanied by plans and the filing fees. Separate checks should be made payable to Borough of Kutztown and County of Berks.
 - Refer to Chapter 195 of the Kutztown Code or contact our Office to determine the number of applications, plans and supplementary data that needs to be submitted.
 - Refer to the Berks County Planning Commission's webpage for details concerning their filing and review process.
 - Reviews are performed by the Borough Planning Commission, Berks County Planning Commission and other borough, state or county officials as necessary.
 - Upon all issues being addressed under the review process, approval is required by Borough Council.
- Additional permits and/or studies which may be required for development of parcels or lots
 - Pennsylvania Department of Environmental Protection
 - PennDOT Highway Occupancy Permit
 - Army Corps of Engineers
 - Various Impact Studies (Utilities, Police, Traffic, School, etc.)
 - Borough of Kutztown Building, Electrical, Plumbing and Zoning Permits

Subdivision and Land Development Fees - *The fee schedule below will serve as a list of common fees charged and may not be inclusive of all possible fees associated with a project. Please contact the Community Development Office for more information.*

Residential recreation fee, in lieu of land dedication	\$1,000.00 per dwelling unit
Review of subdivision	
Residential, less than 10 dwelling units or lots	\$500.00 plus \$40.00 per dwelling lot
Residential, 10 or more dwelling units or lots	\$1,000.00 plus \$40.00 per dwelling lot
Commercial or industrial	\$1,000.00 plus \$150.00 per acre or portion thereof
Review of land development	\$1,000.00 plus \$500.00 per acre or portion thereof