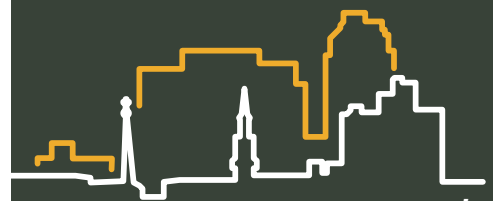


# E-FLASH



January 2026

**Hello Berks County Municipalities, Engineers, Solicitors, and Partners,**  
With a new home at the County's South Campus and new leadership under Executive Director Ashley Showers, the Planning Commission is entering an exciting new chapter in 2026. In the coming weeks, we will also be welcoming a new Assistant Director and an administrative team member.

We extend a warm welcome to all newly elected officials and municipal staff. This E-Flash includes several reminders and helpful information on how coordination between the Berks County Planning Commission and our municipal partners works.

Please take a few minutes to review the items below and contact us at:

**610-478-6300**

if you need any further assistance.

Thank you



## Subdivision and Land Development

Article V of the Pennsylvania Municipalities Planning Code, Act of 1968, P.L.805, No 247 as reenacted and amended states:

**(PLAN SUBMISSION) Section 502**

(b) "Applications for subdivision and land development located within a municipality having adopted a subdivision and land development ordinance shall be forwarded upon receipt by the municipalities to the county planning agency for review and report together with a fee sufficient to cover the costs of the review and report which fee shall be paid by the applicant."

**Berks County Referral-Land Subdivision & Land Development Review Application and Fee Schedule**

The Berks County Planning Commission has updated the County Referral-Land Subdivision & Land Development Review Application. The form

is now an electronic fillable form available on the Berks County Planning Commission's [website](#), under the Land Use tab or can be printed for completion. **The form must be submitted to the municipality via hard copy as the Berks County Planning Commission will not accept electronic plan and form submission.**

**(RECORDING PLAN) Section 513**

(a) "Upon the approval of a final plat, the developer shall within 90 days of such final approval or 90 days after the date of delivery of an approved plat signed by the governing body, following completion of conditions imposed on such approval, whichever is later, record such plat in the office of the recorder of deeds of the county in which the municipality is located. Whenever such plat approval is required by a municipality, the recorder of deeds of the county shall not accept any plat for recording, unless such plat officially notes the approval of the

governing body and review by the county planning agency, if one exists."

The Berks County Planning Commission works from the latest date noted on the plan for the 90-day timeframe for recording the plan. If conditions are imposed for plan approval, the plan should note when the conditions were met by the developer or a letter on municipal letterhead should be provided noting the date when the conditions of the plan approval were met so the letter can be added with the recorded document.

The Planning Commission strongly suggests that applicants wishing to record their plans make an appointment by calling 610-478-6300.

To record the approved plan applicants should review the [Plan Recording Checklist](#) and complete the [Planning Recording Form](#)

### Section 304. Legal Status of County Comprehensive Plans Within Municipalities

(a) Following the adoption of a comprehensive plan or any part thereof by a county, pursuant to the procedures in section 302, any proposed action of the governing body of a municipality, its departments, agencies and appointed authorities within the county shall be submitted to the county planning agency for its recommendations if the proposed action relates to:

- (1) the location, opening, vacation, extension, widening, narrowing or enlargement of any street, public ground, pierhouse or watercourse
- (2) the location, erection, demolition, removal or sale of any public structures located within the municipality;
- (3) the adoption, amendment or repeal of any comprehensive plan, official amp, subdivision or land ordinance, zoning ordinance or provisions for planned residential development; or
- (4) the construction, extension or abandonment of any water line, sewer line or sewage treatment facility.

(b) The recommendation of the planning agency shall be made to the governing body of the municipality within 45 days and the proposed action shall not be taken until such recommendation is made. If, however, the planning agency fails to act within 45 days, the governing body shall proceed without its recommendation.



## New Policy: ACT 247 Proposed and Adopted Ordinance Amendments – Tracked Changes

On July 1st, 2024, the Berks County Planning Commission requests that all municipalities begin submitting all proposed ordinance amendments and adopted amendments with tracked changes. Tracked changes are a way of organizing and writing text that shows changes that have been made to the text. A common example of this is utilizing "redlined changes", whereby both the existing text that is being edited is shown crossed-out in red, and the new text that is to be added/changed is shown in red. If text is to be deleted with nothing replaced, it would simply be crossed out in red.

[CLICK HERE TO SEE FULL POLICY](#)

### Zoning Amendment Process

Per the Pennsylvania Municipalities Planning Code

**Ordinance Amendments :** Section 609. (e) Enactment of Zoning  
If a county planning agency has been created for the county in which the municipality proposing the amendment is located, then at least 30 days prior to the public hearing on the amendment by the local governing body, **the municipality shall submit the proposed amendment to the county planning agency for recommendations.**

Section 609. (g) Enactment of Zoning Ordinance Amendments : Within 30 days after enactment, a copy of the amendment to the zoning ordinance shall be forwarded to the county planning agency.

Please forward VIA email all zoning ordinance amendments for review and after enactment with tracked changes to the attention of **Taylor Lawrence** ([tlawrence@berkspa.gov](mailto:tlawrence@berkspa.gov)). Please forward VIA email all subdivision and land development ordinance amendments for review and after enactment with tracked changes to the attention of **Michelle Franklin** ([mfranklin@berkspa.gov](mailto:mfranklin@berkspa.gov))



## This Month's Subdivision and Land Development Report



VIEW THE DASHBOARD



VIEW THE REPORT



### UCC Sign up

Municipal Secretaries, Please keep an eye out for a memo sent via email about joining or continuing membership in the Berks County Uniform Construction Code Board of Appeals. The fee for 2025 is \$300.00 Any questions can be directed to Jamie Passon, Board Secretary. [jpasson@berkspa.gov](mailto:jpasson@berkspa.gov)

