

NEW HANOVER TOWNSHIP

SUBDIVISION / LAND DEVELOPMENT APPLICATION

Please follow all instructions throughout this application before submission. The application will be reviewed by the Township for proper completion before the application is officially accepted.

Our Township has a policy to have a plan technically completed (within reason) prior to preliminary consideration. Once preliminary approval is granted, we do not consider final plan approval (resolution) until all comments have been satisfied and permits secured. This ensures a smooth process for both parties. It is strongly suggested that you discuss your plan in advance with the Township Manager and Planning Commission (Sketch Plan) in advance of plan design.

GENERAL INFORMATION

MEETINGS

PC Meetings – 2nd Wednesday @ 6:30 PM
BOS Meetings – 1st Thursday @ 6:30 PM

TYPE OF PLANS

- Sketch Plan – applicants are encouraged to submit a sketch plan as the first step in the subdivision and land development process as a basis for informal discussion with the Planning Commission. However, this action is not mandatory and is not an official plan under the Pennsylvania Municipalities Planning Code.
- Minor Subdivision/Land Development – a subdivision proposal which would improve or divide one existing lot into two lots, both of which will comply with the applicable dimensional requirements of the district in which the existing lot is located and meets the following requirements:
 - o the existing lot has sufficient footage on an existing, improved public street to satisfy the applicable Township requirements for lot frontage and access to a public street for proposed lots
 - o the subdivision will not require new road construction, road improvements or the extension of existing public utility lines
 - o the proposal will not involve significant stormwater and/or erosion control measures or issues as determined by the Township Engineer
- Major Subdivision/Land Development – any improvement or subdivision other than a minor subdivision/land development or any size improvement or subdivision requiring new road construction, road improvements or the extension of existing public utility lines

SUBDIVISION AND LAND DEVELOPMENT PROCESS

Please review the following subdivision and land development process and corresponding Requirements for Filing Plans to ensure your application is complete.

Preliminary/Final Plan Process

1. Submit your completed application (reference *Requirements for Filing Plans*) at the Township Building at 2943 North Charlotte Street, Gilbertsville, PA 19525.
2. The Township will forward plans to reviewing agencies. Plans are not to be delivered to any reviewing agency by the owner, developer or agent.
3. **Initial Submission Only.** The Applicant must submit mailing labels for all adjoining property owners of the subject property. These property owners will be notified by first class mail that an application has been received for review. The Township will bill the escrow for the mailing of these letters.
4. The application is officially accepted by the Planning Commission at its first meeting following submission of a completed application and plans. The ninety (90) day review period begins.
5. The plan is reviewed and discussed by the Planning Commission at a meeting following receipt of all applicable letters from reviewing agencies.
6. The Applicant revises the plans pursuant to the Planning Commission and applicable reviewing agencies. Revised plans must be submitted thirty (30) days prior to the next Planning Commission meeting. Revised plans are distributed in same form as initial submission.
7. The Planning Commission prepares a written report recommending approval or disapproval of the plan for the Board of Supervisors.
8. The Board of Supervisors approves (with or without conditions) or disapproves the plan at a regular meeting.
9. The Township will communicate the Board of Supervisors' decision to the applicant within 15 days of the decision.

Final Plan Process Only

10. If the plan is approved, the Applicant submits to the Township Engineer two (2) sets of plans revised to reflect conditions of approval with copies of descriptions, deeds, cost estimates and other documentation required. The Township Engineer reviews plans for completeness and reviews descriptions.
11. The Township Engineer directs the applicant to submit ten (10) paper copies of the Record Plan.
12. The Township Solicitor prepares the necessary Deeds of Dedication, Covenants, Easements, Restrictions and Construction Escrow Agreements and forwards to the Applicant for signatures.
13. The Township records the Plans, Deeds, Covenants, etc. as required and copies are sent to the Applicant and applicable parties.
14. The Applicant is required to apply and receive approval for all necessary permits prior to starting any construction.

SCHEDULE OF FEES AND ESCROWS
(Resolution 17-16)

	<u>Base Fee + Fee per Lot or Dwelling Unit</u>	<u>Escrow*</u>
1. Residential		
A. Sketch Plans	\$100.00	\$1,000.00
B. Minor Subdivisions	\$500.00	\$2,500.00
C. Preliminary Plans (Major Subdivisions/Land Developments)		
4 to 20 lots/units	\$500.00 + \$50 per unit	\$5,000.00
21 to 100 lots/units	\$1,000.00 + \$35 per unit	\$7,500.00
101 or more lots/units	\$1,500.00 + \$25 per unit	\$10,000.00
D. Final Plans (Major Subdivisions/Land Developments)		
4 to 20 lots/units	\$500.00 + \$50 per unit	\$5,000.00
21 to 100 lots/units	\$1,000.00 + \$35 per unit	\$7,500.00
101 or more lots/units	\$1,500.00 + \$25 per unit	\$10,000.00
2. Non-Residential		
A. Sketch Plans	\$100.00	\$1,000.00
B. Minor Subdivisions	\$500.00	\$2,500.00
C. Preliminary Plans (Major Subdivisions/Land Developments)		
Up to 3,000 sq ft.	\$500.00	\$5,000.00
From 3,001 sq ft. to 25,000 sq ft.	\$500.00 + \$30 per 1,000 GSFFS	\$7,500.00
From 25,001 sq ft. to 50,000 sq. ft.	\$1,200.00 + \$25 per 1,000 GSFFS	\$7,500.00
From 50,001 sq ft. to 100,000 sq. ft.	\$2,000.00 + \$20 per 1,000 GSFFS	\$7,500.00
Over 100,001 sq. ft.	\$3,000.00 + \$15 per 1,000 GSFFS	\$10,000.00

NEW HANOVER TOWNSHIP FEE SCHEDULE

D. Final Plans (Major Subdivisions/Land Developments)

Up to 3,000 sq ft.	\$500.00	\$5,000.00
From 3,001 sq ft. to 25,000 sq ft.	\$500.00 + \$30 per 1,000 GSFFS	\$7,500.00
From 25,001 sq ft. to 50,000 sq. ft.	\$1,200.00 + \$25 per 1,000 GSFFS	\$7,500.00
From 50,001 sq ft. to 100,000 sq. ft.	\$2,000.00 + \$20 per 1,000 GSFFS	\$7,500.00
Over 100,001 sq. ft.	\$3,000.00 + \$15 per 1,000 GSFFS	\$10,000.00

*GSFFS = Gross Square Footage of Floor Space

**Square footage is based on new building construction

*Applicants must execute a Professional Services Agreement (PSA) with the Township that provides for establishing a professional services escrow account. Fees for professional consultants as defined in the Municipalities Planning Code (MPC) shall be charged to the applicant at the same hourly rate as the consultants charge the Township. This escrow account covers expenses incurred by the Township Board of Supervisors and Planning Commission and other advisory services provided to the Township for plan review. Professional services as defined by the MPC may include time spent for the services of consultants for engineering, planning, legal, site design, traffic design, landscaping, lighting or any other consulting services deemed necessary by the Township to properly examine the proposed subdivision and/or land development plan.

The professional services escrow account must be replenished when it is depleted to twenty percent (20%) of the original amount and further costs expected to be incurred by the Township.

A ten percent (10%) administration fee will be added to the first \$1,000 of all invoices. Invoices in excess of \$1,000 shall carry a flat administrative charge of \$150.

Escrow releases are \$100.

Any unused escrow account balance will be refunded to the applicant upon written request to the Township Manager within twelve (12) months of the final hearing. Escrow funds not returned to the applicant with the twelve (12) month period following project completion shall be forfeited to the Township.

FOLLOWING ATTACHMENTS

1. New Hanover Township Subdivision and Land Development Application
2. New Hanover Township Requirements for Filing Plans
3. New Hanover Township Subdivision and Land Development Checklist and Certifications
4. Professional Services Agreement
5. Subdivision Approval Extension Form
6. Montgomery County Request for Review and Fee Schedule

Applicant Request for Review



This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Please review our filing requirements and fee schedule carefully before plan submission.

Date:
Municipality:
Proposal Name:

Applicant's Representative:
Address:

Applicant Name:
Address:
City/State/Zip:
Phone:
Email:

City/State/Zip:
Business Phone (required):
Business Email (required):

Type of Review Requested:

(Check All Appropriate Boxes)

- Land Development Plan
- Subdivision Plan
- Residential Lot Line Change
- Nonresidential Lot Line Change
- Zoning Ordinance Amendment
- Zoning Map Amendment
- Subdivision Ordinance Amendment
- Curative Amendment
- Comprehensive / Other Plan
- Special Review*

**(Not included in any other category - includes parking lot or structures that are not associated with new building square footage)*

Type of Plan:

Tentative (Sketch)
Preliminary / Final

Type of Submission:

- New Proposal
- Resubmission*

** A proposal is not a resubmission if a) the proposed land use changes, b) the amount of residential units or square footage proposed changes more than 40%, or c) the previous submission was over 5 years ago.*

Zoning:

Existing District:
Special Exception Granted Yes No
Variance Granted Yes No For

Plan Information:

Tax Parcel Number(s)

Location

Nearest Cross Street

Total Tract Area

Total Tract Area Impacted By Development

(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)

Land Use(s)	Number of New		Senior Housing		Open Space Acres*	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

**Only indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.*

Additional Information:

REQUIREMENTS FOR FILING PLANS

Sketch Plan

- 1 Application for Review
- 11 Copies of Sketch Plan
- 1 Electronic Copy (200 dpi)
- 1 Professional Services Agreement
- Fees and Escrows

Minor Subdivision/Land Development Final Submission

- 1 Subdivision/Land Development Application
- 4 Full Sets
- 1 Electronic Full Set (200 dpi)
- 11 11x17 Sets
- 1 Professional Services Agreement
- 1 Montgomery County Planning Commission Application
- 1 Copy of Recorded Deed
- Subdivision Approval Extension
- Fees and Escrows

Major Subdivision/Land Development Preliminary Submission (Initial)

- 1 Application for Review
- 4 Full Sets
- 2 TIS Full Sets (if applicable)
- 1 Electronic Full Set (200 dpi)
- 15 11x17 Sets
- 1 Professional Services Agreement
- 1 Montgomery County Planning Commission Application
- 2 Planning Module Sets
- 1 Subdivision Approval Extension
- Fees and Escrows

Major Subdivision/Land Development Preliminary Submission (Revision)

- 1 Application for Review
- 4 Full Sets
- 2 TIS Full Sets (if applicable)
- 1 Electronic Full Set (200 dpi)
- 15 11x17 Sets
- 1 Montgomery County Planning Commission Application

Major Subdivision/Land Development Final Submission (Initial)

- 1 Application for Review
- 4 Full Sets
- 1 Electronic Full Set (200 dpi)
- 12 11x17 Sets
- 1 Professional Services Agreement
- 1 Copy of Recorded Deed
- 1 Subdivision Approval Extension
- Fees and Escrows

Major Subdivision/Land Development Final Submission (Revision)

- 1 Application for Review
- 4 Full Sets
- 1 Electronic Full Set (200 dpi)
- 12 11x17 Sets



PROFESSIONAL SERVICES AGREEMENT

Address of Project/Subdivision/Land Development

Location of Subdivision/Land Development

I, _____,
Name of Applicant/Owner/Developer (Print)

hereby agree and acknowledge that as applicant/owner/developer, I will be responsible for any fees incurred when plans are reviewed by Township consultants, including but not limited to, the following: Township's Solicitor, Engineer, Planner, Traffic Engineer, Township Planning Commission and/or Board of Supervisors, or any other body as maybe required by law in accordance with the fee schedule or code of New Hanover Township.

I herewith submit initial fee escrow monies in the following amount and understand that additional funds may be needed for further consultant review. I agree to replenish the required escrow within the time and amount as requested by New Hanover Township and agree to pay administrative fees in accordance with Township requirements.

\$ _____

Signature of Applicant/Owner/Developer

Date Signed

Address

City

State

Zip Code

Telephone No.

Email

Accepted by New Hanover Township

Date

NOTE: The person signing this Agreement will be the individual directly responsible for payment of the subject fees. Accordingly, if it is desired to assign this responsibility to another party or firm, said property or the appropriate officer of said firm must execute this document.

TIME EXTENSION APPROVAL

Date: _____

Subdivision/Land Development Name: _____

Subdivision/Land Development #: _____

I hereby waive the ninety (90) day time limitation (as set forth in Section 508(3) of the Pennsylvania Municipalities Planning Code, as amended) for the Township to render a decision concerning my application for subdivision as above captioned. The extension will continue in full force and effect until either a decision is rendered on the application or a written request is made to discontinue this extension, in which event the Township will have ninety (90) days from the date that the written request is received to render a decision and communicate it to the applicant.

Applicant Name: _____

Applicant Signature: _____

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Review Guidelines

For reviews in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as amended

Effective May 1, 2018

Required Fees and Time Limits

To determine the applicable fee and review time limit for MCPC reviews, reference the appropriate section of the Pennsylvania Municipalities Planning Code as follows:

	Act 247 Section	Fee	Time Limit (days)
301.3	Comprehensive Plan Amendments	No	45
304	Public Facilities	No	45
305	Public School Facilities	No	45
408	Official Map	No	45
502	Subdivision and Land Developments	Yes	30
505	Subdivision & Land Development Ordinance Amendments	Yes*	30
609	Zoning Ordinance or Map Amendments	Yes*	30
609.1	Curative Amendments	Yes*	30

**** Fees will be charged for private petitions (developer/landowner) for zoning ordinance/map amendments, SALDO amendments and curative amendments. (See fee schedule)***

- A time limit may be extended if requested by the applicant or by the municipality. If a municipality requests a time extension, it must be in concurrence with the applicant.
- Whenever applications require more than one type of review or otherwise fall under more than one section of the Pennsylvania Municipalities Planning Code, the Montgomery County Planning Commission will attempt to complete all reviews within the shortest official time limit. However, MCPC reserves the right to use the maximum permitted time limit if needed.

Application Procedure

1. The applicant submits the plans and a completed Applicant Request for County Review form to the local municipality.
2. The municipality will submit the application to the county via an online 247 Submission Portal. After the county receives and verifies the submission for accuracy, the county will forward a summary of the application and a request for payment to the applicant's representative.
3. The applicant may pay any county fees online via a credit card or electronic check, or they may choose to send a check or money order to the county made payable to the MONTGOMERY COUNTY TREASURER. More specific instructions for both options will be sent with the application summary.

4. The review time limit is intended to begin when MCPC receives the application from the municipality provided applicable fees and any necessary information are promptly returned. Should payment or requested information go unresolved, the county may suspend or postpone the review time limit.
 5. In the event of a returned check, the MCPC review and its corresponding time limit will stop as of the date we receive notification. MCPC will notify the applicant and municipality. The review process will restart on the date MCPC receives the required fee.
-

Fee Information

Resubmissions

The fee schedule and time limits will apply regardless of whether the submitted application is for the review of a tentative sketch, preliminary plan, or final plan. Once the initial fee has been received, MCPC charges a fee for the resubmission of subdivisions and land developments that are essentially the same as the former submission. A flat fee of \$125 is required for all residential subdivisions/land developments. No fee is required for residential subdivisions/land developments of 3 lots/units or less. A flat fee of \$190 is required for the resubmission all non-residential subdivisions/land developments. No fee is required for non-residential subdivisions/land developments of 3 lots or 3,000 square feet or less respectively. A subsequent plan is NOT a resubmission and requires full fee payment if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

Waiver of Fees

Fees are waived for an application filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private nonprofit organizations except for volunteer fire companies and ambulance squads.

Refunds

If MCPC fails to complete its review within the required time limits, the fee will be returned to the applicant upon request, except in those instances involving an incorrect fee or incomplete application or when MCPC has been granted a time extension for the review.

Informal Reviews and Special Circumstances

Meetings with MCPC to discuss applications, either prior to or during the formal review process, are encouraged and free of charge. If the applicant requests the meeting, the local municipality will also be invited. Meetings and informal reviews do not replace the official formal review by MCPC. In addition, if a municipality requests any meetings, court appearances, redesigns, or other special events that are related to the MCPC review, no extra fees will be charged. Similar requests by developers will be charged appropriately in accordance with fees for staff services.

Applicant Request for County Review



This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Municipal staff will electronically file the application with the county, and a notice for the prompt payment of any fees will be emailed to the Applicant's Representative.

Date: _____ Applicant's Representative: _____
 Municipality: _____ Address: _____
 Proposal Name: _____ City/State/Zip: _____
 Applicant Name: _____ Business Phone (required): _____
 Address: _____ Business Email (required): _____
 City/State/Zip: _____
 Phone: _____
 Email: _____

Type of Review Requested:

(Check All Appropriate Boxes)

- Land Development Plan
- Subdivision Plan
- Residential Lot Line Change
- Nonresidential Lot Line Change
- Zoning Ordinance Amendment
- Zoning Map Amendment
- Subdivision Ordinance Amendment
- Curative Amendment
- Comprehensive / Other Plan
- Special Review*

** (Not included in any other category - includes parking lot or structures that are not associated with new building square footage)*

Type of Plan:

Tentative (Sketch)
 Preliminary / Final

Type of Submission:

New Proposal
 Resubmission*

** A proposal is NOT a resubmission if A) The proposed land use changes, or B) The amount of residential units or square footage proposed changes more than 40%, or C) The previous submission was over 5 years ago.*

Zoning:

Existing District: _____
 Special Exception Granted Yes No
 Variance Granted Yes No For

Plan Information:

Tax Parcel Number(s) _____

Location _____

Nearest Cross Street _____

Total Tract Area _____

Total Tract Area Impacted By Development _____

(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)

Land Use(s)	Number of New		Senior Housing		Open Space Acres*	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

**Only indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.*

Additional Information: _____

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Fee Schedule

The following fees will apply to each subdivision or land development submitted to the Montgomery County Planning Commission for review:

- Fees will be waived for applications filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private, nonprofit organizations with the exception of volunteer fire companies and ambulance squads.
- For a nonresidential subdivision and land development submitted for the same tract at the same time, only the larger fee will be charged.
- No fee is required for Sketch Plans.

Residential Subdivisions and/ or Land Developments

These fees apply to all kinds of residential projects for sale, condominium or rental; any structural type; and either as a subdivision or single-tract land development. No fees are charged for open space lots.

Number of Lots or Dwelling Units (<i>greater number applies</i>)	Base Fee + Fee per Lot or Dwelling Unit
1 – 3*	\$150 (flat fee)
4 – 20	\$180 + \$23 per unit
21 – 100	\$450 + \$21 per unit
101+	\$1,060 + \$20 per unit

Nonresidential Land Developments and Conversions

These fees apply to all projects or sections of mixed projects, which are for new construction of nonresidential uses of any kind for sale, rental, lease or condominium in any type of building on a single tract of land. Conversions from residential to nonresidential uses shall also use this schedule, whether the building area is new or existing.

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq. Ft. (<i>rounded to nearest whole dollar</i>)
1 – 3,000 Sq. Ft.	\$220 flat fee
3,001 – 25,000 Sq. Ft.	\$519 + \$27 for every 1000 Sq. Ft.
25,001 – 50,000 Sq. Ft.	\$1,050 + \$23 for every 1000 Sq. Ft.
50,001 – 100,000 Sq. Ft.	\$1,550 + \$20 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$2,580 + \$15 for every 1000 Sq. Ft.

Nonresidential Subdivisions

These fees apply to applications subdividing and conveying land for nonresidential uses.

Number of Lots	Base Fee + Fee per Lot
1 – 3	\$555 flat fee
4 or more	\$555 + \$88 per lot

Other Reviews

- Residential Lot Line Change = \$65
- Nonresidential Lot Line Change = \$260
- Conditional Use = \$260
- Miscellaneous reviews (including parking lots or structures not associated with new building square footage) = \$260
- Curative Amendments (not municipal curative amendments) = \$1,500
- Private Petitions for Zoning or SALDO Change (not municipal petition) = \$1,000

Resubmissions

These fees apply to each subsequent plan submission after the original submission, if the resubmission is essentially the same plan with only minor revisions. A subsequent plan is NOT a resubmission if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

- Flat fee of \$125 for residential subdivisions/land developments. All resubmissions of 3 lots/units or less no fee required.
- Flat fee of \$190 for all nonresidential subdivisions/land developments. All resubmissions of 3 lot subdivisions or 3,000 square feet development or less no fee required.
- No fee for private Zoning or SALDO resubmissions.

All county fees are to be submitted to the municipality at the time of application; the municipality will forward the fees to MCPC. A check or money order should be made payable to the **MONTGOMERY COUNTY TREASURER**. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.