
5186 Stump Road
Box 387
Plumsteadville, PA 18949



Phone: 215-766-8914
Fax: 215-766-9831

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

All applications shall be submitted to:
Plumstead Township
5186 Stump Road, Plumsteadville, PA.

Submissions are accepted between the hours of 8:00 AM and 3:30 PM, Monday through Friday.

NO PLAN APPLICATIONS WILL BE ACCEPTED BY MAIL

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

INITIAL PRELIMINARY AND FINAL PLAN SUBMISSIONS WILL BE ACCEPTED FOR REVIEW (NO DISCUSSION) AT THE FIRST PLANNING COMMISSION MEETING AFTER RECEIPT OF A COMPLETE APPLICATION; AND WILL BE ELIGIBLE TO BE DISCUSSED AT THE SECOND PLANNING COMMISSION MEETING AFTER RECEIPT. THE DEADLINE FOR SUBMISSION OF REVISED PLAN, SKETCH PLAN, AND LAND DEVELOPMENT WAIVER APPLICATIONS IS THE LAST FRIDAY OF THE MONTH AT 12 NOON, IN ORDER FOR THE APPLICATION TO BE ELIGIBLE FOR REVIEW AT THE NEXT PLANNING COMMISSION MEETING. IF THE LAST FRIDAY OF THE MONTH IS A HOLIDAY OR THE TOWNSHIP BUILDING IS CLOSED, THE DEADLINE WILL BE 12 NOON ON THE LAST BUSINESS DAY PRIOR TO THE LAST FRIDAY OF THE MONTH.

THE APPLICANT IS RESPONSIBLE FOR DELIVERING ALL REQUIRED MATERIALS TO ALL OTHER REVIEW AGENCIES (I.E. BUCKS COUNTY PLANNING COMMISSION, BUCKS COUNTY CONSERVATION DISTRICT, PENNDOT, ETC.).

BUCKS COUNTY WATER AND SEWER AUTHORITY AGREEMENT

Pursuant to the Stipulation and Agreement between Plumstead Township and Bucks County Water and Sewer Authority dated August 22, 2007, Bucks County Water and Sewer Authority shall not execute any sewer service agreements with landowners and/or developers within Plumstead Township until it has received written notice that the Board of Supervisors of Plumstead Township has approved a preliminary plan of subdivision or land development within the sanitary sewer district. Bucks County Water and Sewer Authority shall provide to Plumstead Township any landowner request for preliminary agreements in writing, after which the Township will advise Bucks County Water and Sewer Authority within sixty (60) days after receipt from Bucks County Water and Sewer Authority of notice of the request for preliminary agreement as to whether the Township intends to contest a particular land development, zoning application or other proposed subdivision or land development on the basis of non-compliance with its Act 537 Plan or its land use ordinances. If the Township intends to contest any such application, Bucks

County Water and Sewer Authority will not execute a preliminary agreement nor perform any review of plans until such time as the landowner or developer has secured an approval of preliminary plans of subdivision or land development.

Preliminary Plans for Major Subdivision/Land Development or Preliminary/Final Plans for Minor Subdivision must include:

___ 2 individually packaged copies (secured by a rubber band) of the complete submission, with letter (optional), application, copy of each item, and both sets of plans (folded). One packaged copy must include all originals with the required checks for fees and escrows attached. The packaged copies must be presented in the order outlined below.

- ___ 1 original and 1 copy of the complete Subdivision and Land Development Application (all five pages) fully executed with all necessary signatures.
- ___ 1 check for required fees per Fee Schedule.
- ___ 1 check for required escrows per Fee Schedule.
- ___ 1 original and one copy of the Site Access Agreement, signed by the applicant/owner.
- ___ 1 original and one copy of the Contract for Professional Services Agreement, signed by the applicant/owner.
- ___ 2 legible copies of the current deed(s) and/or contract for purchase.
- ___ 2 copies of an abstract of title or commitment for Title Insurance (title binder) or other documents that includes copies of all exclusions.
- ___ 2 copies of the recorded plan if from a previous subdivision.
- ___ 2 copies of the notice sent to adjacent property owners along with the proof of mailing form from the U.S. Postal Service (certified) within five days after submission.
- ___ 2 copies of the notice with overall plan used to post the property within five days of submission. A mock up of the sign or a photograph of the sign can be submitted. Major subdivision and land development projects only.
- ___ 2 copies of the Act 537 Planning Module application signed by the applicant.
- ___ 2 copies of the Stormwater Management Report.
- ___ 4 copies of the Erosion Control Plan and Report.
- ___ 4 copies of the Traffic study, where applicable.
- ___ 4 copies of the Water Resources Impact Study, where applicable.
- ___ 4 copies of the Well Report, where applicable.
- ___ 4 copies of the Wetland Delineation, where applicable.
- ___ 8 copies of the Site Analysis and Resource Conservation Plan (unless already submitted as part of a sketch plan or pre-submission review). *Major subdivision and land development projects only.*
- ___ 12 complete sets of plans reduced to 11" x 17".
- ___ 8 copies of plan set in 2' x 3' format and folded (preferred), rolled if large sets.
- ___ 1 Digital plan set (PDF).
- ___ 1 full-scale presentation board to be retained by the Township if available or provided at the initial planning meeting. *Major subdivision and land development projects only.*

Revised Submissions must include:

- ___ 1 copy of the Subdivision and Land Development Application checklist.
- ___ 1 check replenishing escrow to original amount (check with the Finance Dept. prior to submission).
- ___ 8 copies of plan set in 2' x 3' format and folded (preferred), rolled if large sets.
- ___ 12 copies of plan set in 11" x 17" format.
- ___ 1 Digital plan set (PDF).

Final Submissions must include:

- ___ 1 copy of the Subdivision and Land Development Application checklist.
- ___ 1 check for required fees per Fee Schedule.
- ___ 1 check for required escrow per Fee Schedule.
- ___ 1 original and 1 copy of the Contract for Professional Agreement, signed by the applicant/owner if applicable.
- ___ 8 copies of plan set in 2' x 3' format and folded (preferred), rolled if large sets.
- ___ 12 copies of plan set in 11" x 17" format.
- ___ 1 Digital plan set (PDF).

Sketch Plan and Lot Line Adjustment Submissions must include:

- ___ 2 individually packaged copies (secured by a rubber band) of the complete submission, with letter (optional). application, copy of each item, and both sets of plans (folded). One packaged copy must include all originals with required checks for fees and escrow attached. The packaged copy must be presented in an order outlined below.
- ___ 1 original and 1 copy of the complete Subdivision and Land Development Application (all five pages), fully executed with all necessary signatures.
- ___ 1 check for required fees per Fee Schedule.
- ___ 1 check for required escrow per Fee Schedule.
- ___ 1 original and 1 copy of the Contract for Professional Services Agreement, signed by the applicant/owner.
- ___ 2 legible copies of the current deed(s) and/or contract for purchase.
- ___ 12 copies of the plan in 11" x 17" format.
- ___ 8 copies of the plan in 2' x 3' format and folded.
- ___ 2 copies of the notice sent to adjacent property owners along with the proof of mailing form from the U.S. Postal Service (certified) within 5 days after submittal. *Lot line adjustment subdivisions only.*
- ___ 8 copies of the Site Analysis/Resource Conservation Plan. *Sketch Plan of major subdivision and land development projects only.*
- ___ 1 Digital Plan set (PDF).

Waiver of Land Development Submissions must include:

- ___ 1 original and 1 copy of the complete Subdivision and Land Development Application (all five pages) fully executed with all necessary signatures.
- ___ 1 check for required fee per Fee Schedule.
- ___ 1 check for required escrow per Fee Schedule.
- ___ 1 original of the Contract for Professional Services Agreement, signed by the applicant/owner.
- ___ 2 legible copies of the current deed(s) and/or contract for purchase.
- ___ 12 copies of the plan in 11" x 17" format.
- ___ 8 copies of the plan in 2' x 3' format and folded.

APPLICATION FORM:

Section I: (To be completed by the Township)

Application Number: _____

Date of Receipt of a Complete Submission: _____

Application Fee \$ _____ Paid _____ Escrow \$ _____ Paid _____

Section II: (To be completed by the Applicant or Agent)

1. Name of Subdivision or Land Development: _____

2. *Applicant* (if corporation, list corporation's name and address and names of two officers):

Name: _____ Phone: _____

Fax: _____ Email Address: _____

Mailing
Address: _____

Name: _____ Phone: _____ Fax: _____

Mailing
Address: _____

3. *Owner of Record* (if corporation, list corporation's name and address and names of two officers):

Name: _____ Phone: _____ Fax: _____

Mailing
Address: _____

Name: _____

Phone: _____ Fax: _____ Email Address: _____

Mailing
Address: _____

Name: _____ Phone: _____

Fax: _____ Email Address: _____

Mailing
Address: _____

Tax Parcel No. _____ Zoning District _____

County Deed Book No. _____ Page No. _____

4. *Agent or Attorney*:

Name: _____ Phone: _____ Fax: _____

Mailing
Address: _____

Email Address: _____

5. *Engineer or Surveyor:*

Name: _____ Phone: _____ Fax: _____

Mailing Address: _____

Email Address: _____

6. Type of Development Planned: Single Family Multi-Family Institutional
 Commercial Industrial Other

Total area to be developed or subdivided: _____ acres No. of Lots or Leaseholds: _____

Proposed new building area: _____ square feet

Proposed density (units per acre): _____

Proposed Use: _____

7. Water Supply Proposed: Public Individual on-site Community

8. Sanitary Sewage Disposal Proposed: Public Individual on-site

Extension of Time Waiver Agreement (Optional)

I (we) submitted for official filing the above preliminary and/or final plan of subdivision or land development. I am authorized by the applicant to grant this waiver.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Plumstead Township Subdivision and Land Development Ordinance, this letter will serve as notice to Plumstead Township that the requirement that action be taken on this application proposed within ninety (90) days, is hereby waived, without limitation as to time.

This waiver is granted to permit the Applicant and Township to make such adjustments or revisions to the plans as may be required during the plan review process. Also, you are hereby assured I (we) will give Plumstead Township thirty (30) days prior notice if I (we) should determine that limiting the time of the review process becomes necessary.

Authorized Signature _____ Date _____

The undersigned represents that to the best of his or her knowledge, all of the above statements are true, correct and complete. Applicants are hereby advised that they must allow entry onto the site for members of Township Boards, Commissions and staff to conduct reasonable site inspections as permitted by Section 3 –3 of the Subdivision and Land Development Ordinance. Further, the applicant agrees to reimburse the Township of Plumstead for such fees and expenses as said Township may incur for engineering and legal services in reviewing and advising the Board of Supervisors and Planning Commission with respect to deposits as established by Resolution of the Board of Supervisors.

Signature of Owner of Record/Applicant/Agent Date

Notice to Applicant: No application shall be accepted unless the plans have been prepared by a registered engineer or surveyor and all required fees and escrow amounts have been paid to the Township.

NOTE: Any and all outstanding bills must be paid to the Township upon receipt. Record Plans and Development Agreements will not be signed by the Board of Supervisors and recorded unless your account balance at the Township is paid in full and your escrow account is current in accordance with the Professional Services Agreement.

**PLUMSTEAD TOWNSHIP
REQUEST FOR MODIFICATION OF SUBDIVISION AND LAND DEVELOPMENT
ORDINANCE REGULATIONS**

Pursuant to Section 512.1 of the Pennsylvania Municipalities Planning Code, and Section 22-938 of the Plumstead Township Subdivision/Land Development Ordinance, all requests for modification/waiver of the Subdivision/Land Development Ordinance requirements shall be submitted in writing with the application for development. The request shall state in full the grounds and facts of unreasonableness or hardship upon which the request is based, the provision or provisions of the Ordinance involved, and the minimum modification necessary.

Check the appropriate block:

_____ No Modification or Waiver of Subdivision and Land Development Ordinance is requested.

_____ I/We hereby request the following modification(s) waivers to of the Subdivision and Land Development Ordinance. (Request must identify the applicable Section(s) of the Ordinance; modification requested, and facts of unreasonableness or hardship upon which the request is made. Attach additional sheets if necessary).

Name of subdivision:

Applicant:

Address:

Signature of individual completing this form:

Date:
