

Application for Subdivision and Land Development



Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936-9605

Telephone: 215-393-6920

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www.montgomerytwp.org

Subdivision and Land Development Application Procedures

The following items must be submitted with a Subdivision and Land Development application:

1. Two paper copies and one PDF version of the completed and signed application, the checklist (if applicable) and one Municipal Request for Review for the County Planning Commission. Retain all other information for your reference.
 - a. If the application is being filed by someone other than the owner of record or the equitable owner, attach a notarized letter authorizing that person or firm to make application to the Township.
2. Three paper sets of plans (additional copies upon request) and one PDF version of the plan, drawn up by a professional engineer. In addition to standard detail, all plans submitted should:
 - a. Be of the following sizes: 24 x 36 only
 - b. Include the parcel number assigned by Montgomery County.
 - c. Include the Montgomery County Planning Commission file number assigned after the first submission.
 - d. Include an empty block measuring 3 1/2" X 2" for a Montgomery County received stamp.
 - e. Have a two inch wide margin on left edge for binding.
 - f. Contain the name of the subdivision or land development and should include both the name of the owner of record or equitable owner, and the trade name or development name.
3. Two paper copies of the erosion control and storm water management reports and one in PDF format.
4. Two paper copies of a traffic management study for residential subdivisions of 20 lots or more (subdivisions of less than 20 lots may require a traffic management study by request), and all non-residential subdivisions and land developments and one in PDF format.
5. Two (2) checks
 - a. One check should be made payable to Montgomery Township to cover the filing fee, the escrow fee, and the \$350.00 GIS system update fee.
 - b. The Montgomery County Planning Commission filing fee will be billed by the County directly.
 - c. Consult the Township fee schedules for the appropriate fee amounts (page 4).
 - d. Please submit the attached Consultant Escrow Fee Agreement.
6. Pictures of any existing buildings.
7. Copy of Deed and/or latest Agreement of Sale (**NOTE: Final approved plans can only be recorded in the name of the actual property owner at the time of the recording**).

8. “Will Serve” letter issued by Montgomery Township Municipal Sewer Authority or written confirmation from the Authority that no sewer is required.

Please submit all information in PDF format with separate folders for each item. The above items should be submitted at the same time in complete form to avoid any delays in the review process. Your application will not be considered officially received until you have submitted all of these items.

These requirements may vary for minor subdivisions and land developments. You may contact the Township for specific requirements, or consult Chapter 205, the Township’s Subdivision and Land Development Ordinance.

Any revisions must be submitted directly to the Township. Any revisions that go directly to any reviewing agency will not be accepted.

If the development name is changed while the subdivision or land development is in progress, the applicant should promptly inform the Township by letter.

You may contact the Township with any questions regarding the application or plan review process.

For your information, the Township Planning Commission meets on the third Thursday of every month as needed; the Montgomery Township Board of Supervisors meets on the second and fourth Monday of every month; and the Zoning Hearing Board meets on the first Wednesday of each month as necessary.

NOTE: Applicant’s Responsibility

Highway Occupancy Permit (if applicable)

Municipal Sewer Authority “Will Serve” letter required at submission of application.

PADEP Approvals (NPDES/Act 537)

North Wales Water Authority “Will Serve” letter Approval

Montgomery County Conservation District – Erosion and Sedimentation Control Approval/perm

Montgomery Township Subdivision / Land Development Fees

Formal Sketch Plan Review (optional)

▪ Minor Subdivision / Lot Line Change	
▪ Application fee	\$300
▪ Escrow	\$3,000
▪ Major Subdivision / Non-Residential	
▪ Application fee	\$600
▪ Escrow	\$5,000

Waiver of Land Development Process Application

▪ Application Fee	\$300
▪ Escrow	\$5,000

Preliminary and Final Plan Submissions

Filing Fees

▪ Residential base fee	\$1,000
▪ Per unit and / or lot (whichever is greater)	\$75
▪ GIS System Update Fee	\$350
▪ Non-Residential base fee	\$2,500
▪ Per unit and / or lot or building	\$150
▪ GIS System Update Fee	\$350

Escrow Deposits

▪ Single Lot Land Development – Residential and Non-Residential	\$5,000
▪ Multi Lot Land Development (2 or more lots or units Residential and Non-Residential)	\$10,000
• Multi-Lot Subdivision – Residential and Non-Residential	
▪ Minor Subdivision (2 lot)	\$5,000
▪ Major Subdivision – (3 or more lots)	\$10,000

Additional Fees:

- A. Montgomery County Planning Commission Act 247 review fee – see attached schedule.
- B. Inspection and review fees – As per rate schedule of the Township Engineer, Traffic Engineer, Landscape Architect, Street Lighting Engineer, etc.
- C. The Township retains the right to recover any costs incurred for the use of outside consultants for the purposes of additional reviews or testing.
- D. Administrative fees – 7.5% of costs and charges incurred by Township for approval of developer's plan review, final approval, and subsequent public improvement inspections. This fee is added to your monthly invoices sent by the Finance Department.
- E. Legal Fees – as per fee schedule

- F. Overdrawn Charge – \$25.00 – per month assessed against applicant who is delinquent by more than 21 days in funding overdrawn escrow account. 1.5% monthly penalty interest charge on unpaid accounts receivable balance.
- G. The Solicitor and Township Engineer will determine the amount of escrow for Public Inspection Costs, based on calculations/estimates. Amount is included in the Land Development Agreement.
- H. Fee in Lieu of Landscaping as per fee schedule.

Application for Subdivision & Land Development

Montgomery Township, Montgomery County, Pennsylvania

Date of application: _____

I. Type of Application – check one

- ☐ Minor Subdivision (checklist **not** required).....
- ☐ Preliminary Subdivision (checklist required).....
- ☐ Final Subdivision (checklist required).....
- ☐ Preliminary Land Development (checklist required).....
- ☐ Final Land Development (checklist required).....
- ☐ Revised Approved Subdivision / Land Development (checklist required).....

II. Applicant's Name (corp. name) _____

Person making application (name) _____

Applicant's Address _____

Phone # _____ Fax # _____

E-Mail _____

Developer's Name (if different from applicant) _____

Developer's Address _____

Phone # _____ Fax # _____

E-Mail _____

Owner of Record (title holder) _____

***attach copy of the last deed of record**

Equitable Owner _____

***attach copy of deed and agreement of sale (you may delete the sale price)**

NOTE: Final approved plans can only be recorded in the name of the actual property owner at the time of the recording.

III. Engineering Firm Name (corp. name) _____

Name of Engineer Handling this Development _____

Engineer's Address _____

Phone # _____ Fax # _____

E-Mail _____

- IV. If this property had ever had any prior action before the Montgomery Township Board of Supervisors or the Montgomery Township Hearing Board, you must attach any action taken.
- V. (Resolutions for Conditional Use, Cluster, any Variances, Special Exceptions, etc.)

List of Drawings

NO	Title	Date	Last Revision Date

List of Supporting Information

NO	Title	Date

Final approved plans can only be recorded in the name of the actual property owner at the time of the recording. This application must be signed by the owner of the last deed of record or by the individual, corporation, or partnership who has equitable title by reason of an agreement of sale. If the person making this application is a representative of the owner (realtor, engineer, attorney, etc.), a notarized letter signed by the owner, or equitable owner, must be attached, authorizing that person to make the application and to sign future reapplications, extensions, etc.

I hereby agree to submit the required escrow fees and administrative fees, as established by the Montgomery Township Fee Schedule, to cover the cost of reviews by various township agencies. Should charges against the account exceed the deposited escrow amount, I hereby agree to make additional deposits to the escrow account. I acknowledge that the township is entitled to stop all reviews, withhold building permits and/or certificates of occupancy, or take any other action it deems necessary, until the account has been increased to the minimum amount established by the Montgomery Township Fee Schedule.

Notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Montgomery Township Code, this letter will serve as notice to Montgomery Township that the requirement that action be taken on this proposal within ninety (90) days is hereby waived without limitation as to time. This waiver is granted to permit adjustments or revisions to the plans as may be required during the plan review process. Further, I agree that either party, upon written notification via return receipt certified mail, may request a decision and/or termination of this application within (90) days of receipt of written notice.

I verify that the statements made in the above application are true and correct. I understand that false statements herein are made subject to penalties of 18PACS S4904 relating to unsworn falsification to authorities.

Signature of Owner/Developer	Date Signed

Corporation name, if applicable	Applicant's or Corporation Official's signature and title

Engineer's signature	Engineering firm



Department of Planning and Zoning

1001 Stump Road, Montgomeryville, PA 18936-9605
Telephone: (215) 393-6920 Fax: (215) 855- 1498

Consultant Escrow Fee Agreement

Name of Subdivision/Land Development

Location of Subdivision/Land Development

Tax Block

Tax Unit(s)

Name of Owner/Developer and Firm if applicable

I hereby agree and acknowledge that as owner/developer I will be responsible for any fees incurred when plans are reviewed by the Montgomery Township consultants, including but not limited to the following: Township solicitor, engineer, landscape architect, traffic engineer, street light consultant, land planner, the Montgomery Township Planning Commission, the Board of Supervisors of Montgomery Township, or any other body as may be required by law in accordance with the fee schedule which shall be amended from time to time by Resolution.

I herewith submit initial fee escrow monies in the following amount (see Township fee schedule) and understand that additional funds may be needed for further consultant reviews.

\$ _____ (If Subdivision/Land Development Application see escrow fees)

Signature of Owner/Developer

Date Signed

Address

City

State

Zip Code

Telephone Number

Accepted by Department Director

Date

****Note:** The person signing this agreement will be the individual directly accountable 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.