



TOWNSHIP OF ABINGTON

# LAND USE AND DEVELOPMENT GUIDANCE MANUAL

*LAST UPDATED 1/2/2024*



## TABLE OF CONTENTS

### GENERAL INFORMATION

Page 1 - 2	Application Submission and Meeting Schedule
Page 3 - 5	Process for Subdivision and Land Development Applications
Page 6 - 7	Process for Requested Amendments to the Zoning Ordinance

### FORMS TO BE COMPLETED AND SIGNED

Page 8 - 10	Pre-submission Meeting Guidelines
Page 11	Escrow Agreement for Professional Reviews – Pre-submission Meetings
Pages 12 - 19	Application for Subdivision/Land Development
Page 20	Planning Process Extension Agreement
Page 21	Escrow Agreement for Professional Reviews – Subdivision and Land Development Applications
Page 22	Applicant Request for County Review

### APPENDIX

Page 23 - 35	Abington Township Ordinance Requirements
Page 36 - 39	Abington Township Resolution No. 14-035 (Fee Schedule)
Page 40 - 49	Abington Township Ordinance 2197
Page 50	Montgomery County Planning Commission Act 247 Fee Schedule

### IMPORTANT CONTACT INFORMATION

Executive Assistant to the Township Manager <sup>1</sup>	267-536-1003
Township Planner	610-278-5238
Township Engineering Representative	1-610-422-2360
Zoning Officer	267-536-1015

<sup>1</sup> All communications and questions regarding land use applications are to go through the Office of the Township Manager.



**I. SUBMITTING AN APPLICATION PERMITTED WITHIN CURRENT ZONING AND SUBDIVISION AND LAND DEVELOPMENT ORDINANCE**

**A. 2024 APPLICATION SUBMISSION DEADLINES**

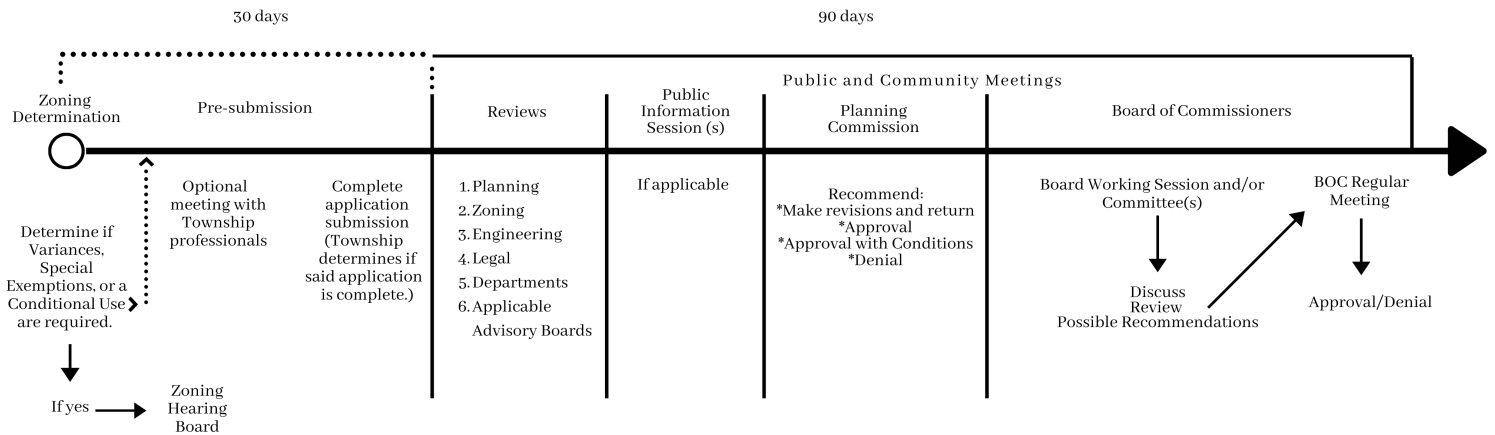
<b>Pre-submission meeting dates*</b>	<b>Application Deadline**</b>	<b>Planning Commission Meeting</b>	<b>Board of Commissioners (BOC) Meeting or Working Session</b> <small>Note<sup>1</sup>: Please see footnote below.</small>	<b>BOC Comprehensive Plan Consistency Committee (CPCC)</b>
<i>1st Tuesday of the month</i>	<i>By 2 PM</i>	<i>4<sup>th</sup> Tuesday of the month at 7:30 PM</i>	<i>2<sup>nd</sup> Thursday of the month at 7 PM</i>	<i>As needed</i>
1/2/2024	2/6/2024	3/26/2024	4/11/2024	<p>The CPCC shall consider any amendments to zoning or subdivision and land development ordinance and ensure the focus area relative to creating a safe, inclusive, sustainable, and connective community is attained with emphasis on housing, future land use compatibility with development and plans of surrounding areas chapters of the Comprehensive Plan.</p> <p>CPCC meets on an as needed basis.</p>
2/6/2024	3/5/2024	4/23/2024	5/9/2024	
3/5/2024	4/2/2024	5/28/2024	6/13/2024	
4/2/2024	5/7/2024	6/25/2024	7/11/2024	
5/7/2024	6/4/2024	7/23/2024	8/8/2024	
6/4/2024	7/2/2024	8/27/2024	9/12/2024	
7/2/2024	8/6/2024	9/24/2024	10/10/2024	
8/6/2024	9/3/2024	10/22/2024	11/14/2024	
9/3/2024	10/1/2024	11/26/2024	12/12/2024	
10/1/2024	11/5/2024	12/18/2024	1/9/2025	
11/5/2024	12/3/2024	1/28/2025	2/13/2025	
12/3/2024	1/7/2025	2/25/2025	3/13/2025	

<sup>1</sup>The Board of Commissioners may refer an application to a Working Session or Committee in advance of a vote on an application.

\*Pre-submission meetings occur at 10 AM and 11 AM and will be given one (1) hour. Meetings will only be scheduled in order, beginning at 9:30 a.m. Later appointments are available only when earlier times have been filled. **Pre-submission meetings are not required.** Pre-submission meetings may occur months in advance of an application submission. The dates above do not directly correlate to the submission deadline schedule. For any questions, please contact Terry Castorina at [tcastorina@abingtonpa.gov](mailto:tcastorina@abingtonpa.gov).



## B. PROCESS FOR SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS



### PRE-SUBMISSION

Prior to submitting a Land Development application, an applicant is encouraged to contact the Office of the Township Manager (OTM) to inquire about the submission process, development requirements, restrictions, etc. If an application may require rezoning, or text or map amendments to the Zoning Ordinance, please contact the Office of the Township Manager at 267-536-1003. The process for such amendments is outlined on pages 7 - 8 of this document.

A Professional Services Agreement (PSA) is completed for review fees and pre-submission meeting fees, if applicable.

Applicant gathers all required materials from the appropriate application checklist in order to submit a COMPLETE application. Applications will be reviewed for completeness within five (5) Township business days of submission. Incomplete applications will be returned to the applicant, indicating deficiencies. The Township Engineer will coordinate and distribute.

Applicants submitting a major subdivision or a land development application to the Township are recommended to have a pre-submission meeting that may include Township planning, zoning, legal and engineering representatives. Please contact the Office of the Township Manager at 267-536-1003 with any questions or to schedule a pre-submission meeting.



Minor subdivision applications do not require a pre-submission meeting, but one may be requested by the applicant and is encouraged. If a pre-submission meeting is requested, a PSA will be required.

It may be determined during the pre-submission phase or review phase that the applicant is required to apply or seek a Zoning Hearing Board determination or apply for a Special Exception of Conditional Use in order for the proposed plan to comply with all Ordinances.

### **REVIEW**

Once an application is submitted to the Township and deemed complete it will be reviewed and placed on the next available Planning Commission agenda. The Township Board of Commissioners will act upon the application as prescribed by the Pennsylvania Municipalities Planning Code and related laws.

Digital format submissions are required. One (1) digital copy, ten (10) full size paper copies, and one (1) 11x17 reduced copy of the plans, plus three (3) copies of each report or study are to be submitted in the initial submission with the application to the Township to be distributed for review.

During this review period, consulting professionals, various Township departments, advisory boards and councils such as the Abington Township Planning Commission, Environmental Advisory Council, and Shade Tree Commission may review and the Montgomery County Planning Commission shall review the application for adherence to Township Ordinances and Codes and prepare written reviews. Please note, the applicant is responsible for submitting and maintaining their records with the County, and ensuring they are current. It is expected that the plans conform to the criteria listed in Articles III and IV of the SALDO in order for a thorough review of the project to be completed. Plans that do not conform may be returned to the applicant for completion.

At least one week (7 days) prior to the Planning Commission meeting, review comments are submitted to the applicant, Planning Commission members, BOC members, and appropriate Township staff.

### **PLANNING COMMISSION**

The applicant (or representative) is expected to present the application and be prepared to answer any questions when the application is before the Planning Commission. It is strongly recommended that the applicant schedule an available technology review prior to formally presenting at a public meeting. If the applicant or a representative is not able to be present, the application may be rejected.



It may be determined during the review phase or at the Planning Commission meeting that the applicant should revise the proposed plans.

Per Township Ordinance 2197, the applicant must notify all property owners within five hundred (500) feet of the lot(s) proposed for development on the same street and of every lot not on the same street within two hundred fifty (250) feet of the said lot(s) proposed for development. Notices must be delivered by first class mail or hand delivered at least seven (7) days prior to the scheduled meetings. The notice shall state the location of the proposed development, and the date, time, and location of the meeting. Notice shall also be provided to the Township in the same manner. Additionally, the notice shall be posted on the lot(s) proposed for development in plain view for the public. The notice shall not be smaller than 8.5" x 11" in size. The full ordinance is provided in the Appendix.

If the applicant is requested to return to the Planning Commission, the resubmission process is the same as the original. However, the 90-day timeframe continues (is not reset), and a pre-submission meeting is not required unless is agreed to be necessary (for larger projects).

The Planning Commission makes a recommendation to the Board of Commissioners of approval, approval with conditions, or denial.

### **TOWNSHIP BOARD OF COMMISSIONERS (BOC)**

The application will be duly placed on the Board of Commissioners regular meeting or Working Session agenda for review and consideration. Complex applications may go to a Working Session a month in advance of a voting meeting. The Board of Commissioners will consider the application and act in accordance with all applicable laws.

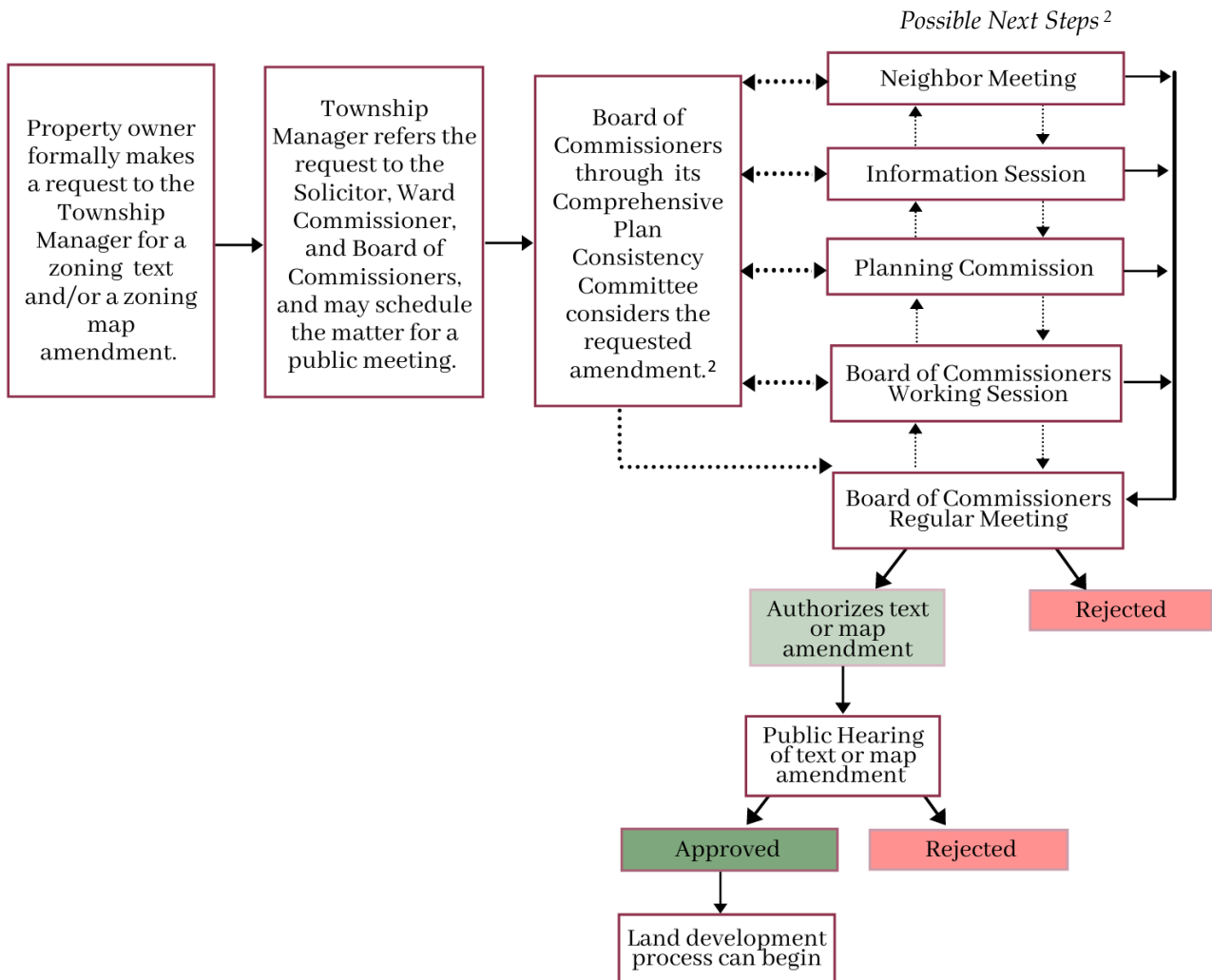
If the BOC seeks additional information or requires further discussion of the application, the application may be referred to the Planning Commission, a Board of Commissioners Committee, an Advisory Board, or for a separate public meeting to be held.

The Board of Commissioners require all relevant materials be submitted by the stated deadline prior to a scheduled meeting. The applicant (or representative) is expected to be present and be prepared to answer any questions when the proposal is before the Board of Commissioners or their designated body.



## II. REQUESTED AMENDMENTS TO THE ZONING ORDINANCE INCLUDING LANGUAGE (TEXT) AND/OR ZONING MAP

### A. PROCESS FOR SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS THAT REQUIRE A ZONING MAP AND/OR TEXT AMENDMENT



<sup>2</sup>Please note, the Board of Commissioners will make a determination on next steps and may determine other processes prior to acting upon a zoning amendment request.

- The property owner seeks a text and/or map amendment to the Township Zoning Ordinance for a desired use of the property that is not permitted within the current zoning of the property.



- The property owner submits a formal request to the Township Manager for a text and/or map amendment to the Township's Zoning Ordinance. The request will include a summary of the proposed amendment with a description of the amendment and any available supporting plans and documentation.
- The Township Manager refers the request to the Township Solicitor, Ward Commissioner, and the Board of Commissioners.
- The Township Manager may place the amendment request on the Board of Commissioners Comprehensive Plan Consistency Committee agenda for discussion at a public meeting, but such consideration is entirely discretionary, and the Township is under no obligation to do so. <sup>2</sup>
- The Board of Commissioners Comprehensive Plan Consistency Committee hears the proposed amendment. If it determines the matter should be given due consideration, then it will be referred to: (a) a neighbor meeting, (b) a public information meeting, (c) the Planning Commission, (d) the Board of Commissioner Working Session, (d) Board of Commissioners Regular Meeting for a formal vote and/or (e) other processes prior to acting upon a zoning amendment request. The Board of Commissioners may determine the above actions shall occur simultaneously or consecutively. For example, the Board of Commissioners may request neighbor meeting(s) be held prior to the amendment being reviewed by the Planning Commission. <sup>1</sup>
- Once the proposed amendment completes the processes outlined by the Board of Commissioners, then the request will be considered by the Board of Commissioners at a public meeting. At the Board of Commissioners public meeting, the Board will vote on whether the proposed amendment will be authorized to go to a public hearing or rejected.
- If authorized, the Board of Commissioners will hold a duly advertised public hearing to consider and act on the amendment. If approved, the applicant can choose to proceed with a land development application. If denied, no map and/or text amendment will be adopted.
- Land Development is a separate process and requires multiple Township reviews and opportunities for public input. The land development process does not begin until a land development application is submitted. The land development process is described in section I above.





## PRE-SUBMISSION MEETING

It is recommended that applicants for land developments or major subdivisions have a pre-submission meeting with Township staff and consultants to review the proposal prior to filing a complete application with the Township.

A Professional Services Agreement (PSA) is required prior to any pre-submission meeting. In order to complete a PSA with the Township and schedule a pre-submission meeting, contact the Office of the Township Manager by phone at 267-536-1003 or email [TCastorina@abingtonpa.gov](mailto:TCastorina@abingtonpa.gov).

**All submitted documentation provided should show enough detail for Township staff to review and give informed comments and advice on the proposal. The goal is to provide the applicant with enough feedback to complete his/her application to the satisfaction of the Township and subsequently have as streamlined a process as possible. Therefore, the more detailed information provided upfront, the easier it is to identify any issues ahead of time.**

In order for a successful meeting to occur between the applicant and Township Staff, a digital (PDF) file (maximum 10mb) of all required submission materials must be submitted to the Township preferably one (1) week, but no later than three (3) business days, prior to the scheduled meeting. Email all materials to [TCastorina@abingtonpa.gov](mailto:TCastorina@abingtonpa.gov). **If not received within 3 days of the meeting, the meeting will be canceled.** The applicant, in addition the electronic versions, must bring one (1) scalable, full-size (24"x36") set and two (2) 11"x17" sets of all drawings and two (2) 8-1/2"x11" sheets of all written material to the scheduled meeting. It is respectfully requested and expected that the applicant be prepared to present plans at the meeting via electronic media or an electronic presentation on a monitor or projectors at the Township building. The following items are required/recommended:

### REQUIRED SUBMISSION MATERIALS INCLUDE:

- Project Narrative/Description of the project and identification of any issues the applicant has identified that may need to be resolved prior to land development approval
- Existing Conditions Plan of the property and its relevant surroundings showing a minimum:
  - Existing property lines and dimensions, and any easements
  - Existing Buildings
  - Street and railroad rights-of-way and location of major utilities Topography, natural features, waterways (if present), and other environmental features restricted by overlay districts.
- Existing Conditions Plan overlaid on current aerial, including surrounding properties
- Preliminary Site Plan
- Preliminary Landscape Plan } May be combined or on individual sheets
- Existing and proposed stormwater plans
- Zoning Conformance Table comparing Zoning requirements to proposal. Shall include, but not be limited to, such items as minimum lot area, minimum lot width, minimum yard setbacks, overlay district requirements, etc. See sample below.



**Recommended additional submission materials include:**

- Identification of site features that could influence the development and the design, including:
  - Views
  - Public connections (pedestrian, bicycle and vehicle connections) and adjacent open spaces
  - Character of adjacent residential neighborhoods
- Identification of potential traffic impacts, road improvements, etc.
- Identification of common site amenities to discuss the provision and maintenance of each
- Building plans and elevations
- Colored perspective/rendered elevations of the proposed building(s)
- Rendered site plan
- Perspectives showing community views to the site (from public trails, adjacent residential areas, intersections, entrances into the site)

SAMPLE ZONING CONFORMANCE TABLE:

**Zoning** \_\_\_\_\_

	<b>Required</b>	<b>Lot 1</b>	<b>Lot 2</b>	<b>Lot 3</b>
<b>Dimensional Regulations</b>				
Min. Lot Area				
Min. Lot Width				
Min. Lot Depth				
Min. Front Yard Setback				
Min. Side Yard Setback				
Min. Rear Yard Setback				
Max. Building Coverage				
Max. Impervious Surface Coverage				
Min. Green Area				
Max. Building Area				
Max. Building Height				
Max. Building Width				



Parking Requirements				
Use - _____				
Use - _____				



## ESCROW AGREEMENT FOR PROFESSIONAL REVIEW FEES FOR PRE-SUBMISSION MEETING

The undersigned hereby agrees to post an escrow to cover the costs of the review of subdivision and land development applications by the Township's Planner, Engineer(s), and Solicitor. The amount of said escrow shall be according to the attached "Schedule of Fees" and shall be posted at the time of initial submission of an application to the Township. Said fees shall be placed in an escrow account and any balance remaining shall be returned to the applicant subsequent to the receipt of final approval.

The applicant is advised that the "Schedule of Fees" represents only an estimate of the costs associated with plan review. The completeness and quality of the submission, the complexity of the project, the number of revisions and other factors may cause costs to exceed the established escrow amounts. If during the course of a subdivision/land development review an escrow amount falls to 10% of the original escrow amount or \$250, whichever is greater, the Township may require the posting of additional escrow.

NOTE: NO FINAL APPROVALS, CONSTRUCTION, BUILDING OR OCCUPANCY PERMITS SHALL BE ISSUED UNTIL ALL OUTSTANDING PROFESSIONAL REVIEW FEES HAVE BEEN SATISFIED.

Signature: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_



## APPLICATION FOR SUBDIVISION/LAND DEVELOPMENT

PROJECT NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

### TO BE COMPLETED BY THE TOWNSHIP

#### Submission Information:

Application Number: \_\_\_\_\_

Date Complete: \_\_\_\_\_

Project Title: \_\_\_\_\_

90 Day Date: \_\_\_\_\_

File Date: \_\_\_\_\_

Ward No.: \_\_\_\_\_

### **REQUIRED MATERIAL FOR ALL SUBDIVISION/LAND DEVELOPMENT APPLICATIONS:**

1. This form **MUST** be completed and submitted.
2. A Subdivision/ Land Development Application **MUST** include all of the items listed in the application checklist in Section V to be considered complete.
3. Incomplete application will **NOT** be placed on the Planning Commission agenda. Incomplete applications will be returned to the applicant.
4. Complete applications must be received at least 45 DAYS (see schedule) prior to the Planning Commission meeting at which it will be heard.
5. Ten (10) full size paper copies, and one (1) 11x17 reduced copy of the plans, plus three (3) copies of each report or study are to be submitted in the initial submission of the complete application. A digital copy of all submitted documents must be included with the application.

**\*It is highly encouraged to submit applications in a digital format**



**I. CONTACT INFORMATION**

**Applicant  
Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address

**Property  
Owners  
Information  
(if different  
than applicant)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address

**Architect/  
Planner**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address



**Engineer/  
Surveyor**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

**Engineer/  
Surveyor  
Cont'd**

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address

**Attorney**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email Address



## II. PROJECT INFORMATION

### Application Type:

Minor Subdivision       Minor Land Develop.       Preliminary Major SD & LD  
 Preliminary Major Subdivision       Prelim. Major Land Develop.       Final Major SD & LD  
 Final Major Subdivision       Final Major Land Develop.

Full street address of the property: \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_ County Deed Book No.: \_\_\_\_\_ Page No.: \_\_\_\_\_

Description of Proposed Work: \_\_\_\_\_  
\_\_\_\_\_

Total Tract Acreage: \_\_\_\_\_ Project Acreage: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Existing Number of Lots: \_\_\_\_\_ Proposed Number of Lots: \_\_\_\_\_

Existing Sewer Flows: \_\_\_\_\_ Proposed Sewer Flows: \_\_\_\_\_

### Proposed Land Use:

Single Family Detached       Single Family Attached       Single Family Semi-Detached  
 Multi-Family       Commercial       Office       Industrial  
 Other (Describe): \_\_\_\_\_





### III. REVIEW

Please complete the following section by circling a response:

- |   |     |    |
|---|-----|----|
| • Have you met with the Zoning Officer regarding this plan?   | Yes | No |
| • Are there known variances/any zoning relief necessary for this project?*  | Yes | No |
| • If YES, have you submitted an application to the Zoning Hearing Board?  | Yes | No |
| • Has this plan been heard by the Zoning Hearing Board?   | Yes | No |
| • Has this plan been submitted to, considered by, or received any formal action by the Planning Commission or Board of Commissioners in the past? | Yes | No |

\*Please be advised that if any variances are found to be necessary during the course of the review of this plan, you will be required to go to the Zoning Hearing Board prior to proceeding to the Planning Commission. In addition, you will be requested to grant the Township a waiver to the 90-day action period or an immediate denial of this application will be made, and you will be required to resubmit the application.

It is recommended that ALL Land Development and Major Subdivision applications have a pre-submission meeting to discuss the project prior to full application submittal.

Minor Subdivision applications may request a pre-submission meeting; if one is desired.

Meetings are typically held the fourth Tuesday of each month at the Township Administrative Offices.

Applicants assume responsibility of any fees associated with this meeting.

Applicant signature \_\_\_\_\_

\_\_\_\_\_ Date

To schedule a pre-submission meeting, please contact the Office of the Township Manager at 267-536-1003 or email [TCastorina@abingtonpa.gov](mailto:TCastorina@abingtonpa.gov)





## V. SUBMISSION

### APPLICATION CHECKLIST

The applicant is responsible for the submission of a complete application. This checklist will aid both the applicant and staff in ensuring that all applications are complete. The following is a per item submission checklist for all Subdivision, Land Development and Conditional Use Applications for the Township of Abington.

- \_\_\_ Application Form: completed and signed by the owner/applicant
- \_\_\_ 10 (ten) copies of the proposed plan, folded to legal file size. Plan should not be smaller than 1" = 50' and not exceed a sheet size of 24" x 36"
- \_\_\_ One (1) reduced copy of the proposed plan, no larger than 11" x 17"
- \_\_\_ Two (2) sets of tentative architectural plans for all applications proposing construction or land development
- \_\_\_ One (1) copy of the Recreation Facilities Plan (if required by §146-40)
- \_\_\_ Letter of Sanitary Sewer availability from the Township Wastewater Treatment Department
- \_\_\_ Two (2) copies of Sewage Facilities Planning Module Applications
- \_\_\_ Letter of Water availability from AQUA PA
- \_\_\_ One (1) copy of any previous Zoning Hearing Board decisions related to the subject property
- \_\_\_ One (1) digital copy of all submitted documents
- \_\_\_ Application Fee: Check made payable to the Township of Abington
- \_\_\_ Escrow Fee: Check made payable to the Township of Abington. Separate check from application fee

## VI. SIGNATURE

The undersigned represents that to the best of his/her knowledge and belief, all the above statements are true, correct, and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if different than applicant)

\_\_\_\_\_  
Date



**THE FOLLOWING IS FOR INTERNAL USE ONLY:**

**PAYMENT**

\_\_\_ Application Fee      Amount: \$ \_\_\_\_\_      Check No.: # \_\_\_\_\_

\_\_\_ Review Escrow Fee      Amount: \$ \_\_\_\_\_      Check No.: # \_\_\_\_\_

**DECISION INFORMATION**

Approval \_\_\_\_\_      Denial \_\_\_\_\_      Decision Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## PLANNING PROCESS EXTENSION AGREEMENT

FOR

\_\_\_\_\_

**PROJECT NAME**

The Pennsylvania Municipality Planning Code (MPC) and the Abington Township Subdivision and Land Development Ordinance state that action must be taken by the Township within ninety (90) days after a complete application is filed with the Township. In the Township, complicated, unique, and community impactful projects have or may require additional time in order to complete a thorough review before being considered for approval. As such, an applicant may voluntarily waive the timing requirement at any time, but is encouraged to submit this waiver with the completed application.

I, the applicant, hereby voluntarily waive the timing requirement as set forth in the MPC (Section 53 P.S. 10508) and the Abington Township Subdivision and Land Development Ordinance (Section 146-13). Applicant acknowledges that this waiver can be revoked at any time upon written notice to the Township Manager. The time limitations set forth in 53 P.S. 10508 and Section 146-13 of the Abington Township Code shall be calculated from the date that the written revocation is received by the Township Manager.

Signed: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

Received: \_\_\_\_\_  
Township

Date: \_\_\_\_\_



## ESCROW AGREEMENT FOR PROFESSIONAL REVIEW FEES FOR SUBDIVISION/LAND DEVELOPMENT APPLICATIONS

The undersigned hereby agrees to post an escrow to cover the costs of the review of subdivision and land development applications by the Township's Planner, Engineer, and Solicitor. The amount of said escrow shall be according to the attached "Schedule of Fees" and shall be posted at the time of initial submission of an application to the Township. Said fees shall be placed in an escrow account and any balance remaining shall be returned to the applicant subsequent to the receipt of final approval.

The applicant is advised that the "Schedule of Fees" represents only an estimate of the costs associated with plan review. The completeness and quality of the submission, the complexity of the project, the number of revisions and other factors may cause costs to exceed the established escrow amounts. If during the course of a subdivision/land development review an escrow amount falls to 10% of the original escrow amount or \$250, whichever is greater, the Township may require the posting of additional escrow.

NOTE: NO FINAL APPROVALS, CONSTRUCTION, BUILDING OR OCCUPANCY PERMITS SHALL BE ISSUED UNTIL ALL OUTSTANDING PROFESSIONAL REVIEW FEES HAVE BEEN SATISFIED.

Signed: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

# 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: \_\_\_\_\_  
 Municipality: \_\_\_\_\_  
 Proposal Name: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 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, 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

Varian Granted  Yes  No For \_\_\_\_\_

## Plan Information:

Tax Parcel Number(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Location (address or frontage) \_\_\_\_\_

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:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# APPENDIX

## ABINGTON TOWNSHIP ORDINANCE REQUIREMENTS

ALL PLANS SHALL, AT A MINIMUM, CONFORM TO THE FOLLOWING:

### § 146-8.2 TENTATIVE SKETCH PLAN REQUIREMENTS.

A. Tentative sketch plans should be drawn legibly and to a reasonably accurate scale, but they need not be precisely surveyed or engineered plans. Tentative sketch plans should show the following information:

- (1) The tract boundary and location by deed plotting.
- (2) A North point and approximate scale.
- (3) A location plan showing the relationship of the subject tract to the surrounding street network.
- (4) The existing and proposed roads and lots layouts, and existing or proposed building layouts.
- (5) Significant topographical and physical features, such as floodplains, wetlands, steep slopes (over 15%), woodlands and existing structures.
- (6) Proposals for control of drainage and runoff and community facilities.
- (7) Approximate building envelope.
- (8) List of proposed uses.

B. It is to the applicant's advantage to show as much of the requested information as possible. Although the Township Planning Commission will discuss any plan presented, a lack of significant information may result in less useful guidance to the applicant.

### § 146-10 GENERAL REQUIREMENTS.

The following plan requirements shall be common requirements for all plans submitted to the township:

A. Drafting standards.

- (1) The horizontal plan shall be drawn at a scale not smaller than one inch equals 50 feet. If such scale is not practical, a lesser scale may be used, provided that prior written permission is obtained from the Township Engineer.
- (2) Plans shall be drafted on sheets either 15 inches by 18 inches, 18 inches by 30 inches or 24 inches by 36 inches.
- (3) If two or more sheets comprise a submission, all sheets shall be of the same size, and each shall be consecutively numbered and titled to show and describe its relation to the total number of sheets comprising the plan (i.e., Grading Plan Sheet 3 of 6).
- (4) The plan must be drawn in ink, and all lettering shall be drawn so as to be legible if the plan should be reduced to half size.
- (5) Dimensions shall be set in feet and decimal parts thereof, and bearings shall be in degrees, minutes and seconds.
- (6) Vertical plan profiles, when required, shall be scaled to four feet equals one inch.

B. General standards.



(1) Each sheet of a plat or survey for subdivision or land development shall be prepared in accordance with the Professional Engineers and Professional Land Surveyors Registration Law, the

Act of May 23, 1945 (P.L. 913, No. 367).

(2) Each sheet constituting a plan submission or land development plan shall contain the following information:

(a) The name of the subdivision or land development plan.

(b) The name, address, seal and signature of the engineer, surveyor, architect or landscape architect responsible for preparing and drafting the plan.

(c) The name of the plan page and page number as described above.

(d) The plan number and date of the plan, together with a revision block where subsequent revisions can be identified and dated.

(e) The scale of the plan.

(f) A North point reference marker.

(g) A legend clearly indicating the engineering symbols utilized in drafting and depicting all existing and proposed features.

(3) When any revision is made to a previously submitted plat, the revision shall be described and dated. Dotted lines shall be used to show features or locations abandoned, and solid lines shall be used to show the currently proposed features.

(4) The boundary line of the site undergoing subdivision or land development shall be shown as a heavy solid line.

(5) The submission type as set forth in § 146-9D shall be indicated on the plan sheets, and all preliminary sheets shall be marked "not to be recorded."

### **§ 146-11 SPECIFIC REQUIREMENTS.**

The following component requirements shall be specific to their respective topic areas and shall contain all information described herein. With respect to minor subdivision and minor land development applications, the Township Engineer or Zoning Official may waive any component of the plan requirements, provided that the applicant shall designate the waivers requested, in writing, to the Zoning Official.

A. Property identification plans shall contain the following:

(1) The township name, plus any other municipality in which the subdivision or land development is located.

(2) A location map for the purpose of locating the site to be subdivided or developed, at a scale of not less than 800 feet to the inch, showing the relation of the site to adjoining property and to all public and private streets and municipal boundaries existing within 1,000 feet of any part of the property.

(3) A complete boundary survey of the property to be subdivided or developed, showing all courses, distances, areas and tie-ins to all adjacent street intersections. The survey must be prepared by a Pennsylvania registered land surveyor by on-site field survey and have a closure error not greater than 3/100 of a foot.

(4) Tract boundaries with tax parcel numbers, owner's names and approximate acreage of lots surrounding any portion of the site for a distance of 400 feet.

(5) The tax parcel number of the site and total site acreage.

- (6) The location of all existing monuments on or defining the site.
- (7) An indication that the elevations are based upon sanitary sewer datum of the Township of Abington.
- (8) Existing cartways of streets on and adjoining the site, with existing and ultimate rights-of-way and legislative and traffic route numbers.
- (9) The names and addresses of the landowner, applicant and subdivider or land developer. With respect to the owner, the names of the real (title) owners, the names of all equitable owners and the names of all option holders shall be listed.
- (10) The zoning classification applicable to the tract along with all zoning boundaries that traverse or are within 400 feet of the tract, together with a citation of any variances or special exceptions which may have been granted for or affecting the site.
- (11) Zoning district requirements.
  - (a) Zoning district requirements shall be identified as described in the Township Zoning Ordinance. These shall include use regulations, density regulations, lot dimensions, yard setback dimensions, building and impervious coverage limitations, green/open space and buffer requirements, loading zones and required number of parking spaces.
  - (b) The existing and proposed zoning standards for each item cited above in the zoning district requirements shall be depicted in a table for the site in its entirety and, in the case of subdivision, for each proposed lot.
- (12) A description of the available and proposed water supply and sewage disposal facilities.

B. Existing features plans shall contain the following:

- (1) Complete boundary survey of the property to be subdivided or developed, showing all courses, distances, areas and tie-ins to all adjacent street intersections.
- (2) The location, names and widths of all streets, whether including right-of-way, cartway or center line.
- (3) The location of property lines and names of landowners within 400 feet of any part of the site to be subdivided or developed.
- (4) The location and type of all existing survey monuments.
- (5) The location and dimension of all existing buildings and man-made structures or surfaces located on the site, with notation as to which ones will remain and which will be removed.
- (6) The location, size, ownership and purpose of all rights-of-way and easements located within the property boundaries.
- (7) The location, size and ownership of all underground and above ground public or private utilities, on the site and within 400 feet of any portion of the site, including waterlines, sanitary sewer lines, storm sewer lines, electric lines, telephone lines, gas mains, fire hydrants and streetlights.
- (8) Contour information, including:
  - (a) Topography lines measured at vertical intervals of two feet. Such elevations shall be determined by on-site or photogrammetric survey, not interpretation of United States Geological Survey maps.
  - (b) Datum to which contour lines refer.
  - (c) Base flood elevation data as defined in the Township Zoning Ordinance.
  - (d) Steep slope delineation by shading and notation of all areas as follows:
    - [1] Fifteen percent to 25%.

[2] Twenty-five percent and greater.

(9) Soil identification, including the following:

- (a) Soil types within the site, based on maps contained in the Soil Survey of Montgomery County, United States Department of Agriculture, Soil Conservation Service, 1967, as amended. An attached table shall indicate each soil's development limitation, i.e., bearing value, depth to bedrock, seasonal water table, etc.
- (b) Delineation of floodplain soils.

(10) Water resource identification by delineation and notation of all the following:

- (a) Floodplain areas.
- (b) Wetland areas.
- (c) Permanent and intermittent watercourses, including streams, swales, culverts, lakes, ponds and springs.

(11) Vegetation resource identification of all the following:

- (a) Forest and woodland areas.
- (b) Stand-alone trees with calipers of 10 inches or greater, measured at a point four feet above grade, with indication of which trees are to be removed and which are to remain.
- (c) Other significant vegetation.

C. Proposed layout plans shall show the following:

- (1) The layout, width, length, center line elevation and names of all proposed cartways, streets and alleys, together with locations of all associated curbs, sidewalks and gutters.
- (2) The layout, dimensions, bearings and net area of all proposed lots and consecutive numbering of all lots.
- (3) Building setback lines incorporated with any other construction restriction line established by the Township Zoning Ordinance, indicated on each proposed lot.
- (4) A notation indicating the proposed use of all lots or areas which shall contain uses other than residential.
- (5) A notation of all lots or areas to be dedicated for public or common use, street widening, park or recreation or other public uses.
- (6) The location, dimension, height, type and first-floor elevation of all proposed buildings and structures.
- (7) Where there are existing buildings or structures located on sites being subdivided or developed, a notation of those being demolished and those to remain.
- (8) The layout of all parking areas and arrangement of all parking spaces for commercial and multifamily development.
- (9) The purpose, location and dimensions of all rights-of-way and easements proposed to be created for access, drainage, utilities or other pertinent reasons.
- (10) The location and size of all proposed sanitary sewer lines, storm sewer lines and related structures, water mains, fire hydrants, utility lines and on-site sewage disposal facilities.
- (11) The location of all open space areas, parks and recreation facilities, with notation as to whether they are offered for dedication or are to remain as private facilities.

D. Grading plans.

- (1) Existing topography lines shall be measured at vertical intervals of two feet for land with an

average natural slope of 10% or less. Vertical intervals of five feet shall be used for more steeply sloping land.

(2) Elevations shall be determined by on-site survey or by photogrammetric survey, not interpretation of United States Geological Survey maps.

(3) Existing contour lines shall be represented by dashed lines.

(4) Datum to which contour lines refer shall be based on Abington Township sanitary sewer datum.

(5) Base flood elevation data as defined in the Township Zoning Ordinance shall be indicated.

(6) Proposed finished contours shall be indicated at vertical intervals of two feet and delineated with solid lines.

(7) Delineation shall be made of the limits of work areas and the portions to remain undisturbed.

(8) Areas of cut and fill shall be delineated.

(9) Areas for the temporary storage of site soil and materials shall be identified.

#### E. Erosion control plan.

(1) This plan shall be prepared pursuant to the Clean Stream Law, P.L. 1987, including design basis of surface and storm drainage provisions for and details of the methods to be used to prevent erosion and discharge of sediments from the property, both during and following construction.

(2) A narrative containing the following information shall be prepared:

(a) A general description of the proposed development.

(b) A general description of temporary and permanent accelerated erosion control.

(c) A general description of temporary and permanent sedimentation control.

(d) A general description of stormwater management during and after the proposed development.

(e) A study of the watershed in which the site is located to assess the impact on downstream conditions.

(f) Estimated development schedule for the site, including:

[1] Stripping and clearing.

[2] Rough grading and installation of erosion and sedimentation control facilities.

[3] Installation of improvements, including streets, utilities, buildings, driveways, parking areas and other structures and facilities.

[4] Final grading and vegetation establishment, including a description of the conversion of erosion and sedimentation controls to permanent stormwater management facilities.

(g) A statement describing temporary control measures and facilities for use during earthmoving, including:

[1] Types, locations and dimensional details of erosion and sedimentation control devices.

[2] Protection of existing drainage facilities.

[3] Facilities to prevent tracking of mud by construction vehicles off the site.

(3) Plans and details are to be in accordance with standards and specifications found in the Erosion and Sediment Control Handbook available through the Montgomery Soil Conservation District.

#### F. Improvement construction plan.

(1) Stormwater management plans shall contain the following:

(a) Mapping of the watershed areas in which the site is located (United States Geological Survey Quadrangle Map or similar).

- (b) Computations of the stormwater runoff for all points of runoff concentration before, during and after development, including all supporting data.
- (c) All existing drainage features which are to be incorporated in the design, identified with an explanation of the facilities operation.
- (d) A plan of the proposed stormwater drainage facilities and systems, including storm drain pipes and inlets, runoff control devices and drainage channels.
- (e) Design computations for the sizing of the pipe barrel and perforated riser.
- (f) Flood routing and/or storage requirement calculations.
- (g) A stage-storage curve for such detention/retention basins.
- (h) The berm embankment and outlet structure, showing the top of berm elevation, top width of berm, side slopes, emergency spillway elevation and elevations of the outlet structures,

including the riser and dimensions and spacing of the antiseep collars.

- (i) A detailed plan of the trash rack and antivortex device.
- (j) An overall plan of the basin area, showing grading and landscaping.
- (k) A detailed plan of any required off-site improvements.
- (l) A description of the permanent stormwater management program, including methods and frequency of removing and disposing of sediment and other materials from the storm management facilities, both during and after completion of the development project.

(2) Street improvement.

- (a) The horizontal plan (streets) shall contain the following:
  - [1] Center line with bearing, distances, curve data and stations corresponding to the profile.
  - [2] Right-of-way and curblines with radii at intersections.
  - [3] Beginning and end of proposed construction.
  - [4] Tie-ins by courses and distances to the intersection of all public streets, with their names and widths.
  - [5] Location of all monuments, with reference.
  - [6] Location and size of all drainage facilities, sidewalks, utilities, fire hydrants, lighting standards and street name signs.
- (b) The profile plan (streets) shall contain the following:
  - [1] Profiles and elevations along the existing ground surface over the center line and right-of-way lines, both right and left of the center line.
  - [2] The proposed center line grade with percent on tangents and elevations at fifty-foot intervals, grade intersection and either end of curb radii.
  - [3] The profile of the proposed curve grade, showing percentage of grade on tangents and details of vertical curves, including elevation at intersection of tangents projected and length of vertical curve.
  - [4] Elevation at intersection of curblines projected.
  - [5] Station and top of curb elevation at all points of curve and tangent of horizontal curves.
- (c) The cross section plan (streets) shall contain the following:
  - [1] Right-of-way width and location and width of paving within the right-of-way.
  - [2] The type, thickness and crown of paving.
  - [3] The type and size of curbing.
  - [4] Grading of sidewalks.

- [5] Location, width, type and thickness of sidewalks and driveway aprons.
- [6] Typical section of combined curb and gutter and typical section for paving and curbing required by the Pennsylvania Department of Transportation, if applicable.

(3) Sanitary sewer plan.

(a) The horizontal plan (sewers) shall contain the following:

- [1] The location and size of line, with stations corresponding to the profile.
- [2] The location of manholes, with grade between and elevation of flow line and top of each manhole.
- [3] The beginning and end of proposed construction.
- [4] Alignment and size of storm drain appurtenances adjacent to proposed sanitary sewers.
- [5] Location and size of all laterals.

(b) The profile plan (sewers) shall contain the following:

- [1] The profile of existing ground over the center line of the sanitary sewer line.
- [2] The profile of the proposed ground grade over the center line of the sanitary sewer line.
- [3] The profile of the proposed invert grade indicating the percent of grade.
- [4] Station and invert elevations of proposed manholes along the flow line at fifty-foot intervals.
- [5] The type and size of pipe, cradle and manholes.

(4) Storm sewer facilities.

(a) The horizontal plan (storms) shall contain the following:

- [1] The location and size of line, with stations corresponding to the profile.
- [2] The location of manhole and inlets, with grade between and elevation of flow line and top of each inlet.
- [3] The beginning and end of proposed construction.
- [4] The detail of the proposed inlets.
- [5] Hydraulic and structural design data and calculations for storm sewers, inlets, bridges and culverts.

(b) The profile plan (storms) shall contain the following:

- [1] The profile of the existing ground over the center line of the storm sewer line.
- [2] The profile of the proposed ground grade over the center line of the storm sewer line.
- [3] The profile of the proposed invert grade indicating the percent of grade.
- [4] Station and invert elevations of proposed manholes and inlets along the flow line at fifty-foot intervals.
- [5] The type and size of pipe, manhole and inlets.
- [6] Complete structural details of all endwalls and energy dissipaters.

(c) Open drainage courses shall contain the following:

- [1] Center line stations corresponding to those shown in profile.
- [2] The width of the channel at bottom and top.
- [3] Profile and elevations along the existing ground surface over the channel center line and the right-of-way line.
- [4] Profile of the channel bed showing percentage of grade.
- [5] Profile of finished grades along the right-of-way lines.
- [6] Cross section of right-of-way width and the location and width of the top and bottom of

the channel.

[7] The type and thickness of paving and/or sidewalls.

[8] The depth and slope of sidewalls.

(d) Detention basins shall contain the following:

[1] A horizontal plan showing the proposed detention basins and appurtenances.

[2] Limits of the proposed basin construction showing the location of berms, outlet control structures, overflow structures and systems flowing into the basin.

[3] Contours of the completed basin and outline of basin bottom and high-water elevation.

[4] Complete structural details of outlet-control structures.

#### G. Utility plan.

(1) The utility plan shall be superimposed on the basic layout plan and shall include the location, size, type and, where applicable, elevations of the following above and below ground, existing and proposed features and structures:

(a) Sanitary sewer lines, manholes and other related appurtenances.

(b) Storm sewer lines, manholes, inlets and other related appurtenances.

(c) Waterlines, control valves and other related appurtenances.

(d) Fire hydrants, fire lanes and Fire Department connections.

(e) Electric lines, junctions, vaults and other related appurtenances.

(f) Telephone lines, junctions, vaults and other related appurtenances.

(g) Gas mains and other petroleum lines and tanks, together with existing safety markers.

(h) Cable television lines and related appurtenances.

(i) Streetlighting standards and street name signs.

(j) Traffic control devices and signs.

(k) Site lighting locations and standards.

(l) Trash dumpster and enclosure locations.

(2) The ownership of all existing and proposed utilities shall be indicated on the plan.

(3) The plan shall contain a notation that all work will be performed in strict compliance with the provisions of Pennsylvania State Act 287, governing the installation of public utilities.

#### H. Landscaping and shade tree plan.

(1) The landscaping plan shall be prepared by a registered landscape architect.

(2) The landscape plan shall be superimposed on the basic layout plan and include the following information:

(a) Existing landscape material and vegetation to be removed.

(b) Existing landscape material and vegetation to be incorporated into the final plan.

(c) The location, size and type of all proposed street shade trees.

(d) The location, size and type of plantings for all proposed and required green space and buffer yards.

(e) Proposed planting schedule indicating the species, number and size of all proposed and required plantings.

(f) Details of the proposed method of planting and staking.

I. Phasing plan.

- (1) The phasing plan shall delineate, with solid, bold lines, all sections of an overall development plan which are planned for construction at different times.
- (2) The various sections shall be identified with a phasing number, the sequencing of which shall indicate the general construction order that development is proposed to occur.
- (3) The phasing delineation shall be superimposed on the preliminary layout plan.

J. Recreational facilities plans shall contain the following:

- (1) A narrative describing how the proposed recreational facilities will meet the needs of the future community which the proposed subdivision or land development will generate. The standards for such population shall be taken from the National Recreation and Parks Association.
- (2) The location and size of all parks, playgrounds, public buildings, public areas or parcels of land proposed to be dedicated or reserved for public use.
- (3) The location and size of all parks, playgrounds, facilities and parcels of land proposed to be reserved for common use by development residents.
- (4) A general proposal for the maintenance of open space and public facilities and the proposed method of management.
- (5) The type and specifications for all equipment associated with and provided for use with public parks, playgrounds and recreational facilities.
- (6) The location, description and specifications for provisions of access, rest, sanitation, water, lighting and parking.
- (7) Schedule of proposed construction.
- (8) When deemed acceptable by the applicant, subdivider or land developer, a statement for the provision of contribution of fees in lieu of recreational facilities, according to resolution established by the Board of Commissioners.

K. Planning modules. Sewage facilities planning modules for subdivision and land development, as required by Chapter 711 of the Pennsylvania Sewage Facilities Act, as amended, shall be provided on forms published by the Pennsylvania Department of Environmental Resources (DER).

L. Architectural plans.

- (1) Tentative architectural plans, appropriately scaled to show the following details, shall be included:
  - (a) Front, side and rear elevations of proposed buildings.
  - (b) The number of floors proposed, including basement and mezzanine areas.
  - (c) Building use group as defined in the Township Building Code. If mixed uses are proposed, an indication of the use groups involved shall also be included.
  - (d) Area and height limitations of proposed buildings.
  - (e) Construction type as defined in the Township Building Code.
  - (f) Sprinkler requirements as defined in the Township Sprinkler Ordinance.
  - (g) The location of fire exits and exit discharge.
  - (h) For apartment buildings, the total dwelling unit count and the number of rooms proposed for each dwelling unit.
- (2) While Pennsylvania State Department of Labor and Industry approval is required on commercial



architectural plans prior to the issuance of a building permit, it need not be procured for a tentative architectural plan prepared for review with a subdivision and land development plan application.

M. Documentations; agreements; certifications; covenants; easements; restrictions; permits.

(1) Documentations, agreements, certifications, covenants, easements, restrictions and permits shall include the following:

(a) A letter certifying the availability of public sanitary sewer facilities from the appropriate utility, if applicable.

(b) A letter certifying the availability of a central water supply system from the appropriate utility, if applicable.

(c) A description and contract for the ownership, management and maintenance of open space and/or private streets, sewer systems, water supply and other improvements.

(d) Restrictive covenants governing the reservation and maintenance of undedicated open space.

(e) Private deed restrictions, as may be imposed upon the property as a condition of sale, together with a statement of any restrictions previously imposed upon the property and which may affect the title to the land being subdivided or developed.

(f) All offers of dedicated improvements.

(g) Improvement agreements when required by the Board of Commissioners.

(h) Permits and documentation required by all applicable regulatory agencies described in § 146-20B of this chapter.

(2) If land to be subdivided or developed lies partly within another municipality, the applicant shall submit information concerning the location and design of streets, layout and size of lots and

provision of public utilities on lands subject to his/her control within the adjoining municipality. Evidence of review and/or approval of this information by appropriate authorities of that municipality shall also be provided.

## **§ 146-12 RECORD PLAN REQUIREMENTS.**

A. Style submitted. The following shall be submitted to the Township Engineer:

(1) A record plan, which shall be a clear and legible blue or black line print on white opaque linen and shall be an exact composite overlay of the approved final property identification and proposed layout plans, on a sheet of the size required by the drafting standards.

(2) One reproducible Mylar (plan size) and one reproducible Mylar (one inch equals 400 inches).

B. Seals. The following seals are required on the plan:

(1) The impressed seal of the licensed civil engineer and/or land surveyor who prepared the plan.

(2) The impressed corporate seal, if the subdivider or its signing party is a corporation or other entity.

(3) The impressed seal of a notary public or other qualified officer acknowledging the owner's statement of intent.

(4) The impressed seal of the Township of Abington.

(5) The impressed seal of the Township Engineer.

C. Acknowledgments. The following are required on the record plan, where applicable:

(1) Where the owner(s) are individuals, all shall join in an acknowledgment as follows:

**Commonwealth of Pennsylvania**  
**County of Montgomery**

On the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_, before me, the subscriber, a Notary Public of the Commonwealth of Pennsylvania, residing in \_\_\_\_\_, personally appeared \_\_\_\_\_ (names of all owners), known to me (or satisfactorily proven) to be the person(s) whose name(s) (is/are) subscribed to the foregoing plan and acknowledged that (he, she, they) (is/are) the owner(s) of the designated land, that all necessary approval of the plan has been obtained and is endorsed thereon and that (he, she, they) desire that the foregoing plan may be duly recorded.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

(2) Where the owner is a partnership, corporation or other entity, an acknowledgment shall be executed substantially as follows:

**Commonwealth of Pennsylvania**  
**County of Montgomery**

On the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_\_, before me, the subscriber, a Notary Public of the Commonwealth of Pennsylvania, residing in \_\_\_\_\_, personally appeared \_\_\_\_\_ (name of officer of the corporation), who acknowledged (himself/herself) to be the (president or secretary), being authorized to do so, (he/she) executed the foregoing plan by signing that said corporation is the owner of the designated land, that all necessary approval of the plan has been obtained and is endorsed thereon and that said corporation desires that the foregoing plan may be duly recorded.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

D. Approval notation and signatures is as follows:

Approved by the Board of Commissioners of the Township of Abington this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Attest  
President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Engineer \_\_\_\_\_

MCPC No. \_\_\_\_\_  
PROCESSED and REVIEWED. A report has been prepared  
By the Montgomery County Planning Commission in accordance  
With the Municipalities Planning Code.  
  
Certified this date \_\_\_\_\_  
\_\_\_\_\_  
For the Director  
  
Montgomery County Planning Commission

E. Recording notations. The following notations are required to be cited on the record plan:

(1) "Recorded in the Office for the Recording of Deeds, etc., Norristown, Pennsylvania, in Plan Book \_\_\_\_\_, Page No. \_\_\_\_\_, on (date), by (name)."

(2) "Fire hydrants and streetlights are to be installed at the expense of the subdivider/land developer in accordance with township standards and with the recommendations of the respective utility companies, subject to the approval of the Board of Commissioners."

(3) "Streetlights and street name signs are to be installed at the expense of the subdivider/land developer in accordance with township standards and dedicated to the township."

(4) "The Philadelphia Electric Company and the Bell Telephone Company of Pennsylvania are granted the right to construct, maintain and repair pole lines and underground equipment on, under and across lots, and this shall be so recited in all deed descriptions, together with the right to construct, maintain and repair pole lines and underground equipment on, under and across all highways in this tract."

(5) Where a plan requires access to a highway which is under the jurisdiction of the Pennsylvania Department of Transportation, "A Highway Occupancy Permit is required by Section 420 P.L. 1242,

No. 428 known as the 'State Highway Law,' before driveway access to a state highway is permitted or constructed." Where a plan requires access to a highway which is under the jurisdiction of the Montgomery County, it shall include the following notation: "A Highway Occupancy Permit is required by the Roads and Bridges Division of the Montgomery County Public Works before driveway access to a County highway is permitted or constructed."

(6) When the installation of curbs or sidewalks is waived for a particular development plan, "Curbs and/or sidewalks may be required to be installed by subsequent landowners at their expense, by direction of the Board of Commissioners."

(7) Other notations as required by this chapter and the Board of Commissioners.

ABINGTON TOWNSHIP  
RESOLUTION NO. 14-035

A RESOLUTION OF ABINGTON TOWNSHIP,  
COUNTY OF MONTGOMERY, COMMONWEALTH OF PENNSYLVANIA,  
ESTABLISHING AN ESCROW FEE SCHEDULE FOR SUBDIVISION AND LAND  
DEVELOPMENT APPLICATIONS

WHEREAS, the Township of Abington ("Township") is a Township of the First Class, duly organized and existing pursuant to the applicable laws of the Commonwealth of Pennsylvania; and

WHEREAS, pursuant to §503 of the Municipalities Planning Code, 53 P.S. §10503, the Township is permitted to require an Applicant or his/her designee to reimburse the Township for reasonable and necessary costs associated with the review and processing of Subdivision and/or Land Development Applications, including legal and engineering costs; and

WHEREAS, Chapter 146 - "Subdivision and Land Development," of the Abington Township Code of Ordinances allows the Board of Commissioners to establish an escrow fee schedule related to Subdivision and Land Development matters within the Township and require the deposit of an escrow fee fund for payment of the above named professional fees; and

WHEREAS, the Board of Commissioners of Abington Township believes it is in the best interests of the Township to establish a fee schedule that will hereafter be applicable to all Subdivision and Land Development matters currently pending or hereafter submitted to the Township.

NOW, THEREFORE, BE IT RESOLVED, for the reasons set forth above, the Township establishes the following required application fees and minimum escrow review fee deposits, which shall be submitted concurrently with any application for Subdivision or Land

Development within the Township of Abington:

<u>Type of Application</u>	<u>Minimum Escrow Deposit</u>	<u>Application Fee</u>
Residential Subdivision Application - maximum of four (4) proposed lots	\$2,500.00	\$300.00
Residential Subdivision Application - five (5) or more proposed lots	\$5,000.00	\$500.00
Residential Land Development Application - four (4) or fewer lots	\$2,500.00	\$300.00
Residential Land Development Application - five (5) or more lots	\$5,000.00	\$500.00
Non-Residential Subdivision or Land Development Application	\$10,000.00	\$1,000.00

BE IT FURTHER RESOLVED, that failure to submit the above listed required escrow deposit shall deem an application incomplete. No application shall be processed or reviewed unless and until all of the above fees have been paid.

BE IT FURTHER RESOLVED, that a nonrefundable 15% administrative fee shall be automatically deducted from all escrow deposits.

BE IT FURTHER RESOLVED, that the applicant or his/her agent shall reimburse to the Township from such escrow the reasonable and necessary professional expenses incurred by the Township in the review and approval process of the application and plan, including but not limited to, fees for the services of the Township Engineer related to the review and consideration of the application and plan, and fees for the services of the Township Solicitor related to the


review and decision process of the application and plan at the rates and costs set forth below:

<u>Service</u>	<u>Rate</u>
Township Solicitor	\$225.00/hour
Township Engineer	\$110.00/hour
Advertising costs	billed at cost
Recording fees	billed at cost
Inspection fees (building inspector, zoning officer, Fire Marshall)	\$60.00/hour


BE IT FURTHER RESOLVED, that, upon demand by the Township Manager, or his designee, the escrow fund shall be replenished by the applicant or his/her agent when it has been drawn to within 10% of its initial amount and a decision has not been rendered on the plan by the Board of Commissioners or upon submission of any revised Subdivision or Land Development Plan.

I HEREBY CERTIFY that this Resolution was adopted by Abington Township at its public meeting held on the 11<sup>th</sup> day of December, 2014.

ATTEST:

  
\_\_\_\_\_  
Michael LeFevre  
Township Secretary

ABINGTON TOWNSHIP

  
\_\_\_\_\_  
Wayne C. Luker, President  
Board of Commissioners





# TOWNSHIP OF ABINGTON

ORDINANCE NO. 2197

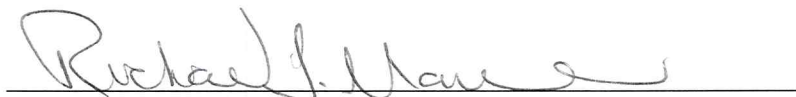
---

AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF ABINGTON AT PART II [GENERAL LEGISLATION], CHAPTER 146 [SUBDIVISION AND LAND DEVELOPMENT], BY AMENDING AND RESTATING ARTICLE III [PLAN APPLICATION REQUIREMENTS] AND ARTICLE IV [PLAN REVIEW PROCEDURES] AND ADDING ARTICLE VIII [WAIVER OF LAND DEVELOPMENT] TO CREATE ADDITIONAL EXEMPTIONS TO THE LAND DEVELOPMENT PROCESS, TO CREATE A PROCESS FOR NOTIFICATION OF PROPERTY OWNERS AND RESIDENTS REGARDING THE REVIEW OF LAND DEVELOPMENT APPLICATIONS BY THE PLANNING COMMISSION, AND TO CREATE A PROCESS FOR A WAIVER OF LAND DEVELOPMENT

---

## CERTIFICATION

I, RICHARD J. MANFREDI, BEING DULY SWORN ACCORDING TO LAW, DEPOSE AND SAY THAT I AM THE TOWNSHIP MANAGER IN ABINGTON TOWNSHIP, MONTGOMERY COUNTY, PA AND THAT ATTACHED HERETO IS A TRUE AND COMPLETE CORRECT COPY OF ORDINANCE NO. 2197.

  
Richard J. Manfredi, Township Manager  
October 13, 2022

ENACTED: October 13, 2022

# TOWNSHIP OF ABINGTON

ORDINANCE NO. 2197

---

AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF ABINGTON AT PART II [GENERAL LEGISLATION], CHAPTER 146 [SUBDIVISION AND LAND DEVELOPMENT], BY AMENDING AND RESTATING ARTICLE III [PLAN APPLICATION REQUIREMENTS] AND ARTICLE IV [PLAN REVIEW PROCEDURES] AND ADDING ARTICLE VIII [WAIVER OF LAND DEVELOPMENT] TO CREATE ADDITIONAL EXEMPTIONS TO THE LAND DEVELOPMENT PROCESS, TO CREATE A PROCESS FOR NOTIFICATION OF PROPERTY OWNERS AND RESIDENTS REGARDING THE REVIEW OF LAND DEVELOPMENT APPLICATIONS BY THE PLANNING COMMISSION, AND TO CREATE A PROCESS FOR A WAIVER OF LAND DEVELOPMENT

---

**WHEREAS**, the Board of Commissioners of Abington Township is duly empowered by the First Class Township Code, 53 P.S. § 55101, *et seq.*, to enact certain regulations relating to the public health, safety welfare of the residents of Abington Township;

**WHEREAS**, the Board of Commissioners of Abington Township has adopted a subdivision and land development ordinance, known as the Subdivision and Land Development Regulations of the Township of Abington, as amended, in accordance with the provisions of Article V of the Pennsylvania Municipalities Planning Code, 53 P.S. § 10101, *et seq.*, which is intended to provide for the orderly development and redevelopment of Abington Township;

**WHEREAS**, the First Class Township Code and Pennsylvania Municipalities Planning Code, *supra*, authorize the Board of Commissioners to make, amend and adopt amendments to the Subdivision and Land Development Regulations of the Township of Abington, as amended, that are consistent with the Constitution and laws of the Commonwealth that it deems necessary for the proper management and control of the Township and the best interests of its residents;

**WHEREAS**, the Board of Commissioners of Abington Township have determined that certain amendments to the Subdivision and Land Development Regulations of the Township of Abington, as amended, are required for the orderly administration of the laws of Abington Township;

**WHEREAS**, the Board of Commissioners of Abington Township have determined that certain amendments to the Subdivision and Land Development Regulations of the Township of Abington, as amended, are required to provide for clarity in the administration of the laws of Abington Township;

**WHEREAS**, the Board of Commissioners of Abington Township have determined that certain amendments to the Subdivision and Land Development Regulations of the Township of Abington, as amended, are required to provide for safe and proper design and regulation of land development within Abington Township.

**NOW, THEREFORE, IT IS HEREBY ENACTED AND ORDAINED** by the Abington Township Board of Commissioners that the Township's Code is amended as follows:

**SECTION 1.      Amendment to Chapter 146 [Subdivision and Land Development], Article III [Plan Application Procedures], Section 9 [Type of Application], Subsection C [Types] to create additional exemptions to the land development process.**

The Code of the Township of Abington, Part II [General Legislation], Chapter 146 [Subdivision and Land Development], Article III [Plan Application Procedures], Section 9 [Type of Application], Subsection C [Types] is hereby restated and amended with the underlined language (example) as follows:

(2)      Land development plan.

...

(b)      Exception. A land development plan shall not be required for approval by the township when development involves:

...

[4]      A boundary or lot line adjustment between adjoining property owners where no new lots are involved and in accordance with the following procedures:

[a]      Upon written request to the Board of Commissioner, the Commissioners may exempt a boundary or lot line adjustment from normal submission and plan preparation requirements as set forth in this article.

[b]      The written request for exemption shall be accompanied by a plan of the proposed boundary or lot line adjustment, which will enable the Commissioners to determine that the boundary or lot line adjustment will not result in a lot which does not conform with the minimum requirements of the Zoning Ordinance and does not prevent the logical development of the remaining tract. The plan shall meet the following requirements:

(1)      The plan shall be a clear and legible reproduction of the Tax Map, illustrating the area which includes the adjustment certified by a licensed professional surveyor or engineer. The plan shall be accompanied by a legal description of



the new lot lines. The legal description shall be signed, sealed and dated by the licensed professional surveyor or engineer.

(2) The plan shall illustrate the existing and proposed lot lines, the existing streets in the area and the existing structures on the properties involved.

(3) Approval by the Board of Commissioners and recording, where required.

(4) Payment of fees.

[5] Interior allocation of space of an existing multi-unit commercial or industrial development provided that no modifications to public improvements are proposed or required to permit compliance with the provisions of this Chapter or the Zoning Ordinance.

[6] The Board of Commissioners may require minor land development submission as required by this Chapter in place of building and grading permits when conditions shall warrant. The Board of Commissioners may permit submission of a plan through the building and grading process in place of the processes outlined in this Chapter where, in the discretion of the Board of Commissioners, the plan is consistent with the overall objectives and standards of this Chapter, even though strict compliance with the terms outlined herein is not met.

**SECTION 2. Amendment to Chapter 146 [Subdivision and Land Development], Article IV [Plan Review Procedures], Section 14 [Review Sequence] to create a process for notification of property owners and residents regarding the review of land development applications by the Planning Commission.**

The Code of the Township of Abington, Part II [General Legislation], Chapter 146 [Subdivision and Land Development], Article IV [Plan Review Procedures], Section 14 [Review Sequence] is hereby restated and amended with the underlined language (example) as follows:

F. Notice procedure.

(1) Prior to the review of the Township Planning Commission, as stated above at § 146-14.E(6), the applicant shall provide notice of the first meeting of the Township Planning

Commission at which the applicant's application will be reviewed as provided herein.

(2) Notice shall be sent to the owner or owners of every lot on the same street within five hundred (500) feet of the lot(s) proposed for development, and of every lot not on the same street within two hundred fifty (250) feet of the said lot(s) proposed for development. The notices herein required shall be delivered by first class mail or hand delivery at least seven (7) days prior to the scheduled meeting, shall state the location of the proposed development, the general nature of the proposed development, and the date, time and location of the meeting. Notice shall also be provided to the Township in the same manner.

(3) Notice shall be posted on the lot(s) proposed for development in plain view for the public. The notice shall not be smaller than 8.5" x 11" in size.

**SECTION 3.      Amendment to Chapter 146 [Subdivision and Land Development], Article VIII [Modification and Validity] to create a new Section and renumber subsequent Sections.**

The Code of the Township of Abington, Part II [General Legislation], Chapter 146 [Subdivision and Land Development], Article VIII [Modification and Validity] is hereby restated and amended to create a new Section 51 entitled [Waiver of Land Development] and renumber subsequent Sections as follows: Section 52 [Appeals], Section 53 [Severability], Section 54 [Repealer], Section 55 [Effective Date] and Section 56 [Enactment].

**SECTION 4.      Amendment to Chapter 146 [Subdivision and Land Development], Article VIII [Modification and Validity], Section 51 [Waiver of Land Development] to create a process for a waiver of land development.**

The Code of the Township of Abington, Part II [General Legislation], Chapter 146 [Subdivision and Land Development], Article VIII [Modification and Validity], Section 51 [Waiver of Land Development] is hereby restated and amended to include the underlined language (example) as follows:

§ 146-51. Waiver of land development.

A. The applicant shall prepare and submit to the Township a preliminary/final plan, the application form, and a letter requesting a waiver from the land development plan approval process. The requirements of the preliminary/final plan found in this Article must be met unless specific waivers are requested and granted by the Board of Commissioners.



- B. Applicant shall submit the appropriate fee for review of a land development plan, copies of the preliminary/final plan in accordance with § 149-14.B, application, and a letter to the Township, and request that a review be scheduled with the Township Planning Commission. If, upon review by the Township, the land development waiver request is acceptable, that portion of the fee submitted by the applicant that is required for review of a land development plan shall be refunded to the applicant.
- C. The Township Zoning Official shall review the submission for completeness, and if the submission is incomplete, shall return the submission to the applicant within seven (7) working days and indicate the deficiencies. If the submission is complete, the Township Zoning Official shall accept the preliminary/final plan, application, request letter, and fees.
- D. The Township Zoning Official shall, upon acceptance of a complete submission, immediately distribute copies of the preliminary/final plan, application, and request letter, with a request to review, in accordance with § 146-14.D.
- E. The Township Engineer shall, within thirty (30) days following the receipt of the plan from the Township:
- (1) Review the applicant's submission for compliance with all applicable requirements of the Zoning Ordinance, this Chapter, the Municipal Comprehensive Plan, and all other ordinances and regulations.
  - (2) Review the engineering considerations in the applicant's submission.
  - (3) Prepare a report for the Planning Commission and Board of Commissioners, including a recommendation for the granting or denial of the waiver from the land development plan approval process.
- F. Action of Planning Commission.
- (1) Within sixty (60) days following the receipt of a complete preliminary/final plan submission, the Planning Commission shall, at a public meeting:
    - (a) Review the applicant's submission.
    - (b) Review all reports and recommendations received.
    - (c) Evaluate the plan, reports, and any discussion of the plan.

- (d) Determine whether the preliminary/final plan meets the objectives and requirements of this chapter, the Municipal Comprehensive Plan, and other ordinances.
  - (e) Recommend revisions, if necessary, so that the plan will conform to Township regulations.
  - (f) Recommend granting or denying the waiver from the land development plan approval process.
- (2) The requirements of § 146-14.F pertaining to notice shall be applicable.

G. Actions by the Board of Commissioners.

- (1) Following the receipt of the Township Planning Commission's recommendation, the Board of Commissioners shall, at a public meeting:
- (a) Receive and review the applicant's submission.
  - (b) Receive and review the reports of the Township Engineer, Township Fire Marshal, Township Traffic Engineer, any other reports submitted, and the recommendation of the Township Planning Commission.
  - (c) Evaluate the applicant's submission, the Township Engineer's report, the Planning Commission's recommendation, and any other appropriate reports.
  - (d) Determine whether the preliminary/final plan meets the objectives and requirements of this chapter, the Zoning Ordinance, the Municipal Comprehensive Plan, and other ordinances.
  - (e) Adopt a resolution approving or rejecting the request for a waiver from the land development plan approval process. If the waiver request is approved, the Board shall express its approval and state the conditions of approval, if any. If the request is not approved, the Board shall state the reasons for disapproval.
  - (f) The decision of the Board of Commissioners and any conditions imposed by the Board shall be in writing and shall be communicated to the applicant or the applicant's agent personally or be mailed to him at the last known address not later than fifteen (15) days

following the decision or within such time limits as may be required by the Pennsylvania Municipalities Planning Code.

(g) Approval of the waiver request shall be rescinded automatically upon the applicant's or applicant's agent's failure to accept, in writing, all conditions imposed by the Board of Commissioners within seven (7) days of receipt of the written decision.

H. If approved:

(1) Applicant shall submit one (1) copy of the final plan to the Township Engineer, who shall issue a letter specifying the number and format of plans required for signatures and recording. Prior to submission of the plans for Township signatures and recording, applicant shall have the record plan signed by the property owner.

(2) After all other signatures, as required by this Chapter, are on the preliminary/final plan, the Board of Commissioners shall sign the preliminary/final plan.

(3) The property owner and, if different, the applicant, shall record the plan in the office of the Recorder of Deeds of Montgomery County, as provided under this Chapter. A copy of the recorded plan shall be provided to the Township and the Township Engineer.

I. Approval of the request for a waiver from the land development plan approval process shall constitute approval of the project and, following the completion of the recording procedure, the authorization for the construction of the site improvements and buildings. A developer's agreement will not be required; however, building permits will be required and the applicant shall be required to post appropriate escrow with the Township to cover the cost of inspections.

J. Criteria for the waiver from the land development plan approval process. In order to qualify for a waiver from the land development plan approval process, the applicant shall meet the following criteria:

(1) The application is for a primary disturbance of less than 10,000 square feet or construction of a primary building of less than 10,000 square feet.

(2) The application is for a minor building addition or an accessory building that is not more than 20% of the existing principal building;





(3) The application is for a minor building addition or an accessory building that is not more than 10,000 square feet in size; and

(4) All applicable zoning requirements, including building setbacks and building and impervious surface coverages, must be met.

K. A waiver from the land development plan approval process shall not be granted if there is a significant impact upon neighboring properties, stormwater management control requirements, traffic, or the public health, safety, and welfare.

L. A proposed development receiving a waiver of land development in accordance with the provisions of this Section shall still be required to obtain building, grading, and all other applicable permits required under the Township's Code of Ordinances.

**SECTION 5. Repeal and Ratification.**

All ordinances or parts of ordinances inconsistent herewith or in conflict with any of the specific terms enacted hereby, to the extent of said inconsistencies or conflicts, are hereby specifically repealed. Any other terms and provisions of the Township's Code unaffected by this Ordinance are hereby reaffirmed and ratified.

**SECTION 6. Severability.**

Should any section, paragraph, sentence, clause, or phrase in this Ordinance be declared unconstitutional or invalid for any reason, the remainder of the Ordinance shall not be affected thereby and shall remain in full force and effect, and for this reason the provisions of this Ordinance shall be severable.

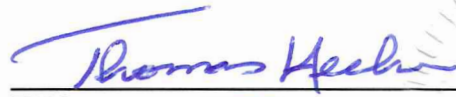
**SECTION 7. Effective Date.**

This Ordinance shall become effective 5 days after enactment.

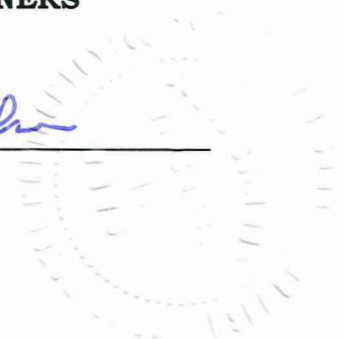
\*\*\*\*\*

**ORDAINED AND ENACTED** this 13<sup>th</sup> day of October, 2022, by the Board of Commissioners of the Township of Abington.

**TOWNSHIP OF ABINGTON  
BOARD OF COMMISSIONERS**

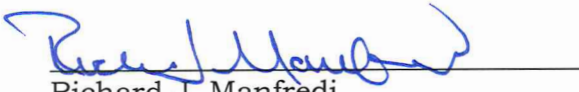


THOMAS HECKER  
*President*



[Seal]

Attested by:



Richard J. Manfredi  
*Township Manager & Secretary*

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.

Table with 2 columns: Number of Lots or Dwelling Units (greater number applies) and Base Fee + Fee per Lot or Dwelling Unit. Rows include categories like 1-3\*, 4-10, 11-20, 21-50, 50-100, and 101+.

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.

Table with 2 columns: Gross Square Feet of New Building and Base Fee + Fee for Every 1000 Gross Sq. Ft. Rows include categories like 1-3,000 Sq. Ft., 3,001-10,000 Sq. Ft., 10,001-25,000 Sq. Ft., 25,001-50,000 Sq. Ft., 50,001-100,000 Sq. Ft., and 100,001+ Sq. Ft.

Nonresidential Subdivisions

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

Table with 2 columns: Number of Lots and Base Fee + Fee per Lot. Rows include categories like 1-3 and 4 or more.

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
• 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.

Applicant's representatives will be invoiced electronically (via email) after the municipality submits the proposal to MCPC. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.