



APPENDIX

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

Date of Application: _____ Fee Paid: _____ W.T.P.C File No _____

Application for:

Preliminary Review _____
Final Review _____

- 1.) Property: Address _____
Location/Parcel Number _____
- 2.) Owner of record of land: Name _____ Tel. # _____
Address: _____ Email _____
- 3.) Applicant: Name _____ Tel. # _____
Address _____ Email _____
- 4.) Agent or Attorney, (if any): Name _____ Tel # _____
Address _____ Email _____
- 5.) Registered Engineer or Surveyor: Name _____ Tel # _____
Address _____ Email _____
- 6.) Name of Subdivision or Development: _____

- 7.) Where deed is recorded: Book No. _____ Page No. _____
- 8.) No. of Lots or Dwelling Units: _____
- 9.) Average Lot Size: _____
- 10.) Density (dwelling units per acre): _____
- 11.) Total Area to be developed or subdivided: _____
*Gross _____ **Net _____
Area in flood plain (if any) _____
- 12.) Water Supply: Public system _____ On lot system _____
- 13.) Sewage System: Public system _____ On lot system _____
- 14.) List of all Encumbrances:

<u>Amount</u>	<u>Name & Address of Person/Firm</u>	<u>Bk.No.</u>	<u>Pg. No</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
- 15.) Zoning classification of subject land: _____

16.) Explanatory statement of plan to be reviewed: _____

17.) Linear feet of new streets: _____

18.) Copy of all restrictions, covenants, etc. If any, under which lots are to be sold.

Attached _____

None _____

19.) Statement fixing period requested for completion of all items in Paragraph 18 above:

20.) Improvements to be made by applicant to subject land with approximate estimate of cost of each:

	<u>Unit Cost</u>	<u>No. of Units</u>	<u>Total</u>
a. Curbs	_____		
b. Sidewalks	_____		
c. Widening of Existing Streets.....	_____		
d. Park Land	_____		
e. Street Lighting.....	_____		
f. Storm Drainage.....	_____		
g. Water Supply & Fire Hydrants....	_____		
h. Sewage Disposal.....	_____		
i. Monuments.....	_____		
j. Landscaping.....	_____		
k. Etc.	_____		

21.) A copy of the description of the land as set forth in the deed shall be attached.

Signature of Owner _____

Date: _____

* Gross Area – area calculated to center of street

** Net Area – area calculated to the right of way. Net areas are to be used for density and land area requirements.



EXTENSION OF TIME

Date: _____

Attn: Township Manager
Worcester Township
1721 Valley Forge Road
P.O. Box 767
Worcester, PA 19490

Dear Township Manager:

RE: SUBDIVISION PLAN/LAND DEVELOPMENT PLAN OF _____

On _____, I (we) submitted the referenced plan for official filing.

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

This waiver is granted to permit us to make such adjustments or revisions to the Plan as may be required during the Plan review process.

If we ever deem it necessary to limit the time of the subdivision or land development review process, we may revoke this extension of time in writing, sent certified mail, return receipt requested, and the Township shall be obligated to render a decision on our plans within sixty (60) days after the date on which the written revocation notice was received.

If the township determines that insufficient progress is being made towards concluding the subdivision or land development review process, the Township may revoke this extension of time in writing, sent regular mail and certified mail, return receipt requested. For purposes of this provision, the Township's written notice shall be deemed received, if sent regular mail and certified mail, on the date of the written receipt on the certified mail return receipt, or, three (3) days after the date indicated on the Township's notification letter in the event the certified mail is return as "refused", "unclaimed", or is otherwise returned without indication of receipt, if addressed as follows (or to a subsequent address specifically provided to the Township by us for the purpose of notice):

At any time sixty (60) days after our receipt of such notice from the Township, we understand that the Township may take (but shall not be obligated to take) such action with regard to our plans as the Township deems necessary and appropriate.

We further understand that nothing herein shall be construed to prevent us from offering, and the Township from accepting, additional extensions of time in the future, but neither party shall be obligated to do so by the terms of the Agreement.

Very truly yours,

By: _____
Signature

Print Name, Title

Accepted by:

Date: _____

Chairman, Board of Supervisors

Attest:

Manager/Secretary

RECORD PLAN FORMAT

Pursuant to a memorandum from the Montgomery County Planning Commission and Office of the Recorder of Deeds, following is a format list required by the county to ensure your plan, **18 X 30 or 24 x 36**, will be recorded by the **Township Solicitor** without incident or delay:

1. Parcel number, as well as a block and unit number, as assigned to each property by the Montgomery County Board of Assessments. **ON THE RIGHT SIDE OF THE PLAN**
2. After the first submission, the file number assigned to review the file by the Montgomery County Planning Commission. This will be a six-digit number and may be found referenced in the MCPC review letters. **ON THE RIGHT SIDE OF THE PLAN**
3. A pre-printed block at least 3 ½" wide by 2" tall for the county "Reviewed" data and seal. This block should replace any statement that is set aside for MCPC signature. **ON THE RIGHT SIDE OF THE PLAN**
4. A two-inch wide margin on the left edge of the plan for the purpose of binding in a record volume.
5. Space for original notarized signature of the owner(s). **NOTE: There are different notary procedures for individual and corporate ownership.** **ON THE RIGHT SIDE OF THE PLAN**
6. Space for original Township signatures **and Township seal and notary**. **ON THE RIGHT SIDE OF THE PLAN**. Include space for the signature lines and date lines of Chairman and Secretary of the Board of Supervisors, Chairman of the Township Planning Commission, and Township Engineer.
7. Space for Original signature and seal of registered engineer, architect, or surveyor.

Please adhere to this list of requirements set forth by the Montgomery County Planning Commission and the office of the Recorder of Deeds. The Township reserves the right to reject plans that are not formatted correctly for recording. Worcester Township requires 2 Linens or mylars and 4 Papers for recording. The Township Solicitor, **only**, will record plans.

SAMPLE SIGNATURE BLOCK FOR PLAN

Approved this _____ day of _____ 20____ by the Board of Supervisors of Worcester Township,
Montgomery County, PA

Attest: _____
Signature, Chairman

Date signed

Signature, Secretary

Date signed

(TOWNSHIP NOTARY SEAL) _____

Reviewed this _____ day of _____ 20____ by the Planning Commission of Worcester Township,
Montgomery County, PA

Attest: _____
Signature

Date signed

Reviewed by the Township Engineer of Worcester Township, Montgomery County, OA

Township Engineer: _____
Date: _____

MONTGOMERY COUNTY PLANNING COMMISSION APPROVAL

Recorded in the Montgomery County Court House this _____ day
of _____ 20____ in Plan Book _____, Page _____

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



MEMORANDUM

TO: Applicant
FROM: Township Manager
SUBJECT: Subdivision & Land Development Application Procedure

When submitting land development or subdivision plans the following must be submitted:

1. Completed and executed application (Pages 1 and 2) including LEGIBLE DEED(s)
 - a. If the application is being filed by someone other than the owner of record or the equitable owner, please attach a letter authorizing that person/firm to make application to the Township.
2. Eight (8) copies of the plan (or sets of plans), folded, drawn by a professional engineer, including digital versions. In addition to the standard detail, all plans submitted are to include:
 - a. Required plan set sizes: 18" X 30" or 24" X 36"
 - b. Include the block number, unit number, and 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 the Montgomery County Planning Commission,
 - e. A two inch (2") wide margin is required on the left hand side for binding
 - f. Contain the name of the subdivision or land development including both the name of the owner of record/equitable owner and the trade/development name
 - g. Indicate total tract area represented in both acres and square feet
 - h. Indicate total number of lots
 - i. Location indicator required
3. Eight (8) erosion control and storm water management reports are required, if indicated by Township Engineer.
4. Eight (8) copies of a traffic management study if indicated by the Township Engineer

5. Completed Act 247 application form to Montgomery County Planning Commission, ready for Township review and signature
6. Filing Fees: A total of two (2) checks are required
 - a. Two (2) checks made payable to Worcester Township for the purpose of the filing and escrow fees.
 - b. Please refer to the current fee schedule for the appropriate check amount(s)
7. Include Photographs of any existing buildings.
8. Include copy of the deed and/or latest Agreement of Sale
9. Include the signed Extension of Time letter

THE ABOVE ITEMS ARE TO BE SUBMITTED IN ONE (1) SUBMISSION, IN COMPLETE FORM, TO AVOID ANY DELAYS IN THE REVIEW PROCESS.

YOUR APPLICATION SHALL NOT BE CONSIDERED OFFICIALLY RECEIVED BY THE TOWNSHIP UNTIL ALL REQUIRED ITEMS HAVE BEEN SUBMITTED IN ONE (1) SUBMISSION

- 8 Copies of plans
- 8 Copies of photographs, deeds, AoS, and other supporting documents
- 8 Copies of erosion control and storm water management reports, if applicable
- 8 Copies of traffic studies, if applicable