



## 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 &amp; Address of Person/Firm</u>	<u>Bk.No.</u>	<u>Pg. No</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

15.) Zoning classification of subject land: \_\_\_\_\_

WTPC File # \_\_\_\_\_

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 \_\_\_\_\_

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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):

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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 of 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 ½" 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