



WORCESTER TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA

SUBDIVISION AND LAND DEVELOPMENT APPLICATION

For regular-plan submissions. Use the separate Minor Plan Application when requesting minor-plan processing.

TOWNSHIP INTAKE AND APPLICATION TYPE

Date of Application: _____ W.T. File No.: _____

Application Fee Paid: _____ Review Escrow Paid: _____

☐ Subdivision ☐ Land Development ☐ Subdivision and Land Development

☐ Tentative Sketch ☐ Preliminary Plan ☐ Final Plan ☐ Combined Preliminary/Final ☐ Amended Final

PROPERTY AND PROJECT INFORMATION

Project/Plan Name: _____

Property Address: _____

Tax Parcel No.: _____ Zoning District: _____

Deed Book: _____ Deed Page: _____

Gross Tract Area: _____ Net Tract Area: _____

Floodplain Area, if any: _____

Existing Principal Use: _____

Proposed Principal Use: _____

OWNER, APPLICANT, AND PROFESSIONAL CONTACTS

Owner of Record:	_____	Telephone:	_____
Mailing Address:	_____	Email:	_____
Applicant:	_____	Telephone:	_____
Mailing Address:	_____	Email:	_____
Agent or Attorney:	_____	Telephone:	_____
Mailing Address:	_____	Email:	_____
Engineer/Surveyor/Architect:	_____	Telephone:	_____
Mailing Address:	_____	Email:	_____

PROJECT CHARACTERISTICS

Item	Existing	Proposed	Net Change
Lots			
Dwelling Units			
Nonresidential Occupants			
Principal Buildings			
Gross Floor Area			
Parking Spaces			

Average Lot Size: _____ Density (units/acre): _____

Linear Feet of New Streets: _____

☐ Public Water ☐ On-Lot Water ☐ Other Water

☐ Public Sewer ☐ On-Lot Sewage ☐ Other Sewage

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SUBDIVISION AND LAND DEVELOPMENT APPLICATION

Project information and applicant certifications

PROJECT DESCRIPTION

Brief description of the proposal:

ENCUMBRANCES, RESTRICTIONS, AND COVENANTS

Amount or Type	Holder / Beneficiary and Address	Book No.	Page No.

☐ Restrictions/covenants attached ☐ None

PROPOSED IMPROVEMENTS AND ESTIMATED COSTS

Improvement	Unit Cost	No. of Units	Estimated Total
Curbs			
Sidewalks			
Existing Street Widening			
Park Land or Fee			
Street Lighting			
Storm Drainage			
Water Supply / Fire Hydrants			
Sewage Disposal			
Monuments			
Landscaping			
Other			

Estimated completion date for improvements:

REQUIRED ATTACHMENTS

- | | |
|---|---|
| ☐ Legible deed description and current deed | ☐ Agreement of Sale or equitable-owner documentation, if applicable |
| ☐ Owner authorization when the applicant is not the owner of record | ☐ Required plan sets and digital submission |
| ☐ Act 247 application for Montgomery County Planning Commission review | ☐ Stormwater management and erosion-control materials, if applicable |
| ☐ Traffic study or access materials, if required | ☐ Restrictions, covenants, easements, and other implementing documents |
| ☐ Photographs of existing buildings and relevant site conditions | ☐ Application fee and review escrow required by the current Fee Schedule |

APPLICANT AND OWNER CERTIFICATIONS

The undersigned certify that the submitted information is true and complete to the best of their knowledge; authorize reasonable site access for review and inspection; and accept responsibility for applicable fees, professional review charges, permits, approvals, and recording requirements. Submission does not constitute approval or waive any ordinance requirement.

Applicant Signature:

Date:

Printed Name/Title:

Owner Signature:

Date:

Printed Name/Title:

Additional Owner

Signature:

Date:

SUBDIVISION AND LAND DEVELOPMENT SUBMISSION PROCEDURE

Submit all required materials together. An incomplete submission may delay intake, distribution, review, or agenda placement. The statutory filing date is determined under the Pennsylvania Municipalities Planning Code and the Township Subdivision and Land Development Ordinance.

1. Completed and signed application.
 - a. Attach a legible current deed and deed description.
 - b. When the applicant is not the owner of record or equitable owner, attach written authorization from the owner.
2. Plan sets and digital files in the number and format required by the current Township submission instructions.
 - a. Plans shall be prepared, signed, and sealed by the professional or professionals required by law.
 - b. Use a recordable sheet size accepted by Montgomery County, ordinarily 18 by 30 inches or 24 by 36 inches.
 - c. Show the Montgomery County block, unit, and parcel number; total tract area in acres and square feet; number of lots or units; project name; owner or equitable owner; and a location map.
 - d. After assignment, show the Montgomery County Planning Commission file number and provide the required County review block.
 - e. Provide the binding margin and signature areas required for recording.
3. Supporting reports and documents required for the proposal.
 - a. Stormwater management, erosion and sediment control, drainage, and grading materials, when applicable.
 - b. Traffic, access, sight-distance, or transportation materials when required by the Township Engineer or Traffic Engineer.
 - c. Water, sewage, utility, natural-resource, easement, covenant, and agency-approval information applicable to the proposal.
 - d. Photographs of existing buildings and relevant site conditions.
4. Completed Act 247 application for Montgomery County Planning Commission review, ready for Township signature and transmittal.
5. Application fee and plan-review escrow in the amounts established by the current Township Fee Schedule. Outside-agency fees and recording costs are additional.
6. A separate Extension of Time and Waiver of Statutory Review Period form when requested or voluntarily offered by the applicant.

SUBMISSION CHECKLIST		
Submission Item	Included	Township Notes
Completed application	☐	
Owner authorization, if needed	☐	
Current deed and deed description	☐	
Agreement of Sale, if applicable	☐	
Required plan sets	☐	
Digital plans and supporting materials	☐	
Act 247 application	☐	
Stormwater / erosion-control materials, if applicable	☐	
Traffic / access materials, if applicable	☐	
Photographs	☐	
Application fee	☐	
Review escrow	☐	
Extension of Time form, if submitted	☐	

Submit materials to Worcester Township, 1721 Valley Forge Road, P.O. Box 767, Worcester, PA 19490.

Current forms, fee schedules, and application information are available at www.worcestertwp.com.

RECORD PLAN FORMAT AND SIGNATURE BLOCKS

RECORD PLAN FORMAT

Before final plan recording, the plan must satisfy Montgomery County Recorder of Deeds and Montgomery County Planning Commission format requirements. The Township may reject record plans that are not properly formatted.

1. Show the Montgomery County block, unit, and parcel number for each property on the right side of the plan.
2. After the first submission, show the Montgomery County Planning Commission file number on the right side of the plan.
3. Provide a blank County review block at least 3 1/2 inches wide by 2 inches high on the right side of the plan.
4. Provide a two-inch binding margin along the left edge of the plan.
5. Provide space for original notarized owner signatures. Use the correct individual, partnership, limited-liability-company, or corporate acknowledgment.
6. Provide space for original Township approval signatures, the Township seal, and notarization on the right side of the plan.
7. Provide space for the original signature and seal of each registered professional responsible for the plan.
8. Provide final record-plan originals and copies in the number and media requested by Township staff. The Township Solicitor records approved plans.

SAMPLE TOWNSHIP APPROVAL BLOCK

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

Chair:	_____	Date:	_____
Township	_____	Date:	_____
Secretary:	_____		_____

(TOWNSHIP SEAL AND NOTARIAL ACKNOWLEDGMENT)

SAMPLE REVIEW AND RECORDING BLOCKS

Planning Commission Chair:	_____	Date:	_____
Township Engineer:	_____	Date:	_____
MCPC File No.:	_____	Certified Date:	_____
Plan Book:	_____	Page:	_____
Recorded Date:	_____	Instrument No.:	_____

The exact County certification and recording blocks shall conform to the requirements in effect when the plan is prepared for recording.



WORCESTER TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA

EXTENSION OF TIME AND WAIVER OF STATUTORY REVIEW PERIOD

APPLICATION INFORMATION

Date: _____ W.T. File No.: _____
Plan/Project Name: _____
Property Address: _____
Applicant: _____

EXTENSION AND WAIVER

The undersigned applicant submitted the above-referenced subdivision or land development plan to Worcester Township for review and action.

To permit sufficient time for plan review and for the preparation and submission of revisions, the applicant voluntarily extends and waives, without limitation as to time, the period within which the Township is otherwise required to act under the Pennsylvania Municipalities Planning Code and the Worcester Township Subdivision and Land Development Ordinance.

The applicant may terminate this extension by written notice delivered to the Township Manager at the address below. After the Township receives the applicant's termination notice, the Township shall have sixty (60) days to act on the plan.

If the Township determines that insufficient progress is being made toward completion of the review, the Township may terminate this extension by written notice to the applicant at the notice address stated below. The Township may act on the plan at any time beginning sixty (60) days after the applicant receives, or is deemed to receive, that notice.

A notice sent by certified mail, return receipt requested, and regular mail to the address stated below shall be deemed received on the date shown on the certified-mail receipt, or three (3) days after mailing if the certified item is refused, unclaimed, or otherwise returned without proof of delivery.

Nothing in this agreement prevents the applicant from offering, or the Township from accepting, another written extension. This agreement extends the review period only. It does not approve the plan, waive any substantive requirement, or limit the Township's lawful review and decision authority.

APPLICANT NOTICE ADDRESS

Name/Entity: _____
Mailing Address: _____
City/State/ZIP: _____
Email: _____ Telephone: _____

APPLICANT AUTHORIZATION

The undersigned certifies that he or she is authorized to execute this extension on behalf of the applicant and voluntarily agrees to its terms.

Signature: _____ Date: _____
Printed Name: _____
Title/Capacity: _____

TOWNSHIP RECEIPT

Received by Worcester Township. Township acknowledgment confirms receipt only and is not required for the applicant's extension to take effect.

Received By: _____ Date: _____
Title: _____ Time: _____

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