

ERECTED INTO A TOWNSHIP IN 1733

TOWNSHIP OF WORCESTER

MONTGOMERY COUNTY, PENNSYLVANIA

1721 South Valley Forge Road | P.O. Box 767 | Worcester, PA 19490 | (610) 584-1410

Minor Plan Application Information Packet

Dear Applicant:

This packet contains the application and supporting worksheets for projects requesting Minor Plan processing under Worcester Township Ordinance No. 2026-305 and Chapter 130, §§ 130-35.1 through 130-35.3.

Minor Plan processing is available only to eligible, limited subdivisions and land developments. It allows combined preliminary and final review by the Board of Supervisors without the usual Township Planning Commission review. It does not eliminate engineering, zoning, stormwater, recording, or other substantive requirements.

To submit a request, please complete the two-page application, the technical eligibility worksheet, and the submission checklist. Include the plans, supporting documentation, application fee, and review escrow described in these instructions. A licensed professional may need to prepare and seal the plan and related calculations.

The Township Manager or designee determines in writing whether a submission may use the Minor Plan process, after consultation with the Zoning Officer and Township Engineer. Only the Board of Supervisors may approve the plan. If the proposal does not qualify, or regular review is administratively appropriate, the Township may refer it to the regular subdivision and land development process.

Applicants are responsible for providing complete and accurate information, including prior related work and relevant land under common ownership or control. Missing or materially deficient information can delay classification and review. Please refer to the instructions and checklist before filing.

Township Administration Office

1721 South Valley Forge Road, Worcester, PA 19490 | (610) 584-1410

Packet organization: Instructions (pages 1–3) • Application (pages 4–5) • Eligibility worksheet (pages 6–7) • Submission checklist / Township record (pages 8–9).

APPLICANT INSTRUCTIONS

1 Types of projects and eligibility

A proposal is eligible for consideration only if it fits one of the following three classes and satisfies every applicable requirement in § 130-35.3(B). The Township, not the applicant, makes the final written classification determination.

Eligible project classes

- Lot line adjustment, simple conveyance, or consolidation that creates no additional lot or independent building lot. A simple conveyance must merge the transferred area with the receiving lot.
- Division of one existing lot into no more than two total lots, each with lawful frontage and access, and without a new street, private road, or shared access tract.
- Limited land development on one existing lot involving an addition to an existing principal building, an accessory building, or parking, circulation, utility, drainage, or similar improvements serving a lawful principal use. No new or changed principal use, second principal use or principal building, increase in dwelling units, or new nonresidential occupant is permitted.

Key conditions for eligibility

- By-right proposal: no new or increased zoning nonconformity or discretionary relief (including variances, special exceptions, interpretations, waivers, or modifications).
- No new or materially extended street, shared access tract, major public improvement, or public/community utility main; individual laterals, wells, or on-lot sewage facilities may be permitted with required approvals.
- Five-year cumulative additions must each be 7,500 square feet or less for impervious area, gross floor area, and earth disturbance. Principal-building additions must also be 50% or less of the original baseline gross floor area.
- Compliance with Chapter 129 (Stormwater Management); needed stormwater reviews or facilities do not automatically disqualify a Minor Plan.
- No traffic impact study, traffic signal, off-site traffic improvement, or material circulation alteration; new driveway access must be safe and lawful.
- No regulated impact to protected resources requiring relief or review beyond the Minor Plan process.
- Consistency with prior Township approvals and relevant recorded easements, covenants, restrictions, and agreements.

The technical worksheet on pages 6–7 documents each criterion, identifies supporting plan sheets, and calculates cumulative impacts.

Five-year cumulative review and project phasing

Add the current proposal to all related projects on the same tract or contiguous land under common ownership or control within the preceding five years. Include related permits, approvals, applications, and construction activity. A reasonably foreseeable common development plan cannot be divided or phased to qualify. For a subdivision that creates a lot, include the full development envelope for each resulting lot in the calculations.

APPLICANT INSTRUCTIONS

2 How to prepare and submit

Step 1 — Complete the packet

Complete the application (pages 4–5), eligibility worksheet (pages 6–7), and submission checklist (pages 8–9). Attach supplemental pages where necessary. Explain each requested “N/A” with a plan-sheet reference or written rationale; the Manager or designee may confirm an item is inapplicable after consultation with the Zoning Officer and Township Engineer. This does not waive an ordinance requirement.

Step 2 — Include supporting plans, copies, and fees

- Eight folded paper plan sets and eight copies of supporting documentation, plus one complete digital PDF set.
- Plans on 18 × 30-inch or 24 × 36-inch sheets, signed and sealed by the professional(s) required by law.
- Application fee and review escrow, as separate checks payable to Worcester Township, in the amounts established by the current Township fee schedule.
- Deed or other legible ownership record; owner authorization if applicable; Montgomery County Act 247 application and applicable County review materials.
- All material required by § 130-35.1(A), including an existing/proposed conditions table, required stormwater materials, and any new-lot development envelopes or simple-conveyance merger instrument.

Step 3 — Understand the review schedule

Stage	Requirement
Initial submission	At least 45 calendar days before the Board meeting requested for action; agenda placement is not guaranteed.
Classification	Within 10 business days after receipt, the Manager/designee identifies deficient items in writing and issues eligibility or referral; if a deficiency prevents classification, the decision follows within 10 business days after the missing item is received.
Revised plans	Submit revised plan and complete response at least 30 calendar days before requested further review/action; Manager may accept a later revision after consulting the Engineer.
Board action	Board may grant concurrent preliminary and final approval at a public meeting. No Township Planning Commission review occurs unless referred to regular processing.
Conditional approval	Accept or reject conditions in writing within 15 calendar days of receipt. Rejection or no response automatically rescinds approval.

MPC filing and statutory review periods control. Township deficiency or classification notices do not toll or extend those periods. Referral is procedural, not a denial on the merits; a written extension is required to extend the statutory period.

Before recording, confirm the current recording format with the Township. For new-lot subdivisions, the approved and recorded plan must state the maximum allocated added gross floor area, additional impervious surface, and earth disturbance for each resulting lot.

COMPLETE AND RETURN WITH WORKSHEETS

Minor Plan Application | Page 1 of 2

A. Project information

Project / development name:

Property address / location:

Tax parcel number(s):

Deed book/page or instrument no.:

Current zoning district:

Application date: Requested Board meeting:

Application type (check one)

☐ New submission ☐ Revised submission ☐ Pending application requesting Minor Plan processing

Prior Township file no. / original filing date, if applicable:

B. Applicant and owner information

Record owner of property:

Mailing address:

Telephone: Email:

Applicant, if different:

Mailing address:

Telephone: Email:

Applicant interest: ☐ Record owner ☐ Equitable owner ☐ Authorized representative

C. Project contacts

Agent / attorney (if any):

Telephone / email:

Plan professional(s) / firm:

Telephone / email:

Attach identification of additional owners, parcels, and plan professionals, and written owner authorization where applicable. The applicant must provide sufficient evidence of authority to apply.

COMPLETE AND RETURN WITH WORKSHEETS

Minor Plan Application | Page 2 of 2**D. Proposed project (check one applicable class)**

- ☐ Lot line adjustment — no additional lot; common boundary relocated.
- ☐ Simple conveyance — land transferred to and merged with adjoining lot.
- ☐ Consolidation / reverse subdivision — two or more recorded lots combined into one.
- ☐ Division of one lot into no more than two total lots with lawful frontage and access.
- ☐ Limited land development on one existing lot, with no new/change of principal use or prohibited occupancy/building changes.

E. Description and basic site data

Briefly describe all proposed subdivision or site work (including improvements, uses, changes in area or lot lines):

Tract area (acres / sq. ft.):

Existing lot count / proposed lot count:

Existing dwelling units / proposed dwelling units:

Water: ☐ Public ☐ On-lot Sewage: ☐ Public ☐ On-lot

A complete existing/proposed conditions table is required on the plan; do not substitute this summary for the table specified in § 130-35.1(A)(4).

F. Applicant certification and acknowledgment

I certify that the information and attachments are true and complete to the best of my knowledge. I have disclosed related projects and land under common ownership or control during the preceding five years, and have included cumulative quantities and applicable development envelopes. The project has not been divided, phased, or sequenced to obtain Minor Plan eligibility.

I request Minor Plan processing and acknowledge that classification concerns procedure only and is not an entitlement, permit, construction authorization, waiver, or extension of the statutory review period.

Applicable requirements of Chapters 81, 129, 130 and 150 and other law remain in effect. Board approval is required. I acknowledge the review, referral, conditional-approval, and recording procedures described in this packet.

Applicant signature: Date:

Printed name / capacity:

Record owner signature (if applicable): Date:

Attach evidence of equitable ownership when applicable. If the applicant is neither the record owner nor an equitable owner, provide written owner authorization. Additional owners may sign a supplemental sheet.

ATTACH EXPLANATIONS AND PLAN REFERENCES

Technical Eligibility Worksheet | Page 1 of 2

Each applicable criterion below must be satisfied. Check Yes if satisfied, No if not satisfied, or N/A requested if objectively unrelated. Explain any No or requested N/A on an attachment; Township confirmation is required for N/A. A No answer ordinarily requires regular plan review.

1 By-right zoning / no discretionary relief

All proposed uses are permitted by right; no new/increased nonconformity or discretionary approval, waiver, adjustment, appeal, interpretation, special exception, variance, or modification under applicable development ordinances.

☐ Yes ☐ No ☐ N/A requested Plan sheet / attachment:

2 Public improvements and utility extensions

No new or materially extended street, private road, shared access tract, public/community utility main, or major public improvement. Individual laterals, wells, or on-lot systems have required approvals.

☐ Yes ☐ No ☐ N/A requested Plan sheet / attachment:

3 Cumulative size limits

Each five-year cumulative quantity is 7,500 sq. ft. or less; for a principal-building addition, cumulative added gross floor area also is 50% or less of baseline gross floor area.

☐ Yes ☐ No ☐ N/A requested Plan sheet / attachment:

4 Stormwater requirements

Proposal complies with Chapter 129. Applicable reviews, documentation, facilities, agreements, and security will be provided.

☐ Yes ☐ No ☐ N/A requested Plan sheet / attachment:

5 Traffic and access

No traffic impact study, signal, off-site traffic improvement, or material access/circulation change is required; new driveways are safe and lawful.

☐ Yes ☐ No ☐ N/A requested Plan sheet / attachment:

6 Protected natural resources

No regulated disturbance of a floodway, wetland, riparian buffer, steep slope, or other protected resource requiring discretionary relief or review outside Minor Plan processing.

☐ Yes ☐ No ☐ N/A requested Plan sheet / attachment:

7 Prior approvals / recorded restrictions

Proposal is consistent with prior Township approvals and recorded easements, covenants, restrictions, and agreements enforceable by the Township.

☐ Yes ☐ No ☐ N/A requested Plan sheet / attachment:

ATTACH MEASUREMENTS AND SUPPORTING CALCULATIONS

Technical Eligibility Worksheet | Page 2 of 2**A. Five-year cumulative quantities (§ 130-35.3(C))**Five-year lookback begins: Application submission date:

Quantity (square feet)	A. Current proposal	B. Prior related work	Total A + B	Maximum
Additional impervious surface				7,500
Added gross floor area				7,500
Earth disturbance				7,500

Each limit applies separately. Attach itemized projects, dates, parcels, measurements, and sources. The five-year lookback does not replace a longer period required by Chapter 129 or other law.

B. Principal-building addition — additional 50% test
☐ Applicable ☐ Not applicable (no principal-building addition)
Date of earliest related addition: Baseline gross floor area before earliest related addition: sq. ft.Cumulative added gross floor area: sq. ft.Cumulative added area ÷ baseline × 100 = % (maximum 50%)**C. Related projects / land under common ownership or control**
☐ None after review ☐ Related projects / land listed below and on attachment

Parcel / controlling party	Related activity and relationship	Date / permit / approval

Foreseeable phases / common development plan: **D. New-lot development envelopes / other calculations**
☐ No new lot created ☐ Development envelope and allocated maxima attached for each resulting lot

For every resulting lot, attach building, access, parking, utility, water, sewage, stormwater, gross floor area, impervious surface, and earth-disturbance assumptions. Include full envelopes in Part A and identify maxima to be recorded.

Chapter 129 longer calculation, if any / attachment reference:

RETURN WITH APPLICATION AND WORKSHEET

Submission Checklist | Page 1 of 2

Indicate Submitted or N/A requested and identify where each item is provided. Any N/A request must be explained in writing and confirmed by the Township. Universally required components, including the application, fees, plans, and applicant certification, ordinarily cannot be marked N/A.

1. Application, fees, and copies

Signed application, fee, escrow, eight folded plan sets, eight copies of supporting materials, and a complete digital PDF set.

☐ Submitted ☐ N/A requested Sheet / attachment:

2. Professionally prepared plan

Plan prepared, signed and sealed by the professional(s) required by law at standard engineering scale, with title, dates/revisions, north arrow, scale, parcel number, property address, deed, zoning, owner, applicant, and preparers.

☐ Submitted ☐ N/A requested Sheet / attachment:

3. Location / existing conditions

Location map; boundaries, bearings, dimensions, area; adjacent related land; existing/proposed lot lines, monuments, improvements, streets, rights-of-way, easements, utilities, and material natural/regulated features.

☐ Submitted ☐ N/A requested Sheet / attachment:

4. Site-data and cumulative table

Existing/proposed dimensional and use table; lots, dwelling units, nonresidential occupants, parking, building and impervious coverage, gross floor area, earth disturbance, by-right compliance, existing nonconformities; current/five-year calculations and longer Chapter 129 period, if applicable.

☐ Submitted ☐ N/A requested Sheet / attachment:

5. Traffic, access and circulation

Existing and proposed access, parking, loading, pedestrian/vehicle circulation, emergency access, sight distance, traffic or access improvements, and any highway access notes/approvals.

☐ Submitted ☐ N/A requested Sheet / attachment:

6. Utility services

Existing and proposed water, sewage, electric, gas, communications and other utilities, with applicable agency applications, approvals, permits or status information.

☐ Submitted ☐ N/A requested Sheet / attachment:

RETURN WITH APPLICATION AND WORKSHEET

Submission Checklist | Page 2 of 2**7. Stormwater / drainage**

Drainage patterns, stormwater facilities, calculations, plans, exemption documentation, operation/maintenance materials, and other Chapter 129 requirements.

☐ Submitted ☐ N/A requested Sheet / attachment:

8. Natural resources / final-plan documents

Natural-resource delineations, easements, covenants, restrictions, plan notes, dedications, prior approvals, implementing instruments, and required final-plan certifications, acknowledgments, signatures, and recording details.

☐ Submitted ☐ N/A requested Sheet / attachment:

9. Newly created lot(s), if applicable

Development envelope for each resulting lot, including assumptions, cumulative calculations and recorded maximum allocations for gross floor area, impervious area, and earth disturbance.

☐ Submitted ☐ N/A requested Sheet / attachment:

10. Related-project certification

Signed applicant certification identifying all related projects and land under common ownership or control in the prior five years, including permits, approvals, applications, and construction activity.

☐ Submitted ☐ N/A requested Sheet / attachment:

11. Simple conveyance, if applicable

Conveyed area, before/after lot areas and lot lines, statement that area is not a separate building lot, and simultaneous transfer/merger instrument.

☐ Submitted ☐ N/A requested Sheet / attachment:

Additional intake materials: deed/ownership evidence; owner authorization, when applicable; Montgomery County Act 247 application and County review materials. Consult the Township regarding recording format before execution.

Township use only

File number / received date:

Fee and escrow receipts:

Deficiency notice / blocking item received:

Written determination or referral date / reference:

☐ Accepted for Minor Plan processing ☐ Referred to regular plan process

Manager / designee signature and date:

Attach written determination identifying eligible class, criteria, cumulative quantities, and N/A items, or written referral stating administrative basis and required regular-process materials. Document consultation with the Zoning Officer and Township Engineer.