

Application rcvd by _____ Date rcvd _____

Borough Fee of \$ _____ rcvd

Montgomery County Planning Commission Fee of
\$ _____ rcvd

10 Copies of Plan of Subdivision rcvd _____

1 digital copy of plans rcvd _____

BOROUGH OF LANSDALE
ONE VINE STREET
LANSDALE, PA 19446



LAND DEVELOPMENT/SUBDIVISION APPLICATION

Name of Applicant(s) _____

Mailing Address of Applicant(s) _____

Phone Number _____ Email _____

Property Address(es) & Parcel #(s) for which application is made _____

Name of Owner of Property _____

Mailing Address of Owner of Property _____

Phone Number _____ Email _____

Give Brief Description of Proposed Subdivision/Land Development _____

Number Lots _____ Number Buildings _____ Number Units _____

Signature of Applicant _____

Name of Engineer: _____

Mailing Address of Engineer: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Name of Attorney: _____

Mailing Address of Attorney: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

| | | |
|---|--|--|
| Print or type See Specific Instructions on page 2. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| | 2 Business name/disregarded entity name, if different from above | |
| | 3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____ | |
| | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> | |
| | 5 Address (number, street, and apt. or suite no.) | |
| | Requester's name and address (optional) | |
| | 6 City, state, and ZIP code | |
| 7 List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

| | | | | | | | | | |
|---------------------------------------|--|--|--|---|--|--|---|--|--|
| Social security number | | | | | | | | | |
| | | | | - | | | - | | |
| or | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| | | | | - | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**BOROUGH OF LANSDALE
SEWER CAPACITY FEE APPLICATION**

Name _____
Company Name _____
Property Address _____
Mailing Address _____
Town, State, PA _____
Telephone No. _____
Cell Phone No. _____
Fax No. _____
Sewer Account No. _____

Description of property development:

Please check all appropriate descriptions:

- _____ Building new home
- _____ Building commercial or industrial building
- _____ New owner of property
- _____ Existing owner of property
- _____ Developing existing building
- _____ Sub-dividing existing building
- _____ Building additional space
- _____ Change in use of property or space

A. Please estimate new or additional water use from the property listed above:
Gallons per day _____

The amount of gallons per day listed above divided by 250 gallons per day per unit equals the number of Sewer Rental Units (SRU) to be purchased.
_____ Gallons per day / 250 gallons equals _____ SRU(s)(Rounded up to whole number)

B. Please list the number of new and separate units created by sub-division of an existing unit or construction of new unit(s):

The number of units listed is the number of Sewer Rental Units to be purchased.

C. Enter the larger number of units from A and B above into the following calculation:

For Residential Units

_____ Units multiplied by \$3200 per SRU equals = \$_____ Amount Due

For Non-residential Units

_____ Units multiplied by \$3500 per SRU equals = \$_____ Amount Due

Please make check payable to the "Borough of Lansdale". Send payment with this form to Borough of Lansdale, One Vine Street, Lansdale, PA 19446, Attn: Dan Shinskie.

Signature _____

Date _____

LANSDALE BOROUGH
SUBDIVISION AND LAND DEVELOPMENT
CHECK LIST

This form must be completed by the applicant's registered engineer or land surveyor and submitted as part of a subdivision or land development application with a Tentative Sketch Plan, Minor Subdivision Plan, Minor Land Development Plan, Preliminary Plan, Final Plan (Record Plan and Improvement Construction Plan, where applicable), Land Development Plan or Condominium Proposal. Please check the appropriate boxes below and submit with the required plan(s).

Shown Not
 Applicable

I. TENTATIVE SKETCH PLAN

A. Does the Sketch Plan Show:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Name of the subdivision or land development |
| _____ | _____ | 2. Name and address of the owner |
| _____ | _____ | 3. Name and address of the engineer, surveyor or architect |
| _____ | _____ | 4. Tract boundary and location by deed plotting |
| _____ | _____ | 5. North point and approximate scale |
| _____ | _____ | 6. A location plan showing the subject tract to the surrounding network |
| _____ | _____ | 7. Existing and proposed streets and lot (or building) layout |
| _____ | _____ | 8. Significant topographic and physical features |
| _____ | _____ | 9. Proposals for control of drainage runoff and community facilities |

II. MINOR SUBDIVISION PLAN OR MINOR LAND DEVELOPMENT PLAN

A. Drafting Standards:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Scale not in excess of 1" = 50 feet, unless as otherwise permitted |
| _____ | _____ | 2. Dimensions--feet and decimals |
| _____ | _____ | 3. Bearings--minutes and seconds |
| _____ | _____ | 4. Courses and distances of boundary line survey |
| _____ | _____ | 5. Sheet size: 15"x18", 18"x30", or 24" x 36" |
| _____ | _____ | 6. Numbered streets if more than one |

B. Location and identification-Each plan shall provide:

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Name of subdivision or land development |
| _____ | _____ | 2. Name and address of subdivider, developer or builder and the registered engineer or land surveyor who developed the plan |
| _____ | _____ | 3. Name of municipality |
| _____ | _____ | 4. Date of preparation of the plan |
| _____ | _____ | 5. Scale in equation form and graphic form |
| _____ | _____ | 6. North point |
| _____ | _____ | 7. Drawing revision date |
| _____ | _____ | 8. Entire tract boundary with bearings and distances and statement of total size of tract |
| _____ | _____ | 9. Layout and dimensions of all lots and net lot area of each |
| _____ | _____ | 10. Note setting forth zoning and any other requirements |
| _____ | _____ | 11. Key map relating the subdivision to at least three existing intersections |
| _____ | _____ | 12. Legend sufficient to differentiate between existing and proposed conditions |

C. Existing and Proposed Features:

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Within 100 feet of any part of the affected land: |
| _____ | _____ | (a) Property lines, existing buildings, present use and current owners |
| _____ | _____ | (b) Existing and proposed streets and alleys |
| _____ | _____ | (1) Location |
| _____ | _____ | (2) Name |
| _____ | _____ | (3) Width (cartway and right-of-way) |
| _____ | _____ | (c) Location and size of watercourses and floodprone areas (floodplains) |
| _____ | _____ | (d) Man-made structures or natural features, such as steep slopes (over 15%), which might affect the potential layout of the lots and buildings |
| _____ | _____ | (e) Areas subject to deed restrictions or easements |
| _____ | _____ | (f) Other information requested by Borough Council |
| _____ | _____ | 2. Within the land to be subdivided or developed |
| _____ | _____ | (a) Location and character of existing buildings located on the land, including the buildings to be demolished, as well as those to be retained and/or preserved |
| _____ | _____ | (b) Existing streets and alleys, if applicable |
| _____ | _____ | (1) Location |
| _____ | _____ | (2) Name |
| _____ | _____ | (3) Paving widths and curb lines |
| _____ | _____ | (4) Right-of-way |
| _____ | _____ | (5) Radii at intersections |
| _____ | _____ | (6) Street location tie-ins by courses and distances to the nearest intersection of existing and planned streets and alleys |
| _____ | _____ | (c) Location and size of watercourses and flood-prone areas (floodplains) |



Help Us Manage Storm Water

Storm water pollution is a serious problem in every community. The Borough of Lansdale is working in conjunction with the Pennsylvania Department of Environmental Protection to educate our community about storm water and how everybody can get involved to keep our water clean and pollution-free!

What you need to know about rain.

Rain is an important part of nature's water cycle, but there are times it can do more damage than good. When there is excessive water from storms, the water flows over roads and parking lots instead of soaking into the ground.

As the water flows through our community, it picks up debris and pollutants and can cause many maintenance problems including clogged storm and sewer drains, erosion of stream banks and the need for expensive methods to remove harmful pollutants from our water.

What is Storm Water?

Storm water is all water from precipitation, such as rain and snow, that flows across the ground and pavement. The water seeps into the ground or drains into our storm sewers. This draining water is called storm water runoff.

Why do we need to control Storm Water?

Storm water becomes a problem when it picks up debris, chemicals, dirt and other pollutants as it flows. It travels through a system of pipes and eventually flows directly to a lake, river, stream, wetland or ocean. All of the pollutants storm water carries along the way empty into our waters.

What everyone can do to help.

- Properly dispose of hazardous substances such as used oil, cleaning supplies and paint - never pour them down any part of the storm water system.
- Use pesticides, fertilizers and herbicides properly and efficiently to prevent excess runoff.
- Report signs of soils and other pollutants, such as debris and chemicals, that you see in storm water runoff or tracked into the roads.
- Install innovative storm water practices on your property, such as rain barrels or rain gardens.
- Report any discharges from storm water outfalls during dry weather - a sign that there could be a problem with the storm water system.
- Pick up after pets and dispose of their waste properly, even on your own property.
- Store materials that could pollute storm waters indoors and use containers for outdoor storage that do not rust or leak.

The Borough of Lansdale has begun implementing a new federally mandated program designed to reduce storm water pollution. The program called NPDES (National Pollution Discharge Elimination System), MS4 (Municipal Separate Storm Water Systems), applies to all municipalities in designated urban areas.

This 5-year program will help the borough to identify and reduce or eliminate sources of pollution discharged from storm sewer collection systems, reducing pollution entering into creeks, streams and rivers.

It is important that we all work together to make sure that the only thing that storm water contributes to our water is...water. For more information, contact the Borough of Lansdale or go the DEP website - www.dep.state.pa.us, type in keyword, "stormwater".

Sanitary Sewer Reminders...

Check Your Connections.

If you are a homeowner, it is important that you check any sump pump, rain spout, or floor drain connection to make sure that they run onto the grass or the street for drainage, or that they are connected to the storm water system. They cannot be connected to the sanitary system - that would be a violation of Borough ordinance 1497. If you need help determining if your home is in compliance, you can contact the Borough's Wastewater Treatment Plant at **215-361-8362**.

Dispose of Hazardous Waste Properly.

To keep our water clean, please do not dump any household cleaners or chemicals down the drain. These chemicals can cause harm to the Wastewater Treatment Plant's operations. Please bring any of these materials to the Montgomery County Hazardous Waste Recycling Program. For collection dates and locations, call **610-278-3618**.

Public Meeting - April 7th • 8 p.m. Lansdale Borough Hall

At this meeting, a presentation on the new storm water program will be given. Residents, business owners, contractors and any interested parties are invited to come and address storm water pollution concerns in the borough.



Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

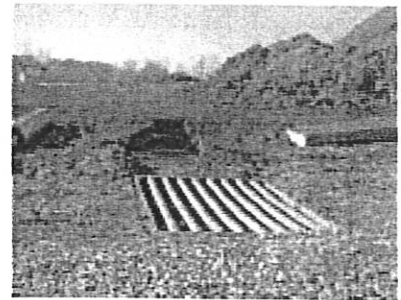
1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

Pollution Prevention Practices:

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

Pennsylvania Association of Conservation District's:
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:
http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center:
<http://www.stormwatercenter.net>

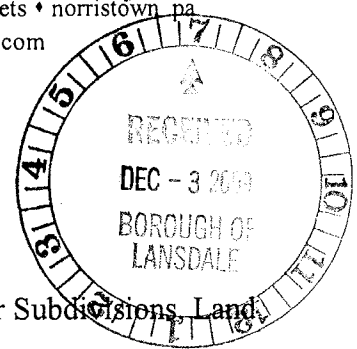
Pennsylvania Department of Environmental Protection:
<http://www.dep.state.pa.us>





MONTGOMERY COUNTY PLANNING COMMISSION


box 311 • norristown • pennsylvania • 19404-0311 • 610-278-3722
office location: suite 201 • one montgomery plaza • swede & airy streets • norristown, pa
FAX 610-278-3941 • Website www.montcopa.org/plancom



December 1, 2009

SUBJECT: Revised Act 247 Review Guidelines and Fee Schedule for Subdivisions, Land Developments and Zoning Amendments

TO: Montgomery County Municipal Managers/Secretaries/Engineers
Additional Selected Recipients

FROM: Kenneth B. Hughes, AICP, Director 

Please be advised that the Montgomery County Planning Commission has adjusted the county review fees charged for subdivisions and land developments effective January 1, 2010, in accordance with the Pennsylvania Municipalities Code, Act 247, as amended. We have made every effort to keep the fees as reasonable as possible for all applicants, while addressing the increased costs since the fees were last adjusted almost four years ago.

In order to implement the revisions, we are transmitting to you the new Act 247 Review Guidelines and Fee Schedule. Several copies are enclosed for you to distribute to the proper personnel. We have also sent these updated schedules, under separate cover, to selected recipients who use them the most, which include consulting engineers and developers. The Act 247 Review Guidelines and Fee Schedule can be found at www.planning.montcopa.org/FormsAndApplications.

Please inform all applicants in your municipality of the new fees so that the processing of their plans is not delayed. As mentioned, the new fee adjustments will be **effective for all plans received in our office on or after January 1, 2010**. Please be sure to discard the old fee schedules.

If you have any questions or need further information, as well as additional forms, please contact Tina McLay at tmclay@montcopa.org or 610.278.3735.

Thank you for your continuing cooperation.

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.

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Review Guidelines

For reviews in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as amended

Effective May 1, 2018

Required Fees and Time Limits

To determine the applicable fee and review time limit for MCPC reviews, reference the appropriate section of the Pennsylvania Municipalities Planning Code as follows:

| | Act 247 Section | Fee | Time Limit (days) |
|-------|---|------------|--------------------------|
| 301.3 | Comprehensive Plan Amendments | No | 45 |
| 304 | Public Facilities | No | 45 |
| 305 | Public School Facilities | No | 45 |
| 408 | Official Map | No | 45 |
| 502 | Subdivision and Land Developments | Yes | 30 |
| 505 | Subdivision & Land Development Ordinance Amendments | Yes* | 30 |
| 609 | Zoning Ordinance or Map Amendments | Yes* | 30 |
| 609.1 | Curative Amendments | Yes* | 30 |

**** Fees will be charged for private petitions (developer/landowner) for zoning ordinance/map amendments, SALDO amendments and curative amendments. (See fee schedule)***

- A time limit may be extended if requested by the applicant or by the municipality. If a municipality requests a time extension, it must be in concurrence with the applicant.
- Whenever applications require more than one type of review or otherwise fall under more than one section of the Pennsylvania Municipalities Planning Code, the Montgomery County Planning Commission will attempt to complete all reviews within the shortest official time limit. However, MCPC reserves the right to use the maximum permitted time limit if needed.

Application Procedure

1. The applicant submits the plans and a completed Applicant Request for County Review form to the local municipality.
2. The municipality will submit the application to the county via an online 247 Submission Portal. After the county receives and verifies the submission for accuracy, the county will forward a summary of the application and a request for payment to the applicant's representative.
3. The applicant may pay any county fees online via a credit card or electronic check, or they may choose to send a check or money order to the county made payable to the MONTGOMERY COUNTY TREASURER. More specific instructions for both options will be sent with the application summary.

4. The review time limit is intended to begin when MCPC receives the application from the municipality provided applicable fees and any necessary information are promptly returned. Should payment or requested information go unresolved, the county may suspend or postpone the review time limit.
 5. In the event of a returned check, the MCPC review and its corresponding time limit will stop as of the date we receive notification. MCPC will notify the applicant and municipality. The review process will restart on the date MCPC receives the required fee.
-

Fee Information

Resubmissions

The fee schedule and time limits will apply regardless of whether the submitted application is for the review of a tentative sketch, preliminary plan, or final plan. Once the initial fee has been received, MCPC charges a fee for the resubmission of subdivisions and land developments that are essentially the same as the former submission. A flat fee of \$125 is required for all residential subdivisions/land developments. No fee is required for residential subdivisions/land developments of 3 lots/units or less. A flat fee of \$190 is required for the resubmission all non-residential subdivisions/land developments. No fee is required for non-residential subdivisions/land developments of 3 lots or 3,000 square feet or less respectively. A subsequent plan is NOT a resubmission and requires full fee payment 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.

Waiver of Fees

Fees are waived for an application 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 except for volunteer fire companies and ambulance squads.

Refunds

If MCPC fails to complete its review within the required time limits, the fee will be returned to the applicant upon request, except in those instances involving an incorrect fee or incomplete application or when MCPC has been granted a time extension for the review.

Informal Reviews and Special Circumstances

Meetings with MCPC to discuss applications, either prior to or during the formal review process, are encouraged and free of charge. If the applicant requests the meeting, the local municipality will also be invited. Meetings and informal reviews do not replace the official formal review by MCPC. In addition, if a municipality requests any meetings, court appearances, redesigns, or other special events that are related to the MCPC review, no extra fees will be charged. Similar requests by developers will be charged appropriately in accordance with fees for staff services.

Applicant Request for County Review



MONTGOMERY COUNTY PLANNING COMMISSION

MCPC

P.O. Box 311, Norristown, PA 19404-0311
 Phone: 610-278-3722
 Business Hours: 8:30 A.M. to 4:15 P.M.
www.planning.montcopa.org

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: | Applicant's Representative: |
| Municipality: | Address: |
| Proposal Name: | City/State/Zip: |
| Applicant Name: | Business Phone (required): |
| Address: | Business Email (required): |
| City/State/Zip: | |
| Phone: | |
| Email: | |

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

Variance Granted Yes No For

Plan Information:

Tax Parcel Number(s)

Location

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:

RESET

Effective 5/1/18