



LOWER PROVIDENCE TOWNSHIP

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SUBDIVISION AND LAND DEVELOPMENT PROCEDURE AND POLICY

Section 123-10 Schedule of plan processing steps

- A. All applications for approval of a subdivision or land development plan shall be made by the developer as follows:
1. Applications for subdivision or land development accompanied by an application form, the required copies of the proposed plan and appropriate fees shall be received at the Township building.
 2. Date of acceptance required; fees; electronic copies; plans required.
 - a. The date of acceptance shall be stamped on each copy of the plan, and the appropriate fees shall be received in accordance with the current schedule of fees of both the Lower Providence Township and the Montgomery County Planning Commission.
 - b. All applications must be accompanied by an electronic copy for all plan sheets of the subdivision or land development plan in a PDF or JPEG format on a CD.
 - c. An erosion and sedimentation control plan, landscaping plan, PADOT plan, if applicable, and lighting plan must be included with all subdivision and land development plans.
 3. A cursory examination of the application will be conducted to ensure basic compliance with the plan submission requirements of this article. Incomplete applications shall be returned to the applicant with a statement of the reason(s) for rejection.
- B. The township designee shall distribute copies of the accepted plan to the following in the Township:
1. Township Board of Supervisors
 2. Township Planning Commission
 3. Township Engineer
- C. The township designee may distribute additional copies of the accepted plan to other appropriate persons, agencies or groups, as needed, including the following:
1. Township Solicitor
 2. Township Fire Marshal
 3. Township Police Chief

4. Township Park and Recreation Board

5. Township Sewer Authority

6. Traffic Engineer

7. Lighting Engineer

8. Landscape Architect

D. It shall be the applicant's responsibility to obtain the following permits or approvals if applicable:

1. Highway occupancy permit (state, county or Township)

2. Lower Providence Township Municipal Sewer Authority approval for:

- a. Connection
- b. Extension
- c. Overall plan of development

3. Pennsylvania Department of Environmental Protection approval for:

- a. Planning module for land development
- b. Water quality management permit
- c. Stream encroachment permit
- d. National Pollutant Discharge Elimination System permit

4. Montgomery County Conservation District

5. Water Authority approval.

E. Notification procedures:

1. Refer to the property posting procedures.

Subdivision and land development plan submissions:

Subdivision and Land Development applications shall be made in writing forty-five (45) days prior to the next scheduled Planning Commission meeting. Please refer to the Lower Providence Township Fee Schedule when calculating all fees.

One copy of the Application for Subdivision and Land Development and fee made payable to Lower Providence Township.

Escrow fee made payable to Lower Providence Township

Park & Recreation fee made payable to Lower Providence Township

Traffic Impact fee made payable to Lower Providence Township

One copy of the Municipal Request for Review by Montgomery County Planning Commission and fee made payable to Montgomery County Treasurer.

One copy of the Lower Providence Township Professional Services Agreement Form

One copy of the Affidavit of Posting

One copy of the Extension Agreement

Twenty five (25) sets of the subdivision or land development plans.

Two (2) copies of the Stormwater Management Report

Two (2) copies of the Erosion and Sedimentation Control Report

One CD/DVD or Flash Drive with all the plans in the submission set in PDF or JPEG format.

The applicant and/or authorized representative shall attend the Planning Commission meetings to present their proposal. The Planning Commission meets on the 4th Wednesday of each month.

All required submissions to outside agencies must be completed as stated in the Subdivision and Land Development Ordinance (SALDO).

It is the policy of the Township Planning Commission not to receive a revised site plan the night of the scheduled Township Planning Commission meeting. The Planning Commission will only discuss the same plan that has been reviewed by the staff and consultants.

When recommended by the Planning Commission for approval, the applicant will be placed on the Board of Supervisors' agenda once the plan is deemed ready for preliminary and/or final approval.

Once approved by the Board of Supervisors, a resolution is sent to the applicant for signature within ten (10) days of final plan approval. The applicant must return the signed/notarized resolution to the township within ten (10) days of its execution.

The applicant has ninety (90) days to record the final plan after the Board of Supervisor's approval and satisfaction of the resolution or an extension will be required.

The Township has Open Space/Recreation Fees and Traffic Impact Fees. Please refer to the Subdivision and Land Development Ordinance for the actual determination of these impact fees. All required Open Space/Recreation Fees and Traffic Impact Fees must be paid to the Township before recording of the plan. All other outstanding fees (engineering, legal invoices, etc.) must also be paid prior to recording of the final plan.

An Improvement Construction Agreement (IA) as well as an escrow is also submitted to the Township for review and approval. Once approved, an IA will be recorded along with the record plan.

Two (2) Mylar copies of the record plan and three (3) paper copies must be submitted to the Township for final recording.

A form of financial security is submitted to the Township for review and approval. A separate legal and construction observation escrow is posted with and managed by the Township.

Once the plan is recorded, a pre-construction meeting must occur prior to any site improvements beginning.

During the construction process, escrow release requests may occur. These may be placed once monthly on the Board of Supervisors' meetings.

Once the project is complete a request for a final inspection must be made in writing to the Township. The Township will ask the consultants to make a site inspection. A report of this inspection is written and returned to the Township and applicant. Once all items have been satisfactorily addressed, a final release may occur.

Dedications occur at this time, if required.

Maintenance bond is posted for eighteen (18) months for the public improvements.

An inspection occurs after the eighteen months, once all items are satisfactorily completed, maintenance bond is returned.

Thirty (30) days after no activity on the project, the legal and construction observation escrow is returned. Project is complete.