



LOWER PROVIDENCE TOWNSHIP

100 Parklane Drive • Eagleville, PA 19403 • www.lowerprovidence.org

Administration: 610 539-8020 • Fax: 610 539-6347

Police: 610-539-5900 • Fax: 610-630-2219



SUBDIVISION AND LAND DEVELOPMENT SUBMITTAL PROCEDURE AND POLICY

1. All Subdivision and Land Development applications shall be made in writing on an application form. The completed application with all required application fees, professional services agreement, site plans and other required supplemental information, shall be submitted forty-five (45) days prior to the next scheduled Township Planning Commission meeting.
2. Please refer to the Township Fee schedule for the calculation of all filing fees. The plans shall be accompanied by:
 - a. One copy of the completed subdivision and land development application form and fee made payable to Lower Providence Township.
 - b. One copy of the signed Professional Services Agreement, completed Escrow Deposit Slip and Escrow Fee made payable to Lower Providence Township.
 - c. Extension Agreement
 - d. Certification that any previously required variances and or special exceptions have been obtained from the Lower Providence Township Zoning Hearing Board and references shown on the proposed site plan.
 - e. Application form and fee for the review of the plan by the Montgomery County Planning Commission made payable to Montgomery County Treasurer.
 - f. Electronic file of plan (all pages) in pdf format on CD.
 - g. Proof shown that the property has been posted as required by Township Ordinance

An application is considered complete and stamped received when all of the above have been received by the Planning and Development Department.

3. The applicant is responsible to see that Township staff accepts and dates the application.
4. A minimum of twenty-five (25) complete copies of the proposed site plan, grading plan, stormwater plan, erosion and sediment control plan, utility plan, landscaping plan, lighting plan, HOP plan (if necessary) and construction details sheets satisfying the requirements of the SALDO requirements shall be submitted at the time of application. Three (3) copies of stormwater calculations, erosion and sediment control calculations and documentation indicating the proposed sequencing of earth disturbance and the installation project improvements with any other pertinent documentation as determined by Township staff.



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5. The applicant should note that submission deadlines are strictly adhered to in order to allow Township staff, Board Members, and consultant's ample time to review the submitted application. The applicant or his duly authorized representative shall attend the Planning Commission meetings to discuss the submitted plans. Please note: All land development plans and major subdivisions must be initially submitted as preliminary only.
6. Township Planning Commission Scheduled Meeting Dates - The Township Planning Commission meets on the fourth (4th) Wednesday of each month, except for the months of November and December.
7. All required submissions to outside agencies must be completed as stated in the SALDO.
8. All SALDO waivers must be made in writing with specific reasons provided by the applicant requesting the waiver(s) and shall be attached to the application form.
9. Township consultants and staff will review the submitted development proposal and submit a review letter. Township staff will compose an Executive Summary of these reviews and enclose copies of all the review letters. This summary is distributed to the Township Planning Commission with copies to the applicant. The applicant shall receive their packet by email only, so please provide the email address on the application.
10. The applicant or the applicant's engineer/plan preparer must prepare a written response to the Executive Summary that outlines how to address the outstanding issues brought forth in the executive summary review. The Planning Commission will review and discuss this written response at the applicant's scheduled meeting. The applicant should bring 10 copies of this written response for presentation to the Planning Commission.
11. 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 review the same plan that has been reviewed by the staff and consultants.
12. 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.
13. Once approved by the Board of Supervisors, a resolution is sent to the applicant for signature within ten (10) days of final plan approval.
14. 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 may be asked for and placed on a Board of Supervisors' monthly meeting.



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15. 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 recreation/open space and traffic impact fees must be paid to the Township before recording of the plan. All other outstanding fees and engineering and or legal invoices must also be paid prior to recording of the final plan.
16. An Improvement Construction Agreement 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.
17. Two (2) mylar copies of the record plan and three (3) paper copies must be submitted to the Township for final recording.
18. 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.
19. Once the plan is recorded, a pre-construction meeting must occur prior to any site improvements beginning.
20. During the construction process, escrow release requests may occur. These may be placed once monthly on the Board of Supervisors' meetings.
21. Once the project is complete, 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.
22. Dedications occur at this time if required.
23. Maintenance bond is posted for eighteen (18) months for the public improvements.
24. An inspection occurs after the eighteen months is over, once all items are satisfactorily completed, maintenance bond is returned.
25. Thirty (30) days after no activity on the project, the legal and construction observation escrow is returned. Project is complete.