



# LOWER PROVIDENCE TOWNSHIP

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## SUBDIVISION AND LAND DEVELOPMENT APPLICATION SUBMISSION PROCEDURES AND POLICY

1. All Subdivision and Land Development applications to Lower Providence Township shall be made in writing on the enclosed application form and shall be in accordance with the Subdivision and Development of Land Ordinance (SADLO) as amended. 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. The Lower Providence Township Subdivision and/or land development plan approval process for a minor subdivision and/or land development plan is about 60 days from the initial date of submission. The applicant should expect that a major subdivision or land development to take longer depending on the complexity of the applicants plan, especially with outside agency reviews or the involvement of phasing the site.
2. 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. Any plan submitted after a deadline will be rescheduled to the next regularly scheduled planning commission meeting. The applicant or his duly authorized representative shall attend the Planning Commission meetings to discuss the submitted plans. Failure to appear may be sufficient cause for plan disapproval. Please note: All land development plans and major subdivisions must be initially submitted as preliminary only.
3. Township Planning Commission Scheduled Meeting Dates - The Township Planning Commission usually meets on the fourth (4th) Wednesday of each month.
4. The applicant is responsible to see that Township staff accepts and dates the application.
5. Only a landowner or designated agent (equitable owner or power of attorney) with written permission from the landowner shall file an application for subdivision and/or land development. Final approved plans can only be recorded in the name of the actual property owner at the time of recording. If the person making application is a realtor, engineer, a letter signed by the owner or equitable owner must be attached and notarized authorizing that person or firm to make the application and to sign future time extensions or receive correspondences from the Township concerning this application.

6. 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. 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.
  - d. Application form and fee for the review of your plan by the Montgomery County Planning Commission made payable to Montgomery County.
  - e. Electronic file of plan (all pages) in .pdf format on CD.
  - f. Proof shown that you have posted the property as required by The Township Ordinance
7. An incomplete application that does not provide sufficient information to determine compliance with the Subdivision and Development of Land Ordinance (SADLO) as amended may be officially refused.
8. A minimum of twenty-five (25) complete copies of the proposed site plan and/or grading, stormwater plan, erosion and sediment control plan, utility plan, landscaping plan lighting plan, PADOT permit plan (if necessary) and construction details sheets satisfying the requirements of the SADLO 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.
9. All required submissions to outside agencies must be completed as stated in the SADLO. The contact and address of these agencies are enclosed for your reference.
10. The Township Staff, Township Engineer and Township Consultants will report in writing to Township staff, Township Planning Commission and the Board of Supervisors stating whether the proposal, site plan and supplemental information complies with the SADLO as amended and all Lower Providence Township Zoning Ordinances as amended. Township staff will compose an Executive Summary of his review and enclose copies of all the consultant review letters and will forward this summary 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.
11. When the applicant's plan is recommended for preliminary and/or final approval by the Township Planning Commission, the applicant's plan will be placed on the regularly scheduled Township Board of Supervisors meeting for review. The Board will consider the plan at two meetings, the first is a work session where the project will be discussed but not action will be taken, the second is business meeting when a vote on the proposed plans will take place. If the Township Planning Commission tables the applicant's plan, a 90 day extension letter will be requested by the Township from the applicant to assure all deadlines for review can be satisfied

by the Township. A resolution will be created by the Township and sent to the applicant for signature within ten (10) days of final plan approval.

12. All SADLO waivers must be made in writing with specific reasons provided by the applicant requesting the waiver and shall be attached to the application form. The Board of Supervisors shall not entertain waivers unless initially requested and presented to the Township Planning Commission for their approval. Waivers not attached with the application form may be grounds for the Township Planning Commission to table an applicant's plan to allow time to examine the repercussions of recommending approval of these waivers to the Board of Supervisors.
13. PLEASE NOTE: The applicant has ninety (90) days to record the final plan after the Board of Supervisor's approval and satisfaction of all imposed conditions by the Board of Supervisors.
14. Two (2) mylar copies of the record plan and three (3) complete paper plan sets to be recorded must be submitted to the Township for final recording. Please refer to the attached sheet for the proper number of copies for deeds of dedication, construction improvements agreements or financial security agreements. Also please see the attached sheet for the specific requirements involving the recording process for Montgomery County.
15. PLEASE NOTE: 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, unless other arrangements have been approved by resolution signed by the Township. All other outstanding fees and engineering and or legal invoices must also be paid prior to recording of the final plan.
16. The Township Planning Commissions policy is to not review more than one (1) site plan on the same property at the same time. It is also the policy of the Township Planning Commission to not receive a revised site plan at the night of the scheduled Township Planning Commission meeting. They will only review the same plan that has been reviewed by the staff and consultants.
17. Please see the attached policy for credit releases or monetary releases for construction improvements and for dedication of all improvements, right-of-ways, open space and streets involving the applicant's site plan.
18. The applicant maybe required to attend a Township pre-construction meeting prior to beginning any earthmoving for their approved site plan. The applicant must have all financial and construction improvements documents drawn and approved by the Township solicitor before this meeting will commence with approvals from the Montgomery Conservation District, the Pennsylvania Department of Environmental Protection, Township Sewer Authority, PA One-Call, PADOT and PA Workers Compensation Insurance for the earthmover and all contractors on site.