

# **NEW HANOVER TOWNSHIP**

## **SUBDIVISION / LAND DEVELOPMENT APPLICATION**

*Please follow all instructions throughout this application before submission. The application will be reviewed by the Township for proper completion before the application is officially accepted.*

### **GENERAL INFORMATION**

#### **MEETINGS**

Planning Commission Meetings - Second Wednesday @ 6:30 PM

Board of Supervisor Meetings - Fourth Monday @ 6:30 PM

#### **TYPE OF PLANS**

- Sketch Plan – applicants are encouraged to submit a sketch plan as the first step in the subdivision and land development process as a basis for informal discussion with the Planning Commission. However, this action is not mandatory and is not an official plan under the Pennsylvania Municipalities Planning Code.
- Minor Subdivision/Land Development – a subdivision proposal which would improve or divide one existing lot into two lots, both of which will comply with the applicable dimensional requirements of the district in which the existing lot is located and meets the following requirements:
  - o the existing lot has sufficient footage on an existing, improved public street to satisfy the applicable Township requirements for lot frontage and access to a public street for proposed lots
  - o the subdivision will not require new road construction, road improvements or the extension of existing public utility lines
  - o the proposal will not involve significant stormwater and/or erosion control measures or issues as determined by the Township Engineer
- Major Subdivision/Land Development – any improvement or subdivision other than a minor subdivision/land development or any size improvement or subdivision requiring new road construction, road improvements or the extension of existing public utility lines

## **SUBDIVISION AND LAND DEVELOPMENT PROCESS**

*Please review the following subdivision and land development process and corresponding Requirements for Filing Plans to ensure your application is complete.*

### ***Preliminary/Final Plan Process***

1. Submit your completed application (reference *Requirements for Filing Plans*) at the Township Building at 2943 North Charlotte Street, Gilbertsville, PA 19525.
2. The Township will forward plans to reviewing agencies. Plans are not to be delivered to any reviewing agency by the owner, developer or agent.
3. **Initial Submission Only.** The Applicant must submit mailing labels for all adjoining property owners of the subject property. These property owners will be notified by first class mail that an application has been received for review. The Township will bill the escrow for the mailing of these letters.
4. The application is officially accepted by the Planning Commission at its first meeting following submission of a completed application and plans. The ninety (90) day review period begins.
5. The plan is reviewed and discussed by the Planning Commission at a meeting following receipt of all applicable letters from reviewing agencies.
6. The Applicant revises the plans pursuant to the Planning Commission and applicable reviewing agencies. Revised plans must be submitted thirty (30) days prior to the next Planning Commission meeting. Revised plans are distributed in same form as initial submission.
7. The Planning Commission prepares a written report recommending approval or disapproval of the plan for the Board of Supervisors.
8. The Board of Supervisors approves (with or without conditions) or disapproves the plan at a regular meeting.
9. The Township will communicate the Board of Supervisors' decision to the applicant within 15 days of the decision.

### ***Final Plan Process Only***

10. If the plan is approved, the Applicant submits to the Township Engineer two (2) sets of plans revised to reflect conditions of approval with copies of descriptions, deeds, cost estimates and other documentation required. The Township Engineer reviews plans for completeness and reviews descriptions.
11. The Township Engineer directs the applicant to submit ten (10) paper copies of the Record Plan.
12. The Township Solicitor prepares the necessary Deeds of Dedication, Covenants, Easements, Restrictions and Construction Escrow Agreements and forwards to the Applicant for signatures.
13. The Township records the Plans, Deeds, Covenants, etc. as required and copies are sent to the Applicant and applicable parties.
14. The Applicant is required to apply and receive approval for all necessary permits prior to starting any construction.

**SCHEDULE OF FEES AND ESCROWS**  
**(Resolution 17-16)**

	<b><u>Base Fee + Fee per Lot or Dwelling Unit</u></b>	<b><u>Escrow*</u></b>
<b>1. Residential</b>		
A. Sketch Plans	\$100.00	\$1,000.00
B. Minor Subdivisions	\$500.00	\$2,500.00
C. Preliminary Plans (Major Subdivisions/Land Developments)		
4 to 20 lots/units	\$500.00 + \$50 per unit	\$5,000.00
21 to 100 lots/units	\$1,000.00 + \$35 per unit	\$7,500.00
101 or more lots/units	\$1,500.00 + \$25 per unit	\$10,000.00
D. Final Plans (Major Subdivisions/Land Developments)		
4 to 20 lots/units	\$500.00 + \$50 per unit	\$5,000.00
21 to 100 lots/units	\$1,000.00 + \$35 per unit	\$7,500.00
101 or more lots/units	\$1,500.00 + \$25 per unit	\$10,000.00
<b>2. Non-Residential</b>		
A. Sketch Plans	\$100.00	\$1,000.00
B. Minor Subdivisions	\$500.00	\$2,500.00
C. Preliminary Plans (Major Subdivisions/Land Developments)		
Up to 3,000 sq ft.	\$500.00	\$5,000.00
From 3,001 sq ft. to 25,000 sq ft.	\$500.00 + \$30 per 1,000 GSFFS	\$7,500.00
From 25,001 sq ft. to 50,000 sq. ft.	\$1,200.00 + \$25 per 1,000 GSFFS	\$7,500.00
From 50,001 sq ft. to 100,000 sq. ft.	\$2,000.00 + \$20 per 1,000 GSFFS	\$7,500.00
Over 100,001 sq. ft.	\$3,000.00 + \$15 per 1,000 GSFFS	\$10,000.00

NEW HANOVER TOWNSHIP FEE SCHEDULE

D. Final Plans (Major Subdivisions/Land Developments)

Up to 3,000 sq ft.	\$500.00	\$5,000.00
From 3,001 sq ft. to 25,000 sq ft.	\$500.00 + \$30 per 1,000 GSFFS	\$7,500.00
From 25,001 sq ft. to 50,000 sq. ft.	\$1,200.00 + \$25 per 1,000 GSFFS	\$7,500.00
From 50,001 sq ft. to 100,000 sq. ft.	\$2,000.00 + \$20 per 1,000 GSFFS	\$7,500.00
Over 100,001 sq. ft.	\$3,000.00 + \$15 per 1,000 GSFFS	\$10,000.00

\*GSFFS = Gross Square Footage of Floor Space

\*\*Square footage is based on new building construction

\*Applicants must execute a Professional Services Agreement (PSA) with the Township that provides for establishing a professional services escrow account. Fees for professional consultants as defined in the Municipalities Planning Code (MPC) shall be charged to the applicant at the same hourly rate as the consultants charge the Township. This escrow account covers expenses incurred by the Township Board of Supervisors and Planning Commission and other advisory services provided to the Township for plan review. Professional services as defined by the MPC may include time spent for the services of consultants for engineering, planning, legal, site design, traffic design, landscaping, lighting or any other consulting services deemed necessary by the Township to properly examine the proposed subdivision and/or land development plan.

The professional services escrow account must be replenished when it is depleted to twenty percent (20%) of the original amount and further costs expected to be incurred by the Township.

A ten percent (10%) administration fee will be added to the first \$1,000 of all invoices. Invoices in excess of \$1,000 shall carry a flat administrative charge of \$150.

Escrow releases are \$100.

Any unused escrow account balance will be refunded to the applicant upon written request to the Township Manager within twelve (12) months of the final hearing. Escrow funds not returned to the applicant with the twelve (12) month period following project completion shall be forfeited to the Township.

**FOLLOWING ATTACHMENTS**

1. New Hanover Township Subdivision and Land Development Application
2. New Hanover Township Requirements for Filing Plans
3. New Hanover Township Subdivision and Land Development Checklist and Certifications
4. Professional Services Agreement
5. Subdivision Approval Extension Form
6. Montgomery County Request for Review and Fee Schedule

# NEW HANOVER TOWNSHIP

## Application for Subdivision/Land Development

### I - LOCATION OF PROPERTY

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Parcel #: 47-00 \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

County Deed Book # \_\_\_\_\_ Page # \_\_\_\_\_ Total Acreage \_\_\_\_\_

Name of Subdivision/Land Development: \_\_\_\_\_

### II - PROCESS

Date Application and Plans Submitted \_\_\_\_\_

Minor \_\_\_\_\_ \* Preliminary \_\_\_\_\_ \* Final \_\_\_\_\_

### III - IDENTIFICATION – To be completed by all applicants

PROPERTY OWNER Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

APPLICANT Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

DESIGN PROFESSIONAL Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### IV – TYPE OF DEVELOPMENT OR LAND USE

Single-Family Detached

Mobile Home District

Single-Family, Semi-Detached (Twins)

Multi-Family

Single-Family Attached (Townhouses)

Other Housing Type

\_\_\_ Light Industrial (Floor Area \_\_\_\_\_ )

\_\_\_ Heavy Industrial (Floor Area \_\_\_\_\_ )

\_\_\_ C - Commercial (Floor Area \_\_\_\_\_ )

\_\_\_ Shopping Center (Floor Area \_\_\_\_\_ )

I - Institutional (Floor Area \_\_\_\_\_ )

\_\_\_ Other

No. of Units: \_\_\_\_\_

Brief Description of the Proposed Subdivision/Land Development: \_\_\_\_\_

**V – SIGNATURE & FEES**

- a) \_\_\_ NH Township Application Fee (\$ \_\_\_\_\_)    b) \_\_\_ Montgomery County Planning Commission Fee  
*Payable To: Montgomery County Treasurer*
- c) \_\_\_ Escrow Agreement Funds (\$ \_\_\_\_\_)    (\$ \_\_\_\_\_)

I hereby agree to comply with all rules, regulations of New Hanover Township and agree to be responsible for the payment of all engineering and legal fees associated with this application. I further authorize representatives of New Hanover Township to enter the subject property in order to verify existing conditions.

**SIGNATURE OF APPLICANT**

**ADDRESS**

**DATE**

**NEW HANOVER TOWNSHIP**  
**SUBDIVISION/LAND DEVELOPMENT PLANS CHECK LIST**

This form must be completed by owner's engineer and submitted as part of Subdivision/Land Development Application.

**LEGEND**

**P** = **Preliminary Plans**  
**F** = **Final Plans**  
**S** = **Shown**  
**NA** = **Not Applicable**

**PROJECT NAME:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

Note: Fill in all blocks with **S** or **NA** as is appropriate

**A. Location and Identification**

- 1. Title consisting of
  - (a) name of subdivision or land development \_\_\_\_\_
  - (b) name and address of owner \_\_\_\_\_
  - (c) name and address of registered engineer \_\_\_\_\_
  - (d) date of plan and revised dates \_\_\_\_\_
  - (e) plan scale shown graphically & in equation form \_\_\_\_\_
  - (f) north point \_\_\_\_\_
- 2. Location map \_\_\_\_\_
- 3. Tract boundary with bearings and distances \_\_\_\_\_
- 4. Total tract area \_\_\_\_\_
- 5. Zoning classification \_\_\_\_\_

**B. Drafting Standards**

- 1. Plan sizes: 11" x 17," 24" x 36," or 30" by 42" \_\_\_\_\_
- 2. Dimensions
  - (a) approximate \_\_\_\_\_
  - (b) feet and decimals \_\_\_\_\_
- 3. Bearings - degrees, minutes, and seconds \_\_\_\_\_
- 4. Legend of existing and proposed features \_\_\_\_\_
- 5. Sheets numbered \_\_\_\_\_

**C. Existing Feature of the Land**

- 1. Abutting streets - location, name, right-of-way, width, cartway or paving width, curb or paving location \_\_\_\_\_
- 2. Existing streets - center line courses and distances, right-of-way radii at intersections, curve data, and curb line radii \_\_\_\_\_
- 3. Existing rights-of-way and easements \_\_\_\_\_
- 4. Property lines \_\_\_\_\_
- 5. Water courses \_\_\_\_\_
- 6. Location and size of existing utilities, (sanitary sewers, storm drainage facilities, electric, gas, water, etc.) \_\_\_\_\_
- 7. Location of existing fire hydrants \_\_\_\_\_
- 8. Location and character of:
  - (a) existing buildings \_\_\_\_\_
  - (b) species and size of trees over 10' in diameter standing alone \_\_\_\_\_
  - (c) limit wooded areas \_\_\_\_\_
  - (d) limit marshlands and quarries \_\_\_\_\_
  - (e) limit of 100 year flood plain \_\_\_\_\_
  - (f) existing contour lines (intervals not to exceed 2' for grades of 5% or less and 5' intervals for es over 5%) \_\_\_\_\_
  - (g) datum for topography indicated on plan (use sanitary sewer datum, when available) \_\_\_\_\_
  - (h) existing survey monuments, pipes and pins \_\_\_\_\_
- 9. Measured distances from center line of streets to existing structures which are to remain \_\_\_\_\_
- 10. Indication of buildings to be demolished \_\_\_\_\_
- 11. Property line tie-in by courses and distances to the nearest intersection of existing street \_\_\_\_\_

**D. Proposed Street, Lot Layout and Improvements**

- 1. Boundary line survey of land to be subdivided or developed \_\_\_\_\_
- 2. Layout of proposed streets
  - (a) names \_\_\_\_\_
  - (b) right-of-way widths \_\_\_\_\_
  - (c) Cartway widths \_\_\_\_\_
  - (d) center line courses and distances \_\_\_\_\_
  - (e) curve data \_\_\_\_\_
  - (f) right-of-way radii \_\_\_\_\_
  - (g) curb line radii \_\_\_\_\_
  - (h) typical cross section of proposed road and road widening including type, depth and crown of paving; type and size of curb, grading of sidewalk area; and slope of cut and fill extended beyond the right-of-way \_\_\_\_\_
  - (i) profile of proposed streets showing existing ground elevation and proposed paving elevation \_\_\_\_\_
  - (j) proposed curb grades, elevations, and stations of top of curb at grade intersections, and at points of horizontal curves \_\_\_\_\_



3. Lot layout and lot numbering \_\_\_\_\_
4. Lot areas \_\_\_\_\_
  - (a) preliminary plan - approximate \_\_\_\_\_
  - (b) final plan - computed \_\_\_\_\_
5. Building set back lines \_\_\_\_\_
6. Reference to land to be dedicated for public use \_\_\_\_\_
7. Rights-of-way and easements \_\_\_\_\_
8. Preliminary layout of sanitary sewage facilities \_\_\_\_\_
9. Final layout of sanitary facilities \_\_\_\_\_
10. Profiles of sanitary sewers showing existing and finished elevations over pipe, manhole locations and stations, invert elevations at manholes, pipe sizes, material, and grades \_\_\_\_\_
11. Preliminary layout of storm drainage facilities \_\_\_\_\_
12. Final layout of storm drainage facilities \_\_\_\_\_
13. Profile of storm sewers showing existing and finished elevations over pipe, manhole locations, and stations, inlet locations, headwall locations, invert elevations at manholes, inlets and headwalls and pipe sizes, material and grades \_\_\_\_\_
14. Hydrologic computations \_\_\_\_\_
15. Preliminary design of bridges, culverts, headwalls, channels and other structures \_\_\_\_\_
16. Final design of bridges, culverts, headwalls, channels and other structures \_\_\_\_\_
17. Survey monuments \_\_\_\_\_
18. Location and size of water mains, fire hydrants, and gas main. \_\_\_\_\_
19. Erosion and Sedimentation Control Plan \_\_\_\_\_
20. Erosion and Sedimentation Control permit application if required by DEP \_\_\_\_\_
21. Storm water Management Facilities \_\_\_\_\_
22. Application submitted to DEP for Planning Module and Land Development \_\_\_\_\_
23. Appropriate DEP Modules and transmittal letter completed and submitted to the Township \_\_\_\_\_
24. DEP permit application and supporting data for stream encroachment \_\_\_\_\_
25. Percolation tests and other data sufficient to establish that on-site sanitary system can be provided within the requirement of State and local laws \_\_\_\_\_
26. Letter from an appropriate officer of the New Hanover Sewer Authority indicating that capacity is available in conveyance lines and the sewage treatment plan \_\_\_\_\_
27. Deeds of Dedication for proposed roads, road widening, sanitary sewer easements and land to be dedicated to the Township \_\_\_\_\_
28. Estimate of quantities and costs for all public improvements, both on-site and off-site \_\_\_\_\_
29. Applicant to prepare the revisions for supplement to the official Township Sewage Facilities Plan and complete modules \_\_\_\_\_

**E. Certifications**

- 1. Certification of owner certifying his adoption of plan including signature of owner and notarization by Notary Public \_\_\_\_\_
- 2. Certification of the NH Township Planning Commission \_\_\_\_\_
- 3. Certification for approval by the Board of Supervisors of New Hanover Township \_\_\_\_\_
- 4. Seal and signature of registered engineer who prepared the plans \_\_\_\_\_
- 5. Certification for data for the recording of plan with the Recorder of Deeds \_\_\_\_\_

Signature of Licensed Professional \_\_\_\_\_ Date \_\_\_\_\_

## REQUIREMENTS FOR FILING PLANS

### Sketch Plan

- 1 Sketch Plan Application
- 11 Copies of Sketch Plan
- 1 Electronic Copy (200 dpi)
- 1 Professional Services Agreement
- Fees and Escrows

### Minor Subdivision/Land Development Final Submission

- 1 Subdivision/Land Development Application
- 4 Full Sets
- 1 Electronic Full Set (200 dpi)
- 11 11x17 Set
- 10 Record Plan Sets
- 1 Professional Services Agreement
- 1 Montgomery County Planning Commission Application
- 1 Copy of Recorded Deed
- Subdivision Approval Extension
- Fees and Escrows

### Major Subdivision/Land Development Preliminary Submission

- 1 Subdivision/Land Development Application
- 4 Full Sets
- 1 Electronic Full Set (200 dpi)
- 15 11x17 Sets
- 1 Professional Services Agreement
- 1 Montgomery County Planning Commission Application
- 5 Planning Modules
- Subdivision Approval Extension
- Fees and Escrows

### Major Subdivision/Land Development Final Submission

- 1 Subdivision/Land Development Application
- 4 Full Sets
- 1 Electronic Full Set (200 dpi)
- 12 11x17 Sets
- 10 Record Plan Sets
- 1 Professional Services Agreement
- 1 Montgomery County Planning Commission Application
- 1 Copy of Recorded Deed
- 5 Planning Modules
- Subdivision Approval Extension
- Fees and Escrows



# PROFESSIONAL SERVICES AGREEMENT

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Address of Project/Subdivision/Land Development

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Location of Subdivision/Land Development

I, \_\_\_\_\_,  
Name of Applicant/Owner/Developer (Print)

hereby agree and acknowledge that as applicant/owner/developer, I will be responsible for any fees incurred when plans are reviewed by Township consultants, including but not limited to, the following: Township's Solicitor, Engineer, Planner, Traffic Engineer, Township Planning Commission and/or Board of Supervisors, or any other body as maybe required by law in accordance with the fee schedule or code of New Hanover Township.

I herewith submit initial fee escrow monies in the following amount and understand that additional funds may be needed for further consultant review. I agree to replenish the required escrow within the time and amount as requested by New Hanover Township and agree to pay administrative fees in accordance with Township requirements.

\$ \_\_\_\_\_

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Signature of Applicant/Owner/Developer

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Date Signed

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Address

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City

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State

Zip Code

Telephone No.

Email

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Accepted by New Hanover Township

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Date

*NOTE: The person signing this Agreement will be the individual directly responsible for payment of the subject fees. Accordingly, if it is desired to assign this responsibility to another party or firm, said property or the appropriate officer of said firm must execute this document.*

## TIME EXTENSION APPROVAL

TO: New Hanover Township  
Attn: Jamie L. Gwynn, Township Manager  
2943 North Charlotte Street  
Gilbertsville, PA 19525

RE: SUBDIVISION / LAND DEVELOPMENT of \_\_\_\_\_

Dear Mr. Gwynn,

On, \_\_\_\_\_ I/we submitted for official filing of the referenced Preliminary/Final Subdivision Plan.

Please be advised that not withstanding any contrary provision of the Pennsylvania Municipalities Planning code or the New Hanover Township Code, this letter will service as notice to New Hanover Township that the requirement that action be taken on this proposal within (90) ninety days, is hereby waived, without limitation as to time. This waiver is granted to permit us to make such adjustments or revisions to the plans as may be required during a plan review process.

Furthermore, you are hereby assured that we will give New Hanover Township (30) thirty days prior notice if I/we should determine that limiting the time of the review process becomes necessary.

Sincerely,

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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 base fee will be changed.
- Whenever a mixed-use proposal with both residential and nonresidential is submitted, a reduced fee will be applied. This fee is calculated by applying the residential and nonresidential fees, per the Fee Schedule, and then adding all fees and deducting 15 percent.

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## Residential Subdivisions or Land Developments

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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.

Number of Lots or Dwelling Units ( <i>greater number applies</i> )	Base Fee + Fee per Lot or Dwelling Unit
1 – 3*	\$150 (flat fee)
4 – 20	\$180 + \$23 per unit
21 – 100	\$450 + \$21 per unit
101+	\$1,060 + \$20 per unit

\* Lot line adjustments with no new development = \$65 flat fee

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## Nonresidential Land Developments and Conversions

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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.

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq. Ft. ( <i>rounded to nearest whole dollar</i> )
1 – 3,000 Sq. Ft.	\$220 flat fee
3,001 – 25,000 Sq. Ft.	\$519 + \$27 for every 1000 Sq. Ft.
25,001 – 50,000 Sq. Ft.	\$1,050 + \$23 for every 1000 Sq. Ft.
50,001 – 100,000 Sq. Ft.	\$1,550 + \$20 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$2,580 + \$15 for every 1000 Sq. Ft.

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## Nonresidential Subdivisions

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These fees apply to applications subdividing and conveying land for nonresidential uses.

Number of Lots	Base Fee + Fee per Lot
1 – 3	\$555 flat fee
4 or more	\$555 + \$88 per lot

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## Special Reviews

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- Miscellaneous reviews not included in above categories (conditional uses, nonresidential lot line change) = \$260 flat fee
- Curative Amendments (not municipal curative amendments) = \$1,500
- Private Petitions for Zoning Change (not municipal petition) = \$1,000

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## Resubmissions

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These fees apply to each subsequent plan submission after the original submission, if the resubmission is essentially the same plan with only minor revisions.

- 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 lots or 3,000 square feet or less no fee required.

All county fees are to be submitted to the municipality at the time of application; the municipality will forward the fees to MCPC. A check or money order should be made payable to the **MONTGOMERY COUNTY TREASURER**. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.