

WHITPAIN TOWNSHIP

960 Wentz Road
Blue Bell, Pennsylvania 19422
Telephone (610) 277-2400 | Fax (610) 277-2209

APPLICATION FOR SUBDIVISION OR LAND DEVELOPMENT

APPLICANT/OWNER _____ DATE _____
NAME OF PROJECT _____ PROJECT LOCATION _____
APPLICANT'S ADDRESS _____ PHONE _____
_____ FAX _____
ENGINEER'S ADDRESS _____ ENG. PHONE _____
_____ ENG. FAX _____
CONTACT PERSON _____ EMAIL _____

DEVELOPMENT INFORMATION

ZONING DISTRICT _____ TOTAL ACREAGE _____ NO. LOTS, IF SUBD. _____
NO. BLDGS., IF LAND DEV. _____ GROSS FLOOR AREA _____ INTENDED LAND USE _____
(Sq. Ft.)

Is this application for a Preliminary Plan (_____), Record Plan (_____), Land Development Plan (_____)

Fee Rec'd. \$ _____ Date Paid _____ No. Copies Plans Rec'd _____

The undersigned hereby agree to comply with all rules and regulations of the Whitpain Township Subdivision and Land Development Regulations of 1954, as amended, and all rules, regulations, resolutions, and Ordinances of Whitpain Township.

As a condition of final approval by the Board of Supervisors of Whitpain Township, all the required improvements shall be constructed and installed in accordance with all applicable rules, regulations, resolutions, specifications, and Ordinances of Whitpain Township.

By execution and filing of this Application by the Applicant with Whitpain Township, Applicant hereby grants to the Township, its duly elected officials, its agents, workers, servants, employees or duly appointed consultants and independent contractors or subcontractors complete and unrestricted access, at reasonable times, to the property which is the subject of this Application, including entry into any buildings or other structures situated on the property, and conduct such tests relating to the proposed development of the property as the Township may deem relevant to such development at the Township cost throughout the pendency of this Application before the Board of Supervisors of Whitpain Township. Applicant waives any claim for any damages of any kind whatsoever for such entry upon the premises, except for any physical damages to any portion of premises or structures thereon caused or allegedly caused by the actual negligence of the Township or any of its officers, employees, staff or independent consultants as aforesaid. Township agrees that if its employees or some entity operating under the authority of the Township does enter the property and conducts any tests thereon, it will restore those portions of the property to their condition prior to the testing.

ATTEST:

(Seal) Secretary

(Name of Corporation)

By: _____

WITNESSES:

(Name of Individual)

DATE: _____

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EXTENSION OF TIME

Date: _____

James E. Blanch
Township Engineer
Whitpain Township
960 Wentz Road
Blue Bell, PA 19422

RE: Subdivision Plan/Land Development Plan of

Dear Mr. Blanch:

On _____, I (we) submitted the above-referenced plan for official filing.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Whitpain Township Subdivision and Land Development Ordinance, this letter will serve as notice to Whitpain Township that the requirement that action be taken on this Plan within ninety (90) days, is hereby waived, without limitation as to time.

This waiver is granted to permit us to make such adjustments or revisions to the Plan as may be required during the Plan review process.

If we ever deem it necessary to limit the time of the subdivision or land development review process, we may revoke this extension of time in writing, sent certified mail, return receipt requested, and the Township shall be obligated to render a decision on our plans within sixty (60) days after the date on which the written revocation notice was received or within the ninety (90) day period prescribed by the MPC, whichever date is later.

If the Township determines that insufficient progress is being made towards concluding the subdivision or land development review process, the Township may revoke this extension of time in writing, sent regular mail and certified mail, return receipt requested. For purposes of this provision, the Township's written notice shall be deemed received, if sent regular mail and certified mail, on the date of the written receipt on the certified mail return receipt, or, three (3) days after the date indicated on the Township's notification letter in the event the certified mail is returned as "refused", "unclaimed", or is otherwise returned without indication of receipt, if addressed as follows (or to a subsequent address specifically provided to the Township by us for the purpose of notice):

At any time 60 days after our receipt of such notice from the Township, we understand that the Township may take (but shall not be obligated to take) such action with regard to our plans as the Township deems necessary or appropriate.

We further understand that nothing herein shall be construed to prevent us from offering, and the Township from accepting, additional extensions of time in the future, but neither party shall be obligated to do so by the terms of this Agreement.

Very truly yours,

By: _____

Signature

Print Name, Title

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PROCEDURE FOR APPLICANTS FOR SUBDIVISIONS AND/OR SINGLE LOT DEVELOPMENT **(EXCLUSIVE OF SINGLE-FAMILY RESIDENCES)**

1. Applicant obtains 2 copies of the Subdivision or Land Development Application and is urged, but not required, to purchase a copy of the Township Zoning Ordinance and Subdivision/Land Development Ordinance.
2. Preliminary plans must show substantial details of the project so that the Planning Commission and others can properly evaluate the application. When they are prepared the applicant should submit 12 paper prints of the plans and the proper filing fees to Whitpain Township and Montgomery County Treasurer together with the application and the 5 copies of PaDEP's Planning Module for Land Development or an exemption request form to the Township Engineer who will determine the corrections of fees submitted. The submittal must also include 3 copies of the stormwater reports and 3 copies of traffic studies when required. All plans must be 36"x 24", and no other size will be accepted. A CD or DVD with the plans in PDF format shall also be provided with application.
3. Upon the payment of the proper application fees, and receipt of requisite plans and reports the Township will formally accept the application.
4. After a preliminary study, the Engineer will determine if the plans are specific and detailed sufficiently to be submitted to the Township Planning Commission. If the information shown is insufficient, the Township Engineer will so inform the applicant in writing and describe the information needed by the Township. If the plans are in order the Township will notify the applicant of the date the plans will be submitted to the Township Planning Commission.
5. The regularly scheduled meeting of the Township Planning Commission is the 2nd Tuesday of the month. Applicant will be advised as to date of meeting at which the plans will be reviewed. Typically, if complete applications are received by the first Tuesday of the month, the application will be reviewed by the Whitpain Township Planning Commission on the following month. The applicant should attend the Planning Commission meeting if so desired and may bring an attorney and/or other interested parties. All meetings are open to the public.
6. Time is of the essences. The law states the Township must approve or disapprove plans within 90 days after the receipt of the application. Since at least 30 days is mandated for Montgomery County Planning Commission review, the Township must carefully control meeting times, and other pertinent schedules. If plans are submitted which are incomplete the Township Engineer on behalf of the Township may disapprove them and at the same time describe the information required. When new plans are presented the 90-day period will start once again.
7. In addition to the Whitpain Township and County Planning Commissions and the Township Engineer plans are also reviewed by the Township Public Works personnel, Zoning Officer, the Fire Marshal, the Police Department, and Consultants.
8. After approval by the Planning Commission, seven (7) paper copies of the Record Plan only and five (5) complete paper plan sets (i.e. all plans) shall be submitted for final approval by the Board of Supervisors. All plans shall be signed and sealed where required and all plans should be rolled and NOT folded.
9. All necessary PaDEP Permits must be obtained prior to approval by the Supervisors.
10. When the development borders a State or County highway, application for encroachment will have to be obtained prior to plan approval by the Supervisors.
11. Township ordinances and Municipalities Planning Code (MPC) authorize the execution of written development agreements as part of subdivision or land development approvals. These agreements are intended to be recorded and are a written recital of the obligations and understandings between Owners/Developers and Whitpain Township. To prepare these agreements, information is required and a completed Subdivision and Land Development "Information Sheet" must be furnished to the Township Engineer to start this process.

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12. Before the plans are approved by the Supervisors, the owner or subdivider will be required to sign three copies of an Improvement Construction Agreement with the Township to guarantee that the improvement will be installed within a definite time. The Improvement Construction Agreement also requires that the principals deposit funds with an approved Escrow Agent in the amount of 110% of the estimated cost. The Escrow Agent or the Bonding Company must sign the Improvement Construction Agreement with the subdivider or the owner before acceptance by the Supervisors.
13. All paper documents must be executed by the applicant and the Township.
14. In addition to the basic application fee, the applicant will be required to pay for the recording of the plan, all permit fees required for any items of work, Improvement Construction Permit, the Township Engineer's plan review costs, the Township's Planning Consultant's plan review costs and legal fees incurred by the Township. At other stages of the project a sewer connection fee, building permit fees, traffic impact fees and other fees as listed on the Fee Schedule will be required.
15. To schedule the project as an Agenda Item for Final Approval by the Board of Supervisors at a public meeting the following must be submitted to the Township at least ten (10) calendar days prior to the scheduled meeting:
 1. Three (3) executed copies of the Improvement Construction Agreement.
 2. Executed copies of all required paper prints together with all required sets of drawings.
 3. Payment of all fees and contributions due the Township.

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SUBDIVISION AND LAND DEVELOPMENT

INFORMATION SHEET

TO: Property Owners
Subdivision and Land Development Applicants

Township ordinances and Municipalities Planning Code (MPC) authorize the execution of written development agreements as part of subdivision or land development approvals. These agreements are intended to be recorded and are a written recital of the obligations and understandings between Owners/Developers and Whitpain Township.

In order to prepare these agreements, information is required and the following items are requested for preparation thereof:

1. Owner – names (individual, corporate, partnership, registered fictitious name – other), mailing addresses, telephone number and the nature of title of all or any Owner.
2. Developer – names (individual, corporate, partnership, registered fictitious name – other), mailing addresses, telephone numbers of any Developers.
3. Escrow Agent/Bonding Company/Letter of Credit – Corporate name, address, name of individual officer executing documents (and his authority), telephone number.
4. Engineer – Name, address, telephone number of Engineer preparing plans:

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- A. Name of Plan offered for approval:
- B. Date of preparation of plan:
- C. Last Revision Date:
- D. Written recital of description of each plan showing purpose and dates thereof:

5. Property –

- A. Name of Development:
- B. Location of Tract:
- C. Legal Description of Tract (attach separate recital)
- D. Acreage:
- E. Total number of intended lots:
- F. Anticipated structures on lots (number & type):

- G. Anticipated non-structural construction (e.g. – number and size of detention basin; locations of sanitary sewers; location of storm sewer facilities:

- H. Open Space:

- I. If subject to prior Township Agreements or actions reference to the Township actions or Agreements by date, effect of said action and attach copies of any documentation thereof:

6. Public Improvements –

- A. Recital of all public improvements to be constructed:

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- B. Whether or not to be offered for dedication:
- C. Estimated cost for construction of:
 - i. Streets, curbs, sidewalks:
 - ii. Sanitary Sewers:
 - iii. Storm Sewers:
 - iv. Shade Trees:
 - v. Street Signs:
- D. Total Estimated Costs of public improvements:
- E. Amount of Security (110% of Paragraph 6D):
- F. Method of securing completion of public improvements (e.g.- Escrow Fund, Bond, Letter of Credit):

7. Construction –

- A. Date construction to commence:
- B. Anticipated date of completion of construction:
- C. Names, addresses, telephone number (home & work) of on-site supervisor or superintendent:

8. Contributions of Owner/Developer –

- A. Traffic Improvement Fund:
- B. Open Space/Park Land Fund:
- C. Sewer Connection:
- D. Outfall Storm Sewer Fund:
- E. Other:

9. Post Construction Maintenance –

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- A. Manner of anticipated security:

- B. Name (including State of Incorporation), address, telephone number and name of individual officer executing the Bond or security or holding escrow funds:

- C. Amount of Bond (manner of determining):

10. Exhibits -

The following Exhibits shall be required and will be attached to the agreements:

Exhibit "A" - Legal Description of entire Tract.

Exhibit "B"- List of Public Improvement Construction plans by title, drawing number, date of plan, revision number and last revision date.

Exhibit "C"- Detailed list of public improvements and estimated costs of each as well as total costs.

Exhibit "D"- Detailed list of all public improvements to be offered for dedication.

9. DEP Information –

- A. Module number & date of submission:

- B. Sewerage Permit or Water Quality Permit Number, date of issuance and copy of issuance and approval:

- C. Erosion & Sedimentation Control -
 - i. Date submitted:

 - ii. Date of approval:

 - iii. Attach copy of approval correspondence:

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Waivers, if any –

A. Those sought by Owner/Developer:

B. Those agreed to by Township:

I hereby affirm that the information set forth herein is true and correct to the best of my knowledge, information, and belief.

_____(SEAL)
OWNER

_____(SEAL)
DEVELOPER

Applicant Request for County Review



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:
 Municipality:
 Proposal Name:

Applicant's
 Representative:
 Address:

Applicant Name:
 Address:
 City/State/Zip:
 Phone:
 Email:

City/State/Zip:
 Business Phone (required):
 Business Email (required):

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
 Conditional Use
- 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: