

# Application for Subdivision and Land Development



Montgomery Township  
1001 Stump Road  
Montgomeryville, PA 18936-9605

Telephone: 215-393-6920

Fax: 215-855-1498

[www.montgomerytwp.org](http://www.montgomerytwp.org)

TO: Applicant

FROM: Bruce S. Shoupe, Director of Planning and Zoning

RE: **Subdivision and Land Development Application Procedure**

When submitting land development or subdivision plans, you must submit to me the following:

1. Five paper copies and one PDF version of the completed and signed application (pages 1 and 2), the checklist (pages 3 - 8, if applicable) and one Municipal Request for Review for the County Planning Commission. Retain all other information for your reference.
  - a. If the application is being filed by someone other than the owner of record or the equitable owner, attach a notarized letter authorizing that person or firm to make application to the Township.
2. Three paper sets of plans (additional copies upon request) and one PDF version of the plan, drawn up by a professional engineer. In addition to standard detail, all plans submitted should:
  - a. Be of the following sizes: 24 x 36 only
  - b. Include the block and unit number, and the parcel number assigned by Montgomery County.
  - c. Include the Montgomery County Planning Commission file number assigned after the first submission.
  - d. Include an empty block measuring 3 1/2" X 2" for a Montgomery County received stamp.
  - e. Have a two inch wide margin on left edge for binding.
  - f. Contain the name of the subdivision or land development and should include both the name of the owner of record or equitable owner, and the trade name or development name.
3. Two paper copies of the erosion control and storm water management reports. **If this is submitted in a pdf format, only one paper copy is needed.**
4. Two paper copies of a traffic management study for residential subdivisions of 20 lots or more (subdivisions of less than 20 lots may require a traffic management study), and all non-residential subdivisions and land developments. **If this is submitted in a pdf format, only one paper copy is needed.**

5. Two (2) checks
  - a. One check should be made payable to Montgomery Township to cover the filing fee, the escrow fee, and the \$350.00 GIS system update fee.
  - b. The Montgomery County Planning Commission filing fee will be billed by the County directly.
  - c. Consult the attached fee schedules for the appropriate check amounts.
  - d. Please submit the attached Consultant Escrow Fee Agreement.
6. Pictures of any existing buildings.
7. Copy of Deed and/or latest Agreement of Sale (**NOTE: Final approved plans can only be recorded in the name of the actual property owner at the time of the recording**).

Please submit all information in PDF format with separate folders for each item. The above items should be submitted at the same time in complete form to avoid any delays in the reviewing process. Your application will not be considered to be officially received until you have submitted all of these items.

These requirements may vary for minor subdivisions and land developments. You may call the Township office for specific requirements, or consult Chapter 205, the Township's Subdivision and Land Development Ordinance.

If, in the future, you revise your plans, please be advised that any revisions must be submitted directly to the Township and must be accompanied by our reapplication form (attached). Any revisions that go directly to any reviewing agency will not be accepted.

If the development name is changed while the subdivision or land development is in progress, the applicant should promptly inform the Township office by letter.

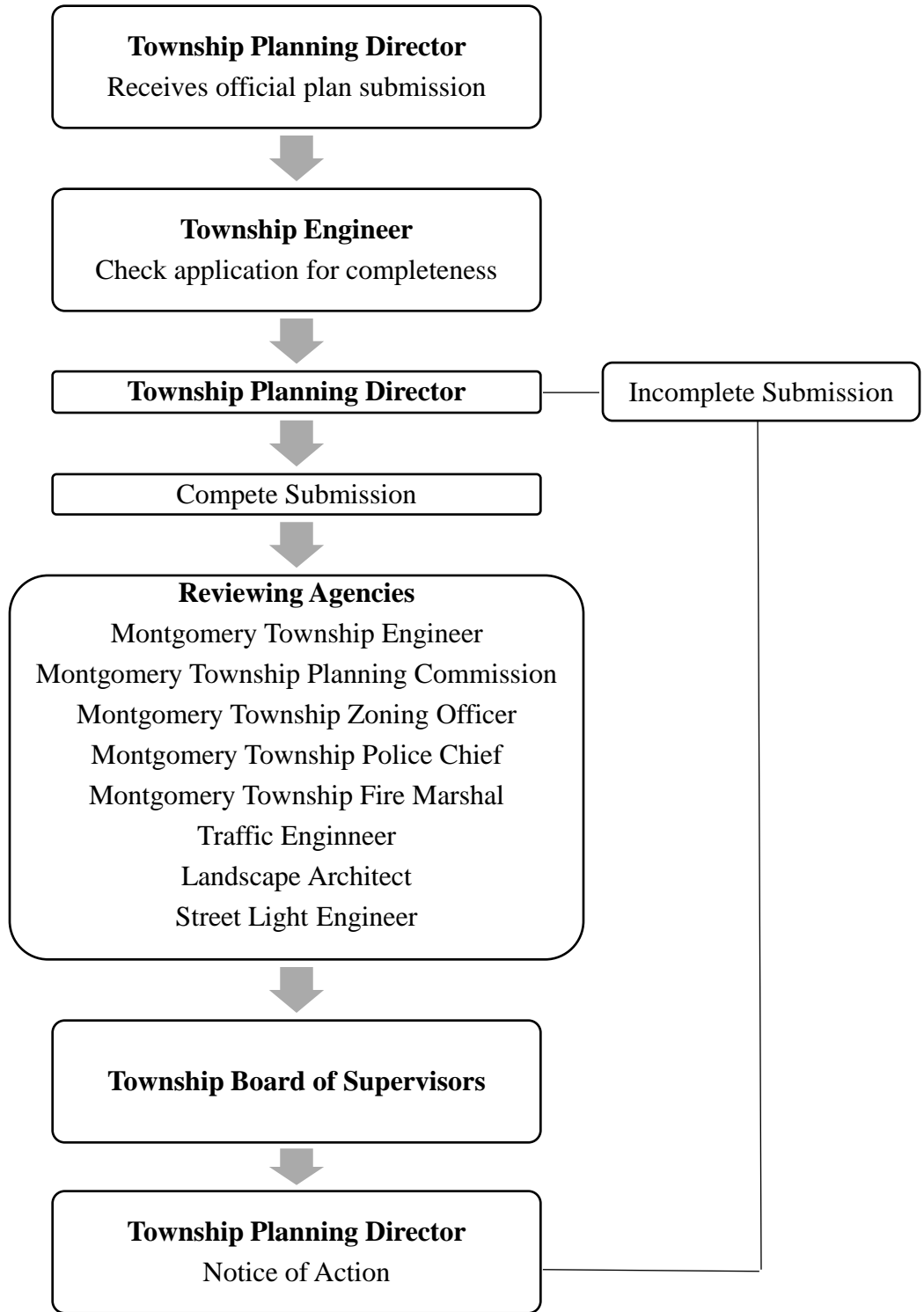
You may call the Township office with any questions regarding the application procedure or plan review process. Please consult Chapter 205, the Township Subdivision and Land Development Ordinance for specific requirements.

For your information, the Township Planning Commission meets on the third Thursday of every month as needed; the Montgomery Township Board of Supervisors meets on the second and fourth Monday of every month; and the Zoning Hearing Board meets on the first Tuesday of the month as necessary.

Once the Township receives the official review letters from the Township's review agencies, you will be scheduled to meet with the Township Planning Commission.

# Outline of Procedures

## Final Plan of Subdivision or Land Development



**NOTE: Applicant's Responsibility**

- Highway Occupancy Permit (if applicable)
- Township Sewer Authority Approval Required
- PADEP Approvals (NPDES/Act 537)
- North Wales Water Authority Approval
- Montgomery County Conservation District – Erosion and Sedimentation Control Approval/permit

**Montgomery Township**  
**Subdivision / Land Development Fees**

- A. Filing fee      Filing fee may be reduced by 50% if filing a revision to a previously approved plan.
- \$1000 – Base fee plus (Residential)
  - \$ 75 – Per unit and/or lot (whichever is greater) in residential
  
  - \$2500 – Base fee plus (Commercial / Industrial)
  - \$ 150 – per unit and/or lot or building
  
  - \$ 350 – GIS System Update Fee
- B. Escrow deposit
- Single Residential Lot Development
- \$ 500 – Base Fee
  - \$2500 – Escrow
  - \$ 750 Storm water
  - \$ 750 Grading
- Land Development – single lot
- \$1000 – Commercial
  - \$ 750 – Industrial if in approved subdivision
  - \$1000 – industrial not in approved subdivision
- Land Development – 2 or more lots or units in residential, commercial, or industrial
- \$ 100 – per acre or \$5000, whichever is higher
- Subdivision
- \$1000 – minor (2 lot) residential
  - \$1000 – minor (2 lot) commercial, industrial
  - \$ 100 – per acre or \$5000, whichever is higher for a major subdivision (3 or more lots) in residential, commercial, industrial
- C. Montgomery County Planning Commission review fee – see attached schedule.
- D. Inspection and review fees – As per rate schedule of the Township Engineer, Traffic Engineer, Landscape Architect, Street Lighting Engineer, etc.
- E. The Township retains the right to recover any costs incurred for the use of outside consultants for the purposes of additional reviews or testing.
- F. Administrative fees – 7% of costs and charges incurred by Township for approval of developer's plan review, final approval, and subsequent public improvement inspections. This fee is added to your monthly invoices sent by the Finance Department.
- G. Legal Fees – As per attached rate schedule of the Township Solicitor.

- H. Overdrawn Charge – \$25.00 – per month assessed against applicant who is delinquent by more than 21 days in funding overdrawn escrow account. 1.5% monthly penalty interest charge on unpaid accounts receivable balance.
- I. The Solicitor and Township Engineer will determine the amount of escrow for Public Inspection Costs, based on calculations/estimates. Amount is included in the Land Development Agreement.
- J. Fee in Lieu of Landscaping:

Shade Trees 3” min. caliper, 14-16’ height - \$600.00  
Shade Trees 2” min. caliper, 12-14’ height - \$450.00  
Replacement Shade Trees 2.5” min. caliper - \$500.00  
Evergreen Trees 8-10’ min height - \$550.00  
Ornamental/Flowers 1.25” min. caliper, 8-10’ height - \$400.00  
Deciduous and Evergreen Shrubs - \$90.00

MONTGOMERY TOWNSHIP’S COMPLETE FEE SCHEDULE MAY BE FOUND AT THE FOLLOWING WEBSITE: [www.montgomerytp.org](http://www.montgomerytp.org) - SEARCH - FEE SCHEDULE.

**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.

<b>Number of Lots or Dwelling Units</b> ( <i>greater number applies</i> )	<b>Base Fee + Fee per Lot or Dwelling Unit</b>
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 = \$6 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.

<b>Gross Square Feet of New Building</b>	<b>Base Fee + Fee for Every 1000 Gross Sq. Ft.</b> ( <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.

<b>Number of Lots</b>	<b>Base Fee + Fee per Lot</b>
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.

# Application for Subdivision & Land Development

Montgomery Township, Montgomery County, Pennsylvania

Date of application: \_\_\_\_\_

I. Type of Application – check one

- a. Minor Subdivision (checklist not required).....
- b. Preliminary Subdivision (checklist required).....
- c. Final Subdivision (checklist required).....
- d. Preliminary Land Development (checklist required).....
- e. Final Land Development (checklist required).....
- f. Revised Approved Subdivision / Land Development (checklist required).....

II. Applicant's Name (corp. name) \_\_\_\_\_

Person making application (name) \_\_\_\_\_

Applicant's Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail \_\_\_\_\_

Developer's Name (if different from applicant) \_\_\_\_\_

Developer's Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail \_\_\_\_\_

**Owner of Record (title holder)** \_\_\_\_\_

**\*attach copy of the last deed of record**

**Equitable Owner** \_\_\_\_\_

**\*attach copy of deed and agreement of sale (you may delete the sale price)**

NOTE: Final approved plans can only be recorded in the name of the actual property owner at the time of the recording.

III. Engineering Firm Name (corp. name) \_\_\_\_\_

Name of Engineer Handling this Development \_\_\_\_\_

Engineer's Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-Mail \_\_\_\_\_

IV. If this property had ever had any prior action before the Montgomery Township Board of Supervisors or the Montgomery Township Hearing Board, you must attach any action taken. (i.e. resolutions for Conditional Use, Cluster, any Variances, Special Exceptions, etc.



List of Drawings

NO	Title	Date	Last Revision Date

List of Supporting Information

NO	Title	Date

Final approved plans can only be recorded in the name of the actual property owner at the time of the recording. This application must be signed by the owner of the last deed of record or by the individual, corporation or partnership who had equitable title by reason of an agreement of sale. If the person making application is a realtor, engineer, attorney, etc., a notarized letter signed by the owner or equitable owner must be attached authorizing that person or firm to make the application and to sign future reapplications, extensions, etc.

I hereby agree to submit the required escrow fees, as established by the Township, to cover the cost of reviews by various Township agencies. In the event that inspections and review costs exceed the deposited escrow amount, I hereby agree to make additional deposits to the escrow account. Should this balance fall below the minimum required amount, the Township had the authority to stop all reviews, without building permits, U&O's, or take any other action it deems necessary. Administrative fees – 7% of costs and charges incurred by the Township for approval of developer's plan review, final approval, and subsequent public improvement inspections. This fee is added to your monthly invoices sent by the Finance Department.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Montgomery Township Code, this letter will serve as notice to Montgomery Township that the requirement that action be taken on this proposal within ninety (90) days is hereby waived without limitation as to time. This waiver is granted to permit us to make adjustments or revisions to the plans as may be required during the plan review process.

Further, I agree that either party, upon written notification, certified mail, may request a decision and/or termination of this application within ninety (90) days of receipt of written notice.

I verify that the statements made in the above application are true and correct. I understand that false statements herein are made subject to penalties of 18PACS S4904 relating to unsworn falsification to authorities.

Signature of Owner/Developer	Date Signed
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Corporation name, if applicable	Applicant's or Corporation Official's signature and title
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Engineer's signature	Engineering firm
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TO: Applicant  
FROM: Bruce S. Shoupe, Director of Planning and Zoning  
RE: Montgomery Township Subdivision & Land Development Checklist

To aid in the proper submission of Land Development and Subdivision Applications, the Montgomery Township Board of Supervisors asks your cooperation in the completion of the enclosed "Subdivision & Land Development Checklist." This checklist presents in outline form the information required for proper subdivision and land development submission. Reference should be made to the Subdivision and Land Development Ordinance for specific details. This checklist does not include the rules and regulations of the Zoning Ordinance.

Please complete and sign one copy of the checklist, if required, and submit it with your Subdivision and Land Development Application.

Thank you.

# Subdivision and Land Development Checklist

Montgomery Township, Montgomery County, Pennsylvania

## I. Type of Application

\_\_\_\_\_ Preliminary    \_\_\_\_\_ Final Plan    \_\_\_\_\_ Revised Submission (check one)

- |  | YES   | NO    |
|--|-------|-------|
| <b>A. Drafting Standards – Does the plan show:</b>   |       |       |
| 1. Scale 1" = 100' (or less)?  | _____ | _____ |
| 2. Dimensions – feet and decimals?   | _____ | _____ |
| 3. Are sheets numbered (if more than one)?   | _____ | _____ |
| 4. Is there a key map?   | _____ | _____ |
| <br>   |       |       |
| <b>B. Existing Features of the Land</b>  |       |       |
| 1. Does the Plan show features within 400' such as:  |       |       |
| a. Location of the property (by means of a small scale map on the plan)?                                     | _____ | _____ |
| b. Street names?   | _____ | _____ |
| c. Street widths?  | _____ | _____ |
| d. Railroad locations?   | _____ | _____ |
| e. Railroad name?  | _____ | _____ |
| f. Property line location?   | _____ | _____ |
| g. Location of water courses?  | _____ | _____ |
| h. Sanitary sewers?  | _____ | _____ |
| i. Storm drains?   | _____ | _____ |
| <br>   |       |       |
| 2. Does the Plan show all the property features, such as:  |       |       |
| a. Existing street names?  | _____ | _____ |
| 1) Locations?  | _____ | _____ |
| 2) Widths – existing and ultimate?   | _____ | _____ |
| 3) Centerline courses and distances?   | _____ | _____ |
| 4) Curve data?   | _____ | _____ |
| 5) Paving widths?  | _____ | _____ |
| 6) Right-of-way radii?   | _____ | _____ |
| 7) Curb line radii?  | _____ | _____ |
| 8) Street line tie-ins by courses and distances to the nearest intersection of existing and planned streets? | _____ | _____ |
| b. Location and size of existing   |       |       |
| 1) Sanitary sewers?  | _____ | _____ |
| 2) Storm drains and inlets?  | _____ | _____ |
| 3) Drainage flows and ditches?   | _____ | _____ |
| c. Location of recreational areas within the land to be subdivided or developed?                             | _____ | _____ |
| <br>   |       |       |
| 3. Contour lines at intervals not to exceed two feet?  | _____ | _____ |

	YES	NO
4. Location and character of:		
a. Existing buildings?	_____	_____
b. Photographs of all existing buildings must be attached.	_____	_____
c. Quarries?	_____	_____
d. Marshlands?	_____	_____
e. Species and size of trees?	_____	_____
f. Areas subject to inundation?	_____	_____
g. Other topographical features which may affect the location of proposed streets and buildings?	_____	_____
5. Measured distances from centerline of streets to:		
a. Existing buildings?	_____	_____
b. Large trees standing alone?	_____	_____
c. Control points and monuments?	_____	_____
C. Proposed street and lot layout – Does the plan also contain the following information:		
1. Title consisting of:		
a. Name and address of applicant?	_____	_____
b. Name and address of developer/builder?	_____	_____
c. Name and address of registered engineer?	_____	_____
d. Location and area of subdivision or land development?	_____	_____
e. Drawing date?	_____	_____
f. Drawing scale?	_____	_____
g. North point?	_____	_____
h. Elevation based on Township level data?	_____	_____
2. Courses and distances for:		
a. Boundary line survey of land to be subdivided or developed?	_____	_____
b. Boundary closure distance not greater than one part in 2500?	_____	_____
3. Layout of streets to show:		
a. Names?	_____	_____
b. Widths of rights-of-way?	_____	_____
c. Widths of ultimate right-of-way?	_____	_____
d. Widths of alleys?	_____	_____
e. Widths of crosswalks?	_____	_____
4. Layout and approximate dimensions of lots?	_____	_____
5. A reference to any land to be dedicated for public use?	_____	_____

- |  | YES   | NO    |
|--|-------|-------|
| 6. Tentative grades to:  |       |       |
| a. Existing streets?   | _____ | _____ |
| b. A point 400' beyond boundaries of subdivision or land development?          | _____ | _____ |
| 7. Location and size of:   |       |       |
| a. Sanitary sewers and manholes?   | _____ | _____ |
| b. Storm sewers and inlets?  | _____ | _____ |
| 8. Building setback lines with distances from the ultimate right-of-way line?  | _____ | _____ |
| 9. Indication of any lots in which the use other than residential is intended? | _____ | _____ |

D. Proposed Improvements

- |  |       |       |
|--|-------|-------|
| 1. Improvement details:                |       |       |
| a. Street cross sections?              | _____ | _____ |
| b. Street centerline profile?          | _____ | _____ |
| c. Sanitary sewer profile?             | _____ | _____ |
| d. Storm drain profile?                | _____ | _____ |
| e. Manholes?                           | _____ | _____ |
| f. Inlets – size and type?             | _____ | _____ |
| 2. Preliminary design of:              |       |       |
| a. Bridges?                            | _____ | _____ |
| b. Culverts?                           | _____ | _____ |
| c. Other structures and appurtenances? | _____ | _____ |

E. Grading Plan

- |  |       |       |
|--|-------|-------|
| 1. A separate grading plan shall be required except in the following situations:   |       |       |
| a. An excavation which does not exceed 20 cubic yards total material removed.  |       |       |
| b. A fill which does not exceed 20 cubic yards of material deposited.  |       |       |
| c. An excavation below finished grade for basements and footings of a single family residence, swimming pool, or underground structure authorized by building permit, excavation for a driveway between a single family residence site and street, or the site from which excavated and including the provision of additional topsoil as may be required for seed bed preparation. |       |       |
| d. Required?   | _____ | _____ |
| 2. Grading plan – does the grading plan show:  | YES   | NO    |
| a. Present contours?   | _____ | _____ |
| b. Location of grading?  | _____ | _____ |
| c. Future contours?  | _____ | _____ |

- d. Property boundaries? \_\_\_\_\_
- e. Lot lines? \_\_\_\_\_
- f. Neighboring streets? \_\_\_\_\_
- g. Buildings? \_\_\_\_\_
- h. Trees over 8 inches in diameter? \_\_\_\_\_
- i. Type, depth, slope, and classification of soil? \_\_\_\_\_
- j. The amount of runoff from the project area and the upstream watershed? \_\_\_\_\_
- k. Details of proposed drainage facilities? \_\_\_\_\_
- l. Staging of earth moving activities? \_\_\_\_\_
- m. Plan and description of temporary control measures and facilities? \_\_\_\_\_
- n. Permanent control measures and facilities for long-term protection? \_\_\_\_\_
- o. Maintenance program for control facilities? \_\_\_\_\_
- p. Name of person who prepared plan? \_\_\_\_\_
- q. Name of applicant? \_\_\_\_\_
- r. Name of land owner? \_\_\_\_\_

F. Certificates – Does the Plan show:

- 1. Certificate of applicant, certifying adoption of the plan? \_\_\_\_\_
- 2. Certificate for signature of Township Engineer, certifying review? \_\_\_\_\_
- 3. Certificate for signature of Township Secretary, certifying that the Board of Supervisors approved the Plan on date shown? \_\_\_\_\_

II. Improvement Construction Plan

**If an improvement is to be constructed or installed, then an Improvement Construction Plan is required. Required?** \_\_\_\_\_

A. Drafting Standards

Same as preliminary or final plan, except scale is to be 1"=40' or less for the horizontal and 1"=4' or less for the vertical.

B. Information to be shown:

Does the plan show sufficient information to provide working plans for construction of the proposed improvements? \_\_\_\_\_

- 1. Horizontal plan – Does the horizontal plan show:
  - a. Information shown of the preliminary or final plan pertaining to streets to be constructed? \_\_\_\_\_
  - b. Beginning and end of the proposed immediate construction? \_\_\_\_\_
  - c. Stations corresponding to those shown on the profile? \_\_\_\_\_

	YES	NO
d. Elevation of the curb at tangent points of horizontal curves at street or alley intersections and at the projected intersections of curb lines	_____	_____
e. Location and size of sanitary sewers and lateral connections with distances between manholes, water, gas, electric and other utility pipes/conduits and of storm drains, inlets and manholes?	_____	_____
f. Location, type, and size of curbs and widths of paving?	_____	_____
g. Location and species of street shade trees and location and type of fire hydrants and street lights?	_____	_____
h. Direction of flow of surface drainage on the finished grades of all lots within the subdivision or land development shall be shown?	_____	_____
2. Profile Plan – Does this profile plan show:		
a. Profiles and elevations along the present ground surface over the center line and profiles of ultimate rights-of-way lines or building set back lines?	_____	_____
b. Profile of the grade along the top of the curbs showing percentage of grade on tangents and details of vertical curves indicated at intervals of 50' on straight curves, points of grade intersections, as well as elevations of the curb at tangent points of horizontal curves?	_____	_____
c. Profile of sanitary sewer with a profile over the sewer of the present and finished ground surface showing manhole locations with stations beginning at the lowest manhole?	_____	_____
d. Profile of storm drain showing manhole locations?	_____	_____
3. Cross Section – Does the typical cross section show:		
a. Ultimate right-of-way width and the location of and width of paving within the ultimate right-of-way?	_____	_____
b. Type, thickness, and crown of paving?	_____	_____
c. Type and size of curb?	_____	_____
d. When sidewalks are required, grading of sidewalk area should be carried to the full width of the ultimate right-of-way and slopes of cut or fill extended beyond the ultimate right-of-way.	_____	_____
e. Location, width, type, and thickness of sidewalks, when required?	_____	_____
f. Typical location, size, and depth of sewers and utilities?	_____	_____

C. Certificates

Certificates in the same form as required on the preliminary or final plan shall be shown on the Record Plan.

D. Drainage Plan and Computations:

- |   | YES   | NO    |
|---|-------|-------|
| 1. Does the hydrologic plan show:                                   |       |       |
| a. All pipe locations, size, slope, and type                        | _____ | _____ |
| b. All inlet locations, size, and type?                             | _____ | _____ |
| c. All channel locations, size, slope, and type?                    | _____ | _____ |
| d. All bridge or conduit structures?                                | _____ | _____ |
| e. Drainage areas?  | _____ | _____ |
| 2. Are the hydrologic computations based upon the rational formula? | _____ | _____ |
| 3. Are the computations shows on the typical computation Form?      | _____ | _____ |

E. Does Project have Sanitary Sewer Capacity?

Have you contacted the Montgomery Township Municipal Sewer Authority to determine sanitary sewer requirements?	_____	_____
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F. What name will this property be developed and/or marketed under? \_\_\_\_\_

Please be advised that notwithstanding any contrary position of the Pennsylvania Municipalities Planning Code or the Montgomery Township Code, this letter will serve as notice to Montgomery 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 the plan review process.

I verify that the statements made in the above application and checklist are true and correct. I understand that false statements herein are made subject to penalties of 18PACS S4904 relating to unsworn falsification to authorities.

Corporation name, if applicable	Applications or Corporation Officials signature and title
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Engineer's signature	Engineering firm
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Department of Planning and Zoning

1001 Stump Road, Montgomeryville, PA 18936-9605  
Telephone: (215) 393-6920 Fax: (215) 855- 1498

**Consultant Escrow Fee Agreement**

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

\_\_\_\_\_  
Location of Subdivision/Land Development

\_\_\_\_\_  
Tax Block Tax Unit(s)

\_\_\_\_\_  
Name of Owner/Developer and Firm if applicable

I hereby agree and acknowledge that as owner/developer I will be responsible for any fees incurred when plans are reviewed by the Montgomery Township consultants, including but not limited to the following: Township solicitor, engineer, landscape architect, traffic engineer, street light consultant, land planner, the Montgomery Township Planning Commission, the Board of Supervisors of Montgomery Township, or any other body as may be required by law in accordance with the fee schedule which shall be amended from time to time by Resolution.

I herewith submit initial fee escrow monies in the following amount (minimum \$1,000.00) and understand that additional funds may be needed for further consultant reviews.

\$\_\_\_\_\_ (If Subdivision/Land Development Application see escrow fees)

\_\_\_\_\_  
Signature of Owner/Developer Date Signed

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

\_\_\_\_\_  
State Zip Code Telephone Number

\_\_\_\_\_  
Accepted by Department Director Date

\*\*Note: The person signing this agreement will be the individual directly accountable 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.

## Application for a Revised Plan

Date: \_\_\_\_\_  
Montgomery Township Board of Supervisors  
1001 Stump Road  
Montgomeryville, PA 18936

ATTN: Lawrence Gregan  
Township Manager  
RE: \_\_\_\_\_  
(Development Name)

Gentlemen:

Please be advised that I am herewith submitting an amended/revised subdivision/land development plan for the above named development.

By this action, I hereby withdraw any previous plans and do hereby replace all previous plans with these amended plans.

Any application or escrow fees that have been paid to date shall reapply to this revised plan.

Final approved plans can only be recorded in the name of the actual property owner at the time of the recording. This application must be signed by the owner of the last deed or record or by the individual, corporation or partnership who has equitable title by reason of an agreement of sale. If the person making application is a realtor, engineer, attorney, etc., a letter signed by the owner or equitable owner must be attached authorizing that person or firm to make the application and to sign future reapplications, extensions, etc. I hereby agree to submit the required escrow fees, as established by the Township, to cover the cost of reviews by various Township agencies. In the event that inspections and review costs exceed the deposited escrow amount, I hereby agree to make additional deposits to the escrow account. Should this balance fall below the minimum required amount, the Township has the authority to stop all reviews, withhold building permits, U&O's, or take any other action it deems necessary.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Montgomery Township Code, this letter will serve as notice to Montgomery Township that the requirement that action be taken on this proposal 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 plans as may be required during the plan review process.

Further, I agree that either party, upon written notification, certified mail, may request a decision and/or termination of this application within ninety (90) days of receipt of written notice.

I verify that the statements made in the above application are true and correct. I understand that false statements herein are made subject to penalties of 18PACS S4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Applicant's Name (print)

\_\_\_\_\_  
Applicant's Signature

Date of Receipt by Township \_\_\_\_\_

\_\_\_\_\_  
Applicant's Authorized Representative

Date of Plans \_\_\_\_\_

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date