

SUBDIVISION & LAND DEVELOPMENT  
REVIEW PROCEDURES

Go to [www.middleowntwpbucks.org](http://www.middleowntwpbucks.org) for the complete Subdivision and Land Development Ordinance.

Applicant submits complete application, plan and fees to Township Planner

<u>Type of Application</u>	<u># of Copies</u>
Sketch Plan	12
Lot Line Change	12
Minor Subdivision	17
Preliminary Plan of Major Subdivision/Land Development	23
Final Plan of Major Subdivision/Land Development	17
Revised Plan	10
Final Plan Amendment or Re-approval	10

Applicant submits required studies with major application and, if directed by Township, revised.

Stormwater Management Study	3
Traffic Study	3

For Major Subdivisions and Land Developments:

1. Applicant submits applications and plans directly to County Planning Commission and County Conservation District. Applicant provides copy of County applications with Township application.
2. Township distributes application/plan to Board of Supervisors, Planning Commission, and to various internal advisory boards or departments for review.
3. Township has ninety (90) days from the date of the next regularly scheduled Township Planning Commission meeting after applicant receipt to complete the review. If Township cannot complete the review within the 90 days, Township will request extension of review time from applicant. Note that the primary reason Township cannot complete review within 90 days is due to delays by applicant (i.e., submission of a revised plan).
4. After receipt by Township of County Planning Commission review, application is scheduled before Township Planning Commission for a work session review. It is not necessary for applicant to attend work session; applicant is (usually) not notified of work session meeting. Applicant may certainly attend work session if he/she wants to.
5. After work session review by Township Planning, applicant is sent a memorandum from Planning either scheduling review for the next available meeting, or notifying applicant of deficiencies in the plan. If deficient, applicant is told to submit a revised plan (10 copies) for review by the Township Engineer and Planning Commission. This process will continue until applicant has addressed all concerns of the Township Planning Commission. The Board of Supervisors will then review the plan.

6. If approved by the Board, the major plan applicant will then submit a final plan application, and follows steps 1 through 5 to final plan approval. Minor plan applicants will only need to follow steps 1 through 5 once for preliminary/final plan approval.
7. After final plan approval, applicant will be required to pay all fees prior to release of linens by the Township and may be required to enter into development agreements with the Township. Applicant will be required to file linens with the county Recorder of Deeds and notify Township of said filing before release of building permits.

The Middletown Township Planning Commission usually meets on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month at 7:30 p.m. Plan review is scheduled at a Township Planning meeting **after** receipt by the Township of the County Planning Commission review.

The Middletown Township Board of Supervisors meets on Tuesday evenings at 7:30 p.m. Plan review is scheduled at a Board of Supervisors meeting **after** approval by the Township Planning Commission.

All Township advisory board meetings are open to the public and anyone may attend any Township meeting, except for Board of Supervisors' Executive Sessions. Subdivision and Land Development applications **are not** reviewed in Executive Session.

**MIDDLETOWN TOWNSHIP  
SUBDIVISION & LAND DEVELOPMENT APPLICATION**

S/LD NO. \_\_\_\_\_  
ZONING DISTRICT \_\_\_\_\_

**DEADLINE** \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_

- PART I (check all that apply)**      #/Copies
- Preliminary Plan Review      (23)
  - Final Plan Review      (17)
  - Minor Subdivision      (17)
  - Major Subdivision      (23)
  - Land Development      (23)
  - Lot Line Change      (12)
  - Revised Plans      (12)
  - Amendment to Approved Final Plan      (12)
  - Re-approval of Final Plan      (12)
  - Land Development Waiver      (12)

Fee \_\_\_\_\_  
Date Paid \_\_\_\_\_  
  
Escrow \_\_\_\_\_  
Date Paid \_\_\_\_\_

**PLEASE PRINT**

**PART II**

Plan Name \_\_\_\_\_  
Plan Date \_\_\_\_\_  
County Deed Book \_\_\_\_\_  
Page No. \_\_\_\_\_  
Tax Parcel No. \_\_\_\_\_

Site Location:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant Name & Address (include contact name)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Agent or Attorney (include contact name)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Owner of Record  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Engineer or Surveyor (include contact name)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

- Type of Development
- Single Family
  - Multi-Family
  - Commercial
  - Industrial
  - Retail
  - Other \_\_\_\_\_

If Residential,  
Number of Lots or Units \_\_\_\_\_  
If Non-Residential  
No. of Lots/Leaseholds \_\_\_\_\_  
Density (Lots per acre) \_\_\_\_\_  
Proposed New Bldg Area \_\_\_\_\_ SqFt  
and/or  
Proposed New Site Area \_\_\_\_\_ Acres

Water Supply (if public, check provider)  
\_\_\_ Public  BCWSA  LBJMA  Newtown  
\_\_\_ Individual On-Site

Sanitary Sewage Disposal (if public, check provider)  
\_\_\_ Public  BCWSA  LBJMA  
\_\_\_ Individual On-Site

- Deed Restrictions:       Yes  No  
Conservation Easements:       Yes  No  
Prior Zoning Hearing Board approvals:       Yes  No  
Prior Subdivision/Land Development approvals:       Yes  No

If yes, please attach copy of each.  
If yes, please attach copy of each.  
If yes, please attach copy of each prior decision.  
If yes, please attach copy of each prior approval letter.

(This is a 2-sided form. If possible, return it to Township on one sheet of paper, two sided.)

Brief narrative description of project:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

PART III

List below copies of materials or documents submitted directly by the applicant to agencies and officials other than the Township for review in connection with this application. All submittals to Bucks County agencies must include each agency's application, with a copy to the Township.

Document

Agency

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Copies of comments and reviews prepared by agencies and officials will be sent to the applicant, his/her engineer and/or his/her attorney. If you wish to have copies sent to other persons, please list names and addresses.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Phone Fax Email

Phone Fax Email

PART IV THIS SECTION MUST BE COMPLETED

The undersigned verifies that he/she is responsible for all costs related to the above project.

Print Name/Address Below

Signature

\_\_\_\_\_
\_\_\_\_\_

Print Name

\_\_\_\_\_
\_\_\_\_\_

[Date]

Phone Fax Email

PART V THIS SECTION MUST BE COMPLETED

The undersigned represents that, to the best of my/our knowledge, all of the above statements are true, correct and complete. I/We hereby authorize members of Township boards, commissions, and staff to enter the lands proposed for subdivision or land development for site inspections, if necessary. Further, I/we and my/our successors in this application agree to reimburse the Township of Middletown for such fees and expenses as said Township may incur for engineering and legal services in reviewing and advising the Board of Supervisors with respect to this application.

Print Name/Address Below

Signature

\_\_\_\_\_
\_\_\_\_\_

Print Name

\_\_\_\_\_
\_\_\_\_\_

[Date]

Phone Fax Email

NOTICE TO APPLICANT: No application shall be accepted unless the plans have been prepared by a Registered Engineer or Surveyor and all required fees and escrow deposit amounts have been paid to the Township.

CHECKLIST

PRELIMINARY/FINAL PLAN OF MINOR SUBDIVISION  
OR LOT LINE CHANGE,  
NAME OF PLAN \_\_\_\_\_

# \_\_\_\_\_.

The following check list summarizes the information which must be shown on the minor subdivision plan in order to be reviewed by the Township Planning Commission and the Board of Supervisors. The check list shall be filled out by the Planner/Zoning Officer and applicant at the time of submission. If incomplete, the plan shall be returned to the applicant noting the deficiencies.

- If Complete
1. Seventeen (17) copies of the folded plan & current application form .....
  2. Each set of plans folded to smaller than 8½ X 14 .....
  3. One (1) copy of plan & application to Bucks Co. Planning Commission<sup>‡</sup> .....
  4. One (1) copy of plan & application to Bucks Co. Conservation District<sup>‡</sup> .....
  5. Completed Parts of plan application form
    - a. Part I .....
    - b. Part II .....
    - c. Part III (<sup>‡</sup>copies of applications if sent by applicant) .....
    - d. Part IV .....
    - e. Part V .....
  6. Scale (1" = 50' or 1"=100') .....
  7. North point and date .....
  8. Location map .....
  9. Tract boundaries, showing bearings and distances .....
  10. Summary information
    - a. Total area .....
    - b. Minimum lot size .....
    - c. Zoning requirements .....
  11. Location, width and name of all existing streets .....
  12. Location of all existing utilities, easements, buildings, rights-of-way .....
  13. Lots numbered .....
  14. Building setback lines .....

Date of Completed Submission \_\_\_\_\_

\_\_\_\_\_  
Township Planner/Zoning Officer

\_\_\_\_\_  
Applicant

CHECKLIST

PRELIMINARY OR FINAL PLAN OF MAJOR SUBDIVISION & LAND DEVELOPMENT # \_\_\_\_\_

NAME OF PLAN \_\_\_\_\_

The following check list summarizes the information which must be shown on the major subdivision and land development plan in order to be reviewed by the Township Planning Commission and the Board of Supervisors. The check list shall be filled out by the Planner/ Zoning Officer and applicant at the time of submission. If incomplete, the plan shall be returned to the applicant noting the deficiencies.

If Complete

- 1. Twenty-three (23) copies of the folded plan & current application form.....
- 2. Each set of plans folded to smaller than 8½ X 14 .....
- 3. One (1) copy of plan & application to Bucks Co. Planning Commission<sup>†</sup>.....
- 4. One (1) copy of plan & application to Bucks Co. Conservation District<sup>‡</sup>.....
- 5. Completed Parts of plan application form
  - a. Part I .....
  - b. Part II .....
  - c. Part III (<sup>‡</sup>copies of applications if sent by applicant).....
  - d. Part IV .....
  - e. Part V.....
- 6. Scale (1" = 50' or 1"=100').....
- 7. North point and date .....
- 8. Location Map .....
- 9. Tract Boundaries (heavy solid line) showing bearings and distances .....
- 10. Total Area.....
- 11. Zoning Requirements .....
- 12. Zoning of adjacent areas.....
- 13. Location, width and name of all existing streets .....
- 14. Proposed length of new streets .....
- 15. Proposed names of new streets .....
- 16. Cross-sections and centerline profiles for each proposed street .....
- 17. Location of all existing utilities, easements, buildings, rights-of-way .....
- 18. Existing sewers, water mains, culverts, etc. ....
- 19. Contours at two (2) or five (5) foot intervals.....
- 20. Existing natural features (i.e., trees, streams, wetlands, etc.) .....
- 21. Building setback lines.....
- 22. Sites intended to be dedicated .....
- 23. Subdivisions
  - a. Minimum lot size.....
  - b. Number of lots proposed .....
  - c. Average and minimum lot size .....
  - d. Layout of lots, numbers, dimensions, and setbacks.....
- 24. Apartments
 

a. Total dwelling units ..... <input type="checkbox"/> <input type="checkbox"/>	d. Proposed density..... <input type="checkbox"/> <input type="checkbox"/>
b. Bedroom ratio ..... <input type="checkbox"/> <input type="checkbox"/>	e. Total parking spaces ..... <input type="checkbox"/> <input type="checkbox"/>
c. No. Of buildings ..... <input type="checkbox"/> <input type="checkbox"/>	f. Building coverage..... <input type="checkbox"/> <input type="checkbox"/>
- 25. Commercial
 

a. Layout of buildings and parking areas <input type="checkbox"/> <input type="checkbox"/>	d. Total parking spaces ..... <input type="checkbox"/> <input type="checkbox"/>
b. No. of buildings ..... <input type="checkbox"/> <input type="checkbox"/>	e. Building coverage..... <input type="checkbox"/> <input type="checkbox"/>
c. Proposed density..... <input type="checkbox"/> <input type="checkbox"/>	

Date of Completed Submission \_\_\_\_\_

\_\_\_\_\_  
Township Planner/Zoning Officer

\_\_\_\_\_  
Applicant

MIDDLETOWN TOWNSHIP  
REQUEST FOR PRE-SUBMISSION SKETCH PLAN CONFERENCE

Tax Parcel No. \_\_\_\_\_  
Zoning Classification \_\_\_\_\_ Date \_\_\_\_\_  
Number of Lots \_\_\_\_\_  
Total Acreage \_\_\_\_\_

Brief Description of Type of Development Proposed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ Cell \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

Engineer, Surveyor, or Person Responsible for Plan:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ Cell \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

Owner(s) of Record:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
\_\_\_\_\_ Cell \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

I understand that this request in no way constitutes an official plan submission and that the provisions of Section 508 of the Pennsylvania Municipalities Planning Code (Act 247) shall not apply to this sketch plan proposal, nor shall said provisions apply until such time as a preliminary and/or final plan and formal application are filed in the prescribed manner with the Township.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*NOTE: Attach 10 copies of sketch plan. It is strongly recommended that applicant contact the Bucks County Planning Commission [215.345.3400] for a sketch plan review. There is no fee for either County or Township review of sketch plans.*

*Revised 1/20/2004*



# BUCKS COUNTY Planning Commission

## Subdivision and Land Development Review Application

1260 Almshouse Road Neshaminy Manor Center  
Doylestown, Pa 18901 Phone 215/345-3400 FAX 215/345-3886

This application must be completed by the applicant or his/her agent and submitted along with one copy of the plan and required fee (see fee schedule on back) for subdivision and land development reviews mandated by the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended.

**Municipality** \_\_\_\_\_

**Name of Proposal** \_\_\_\_\_

**Location** \_\_\_\_\_

**Tax Parcel No.** \_\_\_\_\_ **Total Acreage** \_\_\_\_\_

**Applicant** \_\_\_\_\_ **Telephone** \_\_\_\_\_

*Address* \_\_\_\_\_

**Owner of Record** \_\_\_\_\_

*Address* \_\_\_\_\_

**Present Land Use** \_\_\_\_\_

### Proposal

*Residential* 1) Number of lots or units \_\_\_\_\_ *Nonresidential* 1) Number of lots or leaseholds \_\_\_\_\_

2) Proposed new building area \_\_\_\_\_ Gross square feet (floor area)

**Water Supply**  Public  
 Community On-site  
 Individual On-lot  
*(check one)*

**Sewerage**  Public  
 Community On-site  
 Individual On-lot  
*(check one)*

The following documentation is required for every plan submission at the applicable level in addition to a completed application form. Please check appropriate state of plan submission.

<input type="checkbox"/> <b>Sketch Plan</b> <i>or</i>	<input type="checkbox"/> One copy of plan
<input type="checkbox"/> <b>Revised Sketch Plan</b>	
-----	
<input type="checkbox"/> <b>Preliminary Plan</b> <i>or</i>	<input type="checkbox"/> One copy of preliminary plan/revised preliminary plan
<input type="checkbox"/> <b>Revised Preliminary Plan</b>	<input type="checkbox"/> Review of fee (see schedule on back)
	<input type="checkbox"/> Proof of variances, special exceptions, conditional uses, or other agreements
	<input type="checkbox"/> Sewage Facilities Planning Module
	<input type="checkbox"/> Transportation Impact Study
-----	
<input type="checkbox"/> <b>Final Plan</b> <i>or</i>	<input type="checkbox"/> One copy of final plan/revised final plan
<input type="checkbox"/> <b>Revised Final Plan</b>	<input type="checkbox"/> Review fee (see schedule on back)
	<input type="checkbox"/> Conditions of preliminary approval

If proposal is made by applicant or agent directly to the Bucks County Planning Commission (BCPC), the following certification is required to assure that all plans submitted to the BCPC are also submitted to the municipal government for review.

I hereby certify that this plan has been submitted for review to the Township/Borough of \_\_\_\_\_ and that, if the plan is withdrawn from consideration by the municipality, it will also be withdrawn from the BCPC review process via written notification.

Members of the BCPC and staff are authorized to enter land for site inspection if necessary.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

BCPC USE ONLY	
BCPC File No.	_____
Date Received	_____
Review Date	_____
Fee Paid	_____

## BUCKS COUNTY PLANNING COMMISSION FEE SCHEDULE FOR REVIEWS

The following fees will be charged by the Bucks County Planning Commission for subdivision and land development reviews as authorized by Act 194 amending Act 247, the Pennsylvania Municipalities Planning Code. These fees are effective January 1, 2004. Plans will not be accepted for review without the appropriate fee and completed application form. If you need assistance in calculating application fee(s), please call us at 215-345-3400.

### Residential subdivisions, land developments, and conversions (Including Tentative Planned Residential Development Plans)

					Base Fee	+		
-	2	lots or units	=		\$150			
3	-	10	lots or units	=	\$100	+	\$60	for each lot/unit over 2
11	-	25	lots or units	=	\$600	+	\$40	for each lot/unit over 10
26	-	50	lots or units	=	\$1,200	+	\$35	for each lot/unit over 25
51	-	100	lots or units	=	\$1,800	+	\$15	for each lot/unit over 50
101	+		lots or units	=	\$2,400	+	\$10	for each lot/unit over 100

### Nonresidential land developments

					Base Fee	+		
0	-	5,000	sq. ft.	=	\$300	+	\$40	for every 1,000 gross sq. ft. of floor area
5,001	+		sq. ft.	=	(no base fee)		\$0.10	per square foot not to exceed \$4,500

### Nonresidential subdivisions

-	2	lots or units	=	\$200	
3	-	10	lots or units	=	\$100 per lot
11	+		lots or units	=	\$95 per lot

**Curative Amendments** (not municipal curative amendments) \$1,500

**Private Petitions for Zoning Change** (not municipal petition) \$1,000

For the purposes of this Fee Schedule the definitions in Article II of the Pennsylvania Municipalities Planning Code of subdivision and land development shall be used.

There is **no fee** for review of a sketch plan or final plan (unless otherwise noted below) submission.

All fee charges are intended to cover the entire review process from preliminary to final stages **except** as follows:

- 1) **Each resubmission of a preliminary or final plan with minor revisions** shall be subject to an additional fee not to exceed the required fee listed in the tables above or \$200.00, whichever is less. A subdivision which proposes no more than two lots may be resubmitted with minor revisions one time without a charge for the review.
- 2) **Each resubmission of a preliminary or final plan involving a major revision or change in program** from the original submission shall be required to pay an additional fee as required in the tables above. A major revision or change in program may include but is not limited to a change in use, dwelling type, density, lot layout, or street layout.
- 3) **Each plan submitted for review two years after the first submission** shall be subject to an additional fee not to exceed the required fee listed in the tables above or \$150.00, whichever is less, if the plan contains only minor revisions. If there are major revisions to the plan, the submission will require a fee in accordance with the fee schedule above.
- 4) **Proposals submitted which contain a mix of uses** will be subject to the appropriate fee for each use.

**MEETINGS WITH THE STAFF** of the Bucks County Planning Commission to discuss applications either prior to or during the formal development application are encouraged and are free of charge. Appointments can be made by contacting 215/345-3400.

**SIGNING OF PLANS FOR RECORDING:** We require one paper copy of a final plan with municipal signatures when mylars/plans are brought in to the Bucks County Planning Commission for signing.

### REQUESTS FOR ADDITIONAL COPIES OF REVIEW

Copies of the Bucks County Planning Commission review of this proposal will be sent to the applicant, municipality, and municipal engineer. If you wish to have copies sent to other persons, please type names and addresses below:

**Engineer/Architect/Surveyor:**

**Other:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bucks Conservation District**  
**924 Town Center**  
**New Britain, PA 18901 – 5182**  
**Phone: (215) 345-7577 Fax: (215) 345-7584**  
**E&S APPLICATION / GENERAL INFORMATION FORM**

This General Information Form must be completed by owner, applicant or agent. Submit along with required plan information and required fee for Erosion & Sediment Pollution review. **THIS GIF FORM MUST BE SUBMITTED WITH ALL RESUBMISSIONS**

**ONLY ONE COMPLETE SET OF FOLDED PLANS ARE NEEDED BY THE DISTRICT.**

Township / Borough \_\_\_\_\_ Project Location \_\_\_\_\_

Project Name \_\_\_\_\_

Tax Parcel No.(s) \_\_\_\_\_

Name of Nearest Stream \_\_\_\_\_

Plan Submitted By: \_\_\_ Engineer \_\_\_ Contractor \_\_\_ Landowner \_\_\_ Township Phone # \_\_\_\_\_

Engineer / Plan Designer \_\_\_\_\_ Phone # \_\_\_\_\_

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

Landowner \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address of Landowner \_\_\_\_\_

*(Engineers, Developers & ALL OTHERS needing a copy of review letter, please put Name & MAILING Address on back, Section "C")*

Proposed Development: \_\_\_ Residential - # of lots **to be disturbed** \_\_\_\_\_ or \_\_\_ IND./ COMM. Acs. To be disturbed \_\_\_\_\_

List other permits being applied for \_\_\_\_\_

Bureau of Dams and Waterways GP's # \_\_\_\_\_

NPDES (application & fee enclosed) – General Permit (\$250) \_\_\_\_\_ Individual Permit (\$500) \_\_\_\_\_

**NPDES Permits are needed only if disturbance is 5 or more acres**

*(INDIVIDUAL Permit needed only if project is on High quality or Exceptional Value Stream and or Tributaries/ Check Chapter 93. WATER QUALITY STANDARDS; PA Code Book, Title 25)*

TOTAL ACREAGE \_\_\_\_\_ TOTAL ACRES TO BE DISTURBED (t.b.d.) \_\_\_\_\_  
( DO NOT USE SQUARE FEET - Square Feet divided by 43,500 Square feet = Total Acres )

DATE OF PLAN (or Date of Last revised Plan): \_\_\_\_\_

\*FEE ENCLOSED \$ \_\_\_\_\_ CHECK # \_\_\_\_\_ New Plan \_\_\_ Resubmission \_\_\_

**\*PLEASE SEE BELOW FOR RESUBMISSION FEE GUIDELINES**

**MEETINGS WITH STAFF**

*Meetings with the staff of the Bucks County Conservation District (BCCD) to discuss application and the Pennsylvania Department of Environmental Protection (Pa. DEP) Rules and Regulations prior to the formal submission of a development application are encouraged and shall be free of charge. Office is open 8-5 daily. PLEASE CALL AHEAD FOR AN APPOINTMENT. The number is (215) 345-7577.*

**(FOR BCD USE ONLY)**

Members of the BCD Board and Staff are authorized to Enter land for site inspection, if necessary.

BCD ENTRY # \_\_\_\_\_

FEE COLLECTED \_\_\_\_\_ CK# \_\_\_\_\_

NPDES # \_\_\_\_\_

NPDES FEE \_\_\_\_\_ CK# \_\_\_\_\_

\_\_\_\_\_  
**PRINT NAME OF LANDOWNER OR ADGENT**

\_\_\_\_\_  
**SIGNATURE OF LANDOWNER OR ADGENT**

**FEE SCHEDULE FOR REVIEWS**

The following fees will be charged by the BCD for Erosion and Sediment Pollution Control Plan reviews. These fees are effective January 1, 1998. Plans CANNOT BE ACCEPTED for review without the appropriate fee and this general information.

Call BCD if you need assistance.

CHECKS FOR E&S REVIEW FEE SHOULD BE MADE OUT TO 'BUCKS CONSERVATION DISTRICT or 'BCD'

Residential Developments			Industrial / Commercial Developments		
1	Lot	\$50.00	0.0 – 0.99	Acres	\$310.00
2 - 3	Lots	\$195.00	1.0 – 2.99	Acres	\$615.00
4 - 10	Lots	\$420.00	3.0 – 4.99	Acres	\$895.00
11 – 25	Lots	\$615.00	5.0 – 9.99	Acres	\$1,120.00
26 – 50	Lots	\$785.00	10.0 – 24.00	Acres	\$1,680.00
51 - 100	Lots	\$1,510.00	25 or Greater	Acres	\$1,680 +
101 - 300	Lots	\$1,850.00	\$25.00 for each acre > 25 acres		
\$10.00 for each additional lot over 300 lots					

**RESUBMISSION GUIDELINES**

Any submission involving a major revision from the previously approved plan shall be required to submit fee from fee tables above. **A MAJOR REVISION OR A CHANGE IN PROGRAM MAY INCLUDE, BUT IS NOT LIMITED TO A CHANGE IN USE, LOT LAYOUT, STREET LAYOUT, GRADING CHANGES, BASIN REVISIONS, ETC.**

A fee of 20% of the original fee will be charged for each revision / resubmission submitted without major changes as described above.

Any resubmission over TWO (2) YEARS old will be subject to additional fees as required in the table above.

Failure to begin earthmoving within (2) years from original submission date will require resubmission and additional fees as in table above.

**GENERAL PERMITS 1,2,3,4,5,7,8,9 & 15 WILL NO LONGER BE SENT TO THE BCD OFFICE THEY MUST BE SUBMITTED TO THE S.E. REGIONAL DEP OFFICE, 6010 LEE PARK, 555 NORTH LANE, CONSHOHOKEN, PA 19428**

Applications for NPDES permits will still be processed by the BCD & require by regulation, a separate check made out to: **BUCKS CONSERVATION DISTRICT / CLEAN WATER FUND or 'BCD / C.W.F.'**

**REQUEST FOR ADDITIONAL COPIES OF REVIEW LETTER**

Copies of the BCD review of this proposal will be sent to the DESIGN ENGINEER, TWP. Or BORO OFFICE where project is located, and the BUCKS COUNTY PLANNING COMMISSION.

**Section C**

**If you wish to have copies sent to others, please indicate by listing names and addresses below.**

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## RESOLUTION NO. 02-13R

**A RESOLUTION ESTABLISHING FILING FEES AND ESCROW AMOUNTS FOR APPLICATIONS INVOLVING SUBDIVISION, LAND DEVELOPMENTS, PETITIONS FOR CHANGE OF ZONING, CURATIVE AMENDMENTS, CONDITIONAL USE ZONING PERMITS, ZONING HEARING BOARD APPEALS, TECHNICAL CODE REVIEW BOARD APPEALS, GOVERNING BODY APPEALS; AND ESTABLISHING CERTAIN ADMINISTRATIVE PROCEDURES AND POLICIES WITH RESPECT TO APPLICATION PROCEDURES, ADMINISTRATIVE FEES, RESOLUTION OF FEE DISPUTES; AND FURTHER ESTABLISHING A SCHEDULE OF MUNICIPAL ENGINEER AND/OR CONSULTANT FEES**

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Supervisors of the Township of Middletown, County of Bucks, Commonwealth of Pennsylvania:

### SECTION 1. ADMINISTRATION.

- A. All applications must be filed with the Licenses and Inspections Department and be stamped with the application date. Any application (other than those pertaining to Subdivisions and Land Developments) that is deemed incomplete by the Licenses and Inspections Department will not be accepted for review by the Township. When an application is rejected, the applicant shall be informed of the specific deficiencies of the application and instructed in fulfilling the application requirements.
- B. A filing fee and escrow deposit are payable at the time of submission of each application, excluding final subdivision and land development plans where fees and escrows were established with the preliminary plan application. Separate checks shall be submitted by the applicant to cover the amounts of the filing fee and escrow deposit. In general, the filing fee will reimburse the Township for indirect and overhead expenses incurred during the review process for a particular application. The escrow deposit will reimburse the reasonable and necessary expenses of postage, advertising, stenographic services, legal and engineering services, traffic design, site design, landscape architecture and other consulting services which the Board of Supervisors and/or Zoning Hearing Board deem necessary for the examination of subdivision, land development, or other applications.
- C. A five percent (5%) administrative fee will be added to all applicable charges invoiced to the escrow account. This fee will be added to the total of each Township invoice and be deducted forthwith from the escrow account.
- D. Applicants will receive periodic statements of the charges and fees deducted from their escrow accounts by the Township.
- E. Upon submission of an application, the applicant will be required to sign an agreement to reimburse the Township for all reasonable and necessary expenses incurred by reason of the application in excess of the sums deposited with the Township. In the event that the escrow amount falls below fifty percent (50%) of the original escrow deposit, and it seems likely that costs will run in excess of the unused portion, the Township reserves the right to require an additional escrow deposit to restore the account to the amount of the original deposit. This additional escrow deposit is subject to the five percent (5%) administrative fee and shall be paid when requested and before further review of the application by the appropriate Township boards and/or commissions.

- F. Upon the recording of a subdivision plan with the Recorder of Deeds, or upon final action by the Board of Supervisors or Zoning Hearing Board, or upon withdrawal of an application by the applicant, and after payment of all advertising, engineering, legal and other expenses incurred by the Township, the balance of the escrow amount will be refunded to the applicant. Funds held in the escrow account will not be refunded until all Township invoices and expenses have been paid in full by the applicant.

SECTION 2. SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS, INCLUDING CHANGES IN LOT LINES WHERE NO NEW LOTS ARE CREATED.

- A. Upon submission of a preliminary plan application, or a final plan application where no preliminary plan had been submitted, the applicant shall pay filing fees and deposit escrow amounts in accordance with the schedule established hereinbelow.
- B. In the RA-1, RA-2, RA-3, R-1, R-2, R-3, A-O, MR, RC, MHP and AQC zoning districts, and for all other residential zoning districts or uses, subdivision and/or land development filing fees and escrow amounts shall be established as hereinbelow set forth. Where the number of lots and number of dwelling units are not the same, the filing fee and escrow amount shall be calculated on the basis of the greater number and the applicant shall pay and deposit the greater amount.

Filing Fees

2 lots or dwelling units	\$500.00
3 or more lots or dwelling units	\$500.00 plus \$50.00 per lot or dwelling unit over 2

Escrow Amounts

2 lots or dwelling units	\$500.00
3 to 20 lots or dwelling units	\$1,500.00
21 to 40 lots or dwelling units	\$3,000.00
41 to 60 lots or dwelling units	\$4,000.00
61 to 80 lots or dwelling units	\$6,000.00
81 or more lots or dwelling units	\$7,000.00

- C. In all other zoning districts, subdivision and/or land development filing fees and escrow amounts shall be fixed as follows:

<u>Filing Fees</u>	<u>Escrow Amounts</u>	
\$750.00 plus \$150.00 per tenant/ leasehold or per acre of gross site area, whichever results in the greater fee and escrow amount.	0.0 - 0.5 acres	\$2,000.00
	0.6 - 1.0 acre	\$3,000.00
	1.1 - 2.0 acres	\$4,000.00
	2.1 - 5.0 acres	\$5,000.00
	5.1 - 10 acres	\$7,000.00
	10 acres or more	\$8,000.00

- D. Applicants submitting amended final plan applications or requesting changes to existing lot lines, where no new lots or parcels are created, shall pay the minimum fee and escrow amounts established in Section 2,B or Section 2,C above. The per lot charge shall not apply.

SECTION 3. SCHEDULE OF FEES FOR REVIEW OF APPLICATIONS, REPORTS AND INSPECTION OF IMPROVEMENTS.

- A. The applicant and/or developer shall reimburse the Township from the escrow account for the reasonable and necessary expenses incurred for review of applications, reports, and the inspection of improvements by the Township’s professional consultants and/or engineer. Such reimbursement shall be based upon the schedule established herein. Such expenses shall be reasonable and in accordance with the ordinary and customary fees charged by the Township Engineer or consultant for work performed for similar services in the community, but in no event shall the fees exceed the rate or cost charged by the engineer or consultant to the Township when fees are not reimbursed or otherwise imposed on applicants.
1. In the event the applicant disputes the amount of any such expense in connection with review of applications, reports, and the inspection of improvements, the applicant shall, within fourteen (14) working days of the applicant’s receipt of the bill, notify the Township that such expenses are disputed as unreasonable or unnecessary, in which case the Township shall not delay or disapprove a subdivision or land development application or any approval or permit related to development due to the applicant’s request over disputed engineering or consultant fees. In the event that the Township and the applicant cannot agree on the amount of review/inspection fees which are reasonable and necessary, then the applicant and the Township shall follow the procedure for dispute resolution set forth in Section 510(g) of Pennsylvania Act 170 of 1988, as amended, provided that the professionals resolving such dispute shall be of the same profession or discipline as the consultants whose fees are being disputed.

FEE SCHEDULES

<u>ENGINEERING SERVICES</u>	<u>Hourly Rate</u>
Principal & Registered Professionals	\$83.00
Project Manager, Design Engineer, Assistant Engineer	\$68.00
Computer Technician, Senior Draftsperson Apprentice Engineer	\$62.50
Construction Inspection	\$51.50
Field Survey Crew Rates	
2-person crew	\$115.00
3-person crew	\$140.00
4-person crew	\$151.00
Secretarial and Administrative	\$42.50
Travel Expense	\$0.28/mile
Direct Non-Salary Expenses (outside services)	Invoice + 10%
 <u>WATER &amp; SEWER ENGINEERING SERVICES</u>	
Principal Engineer	\$71.50

Architect	\$66.00
Project Engineer	\$60.50
Engineer	\$55.00
Registered Surveyor	\$49.50
Draftsperson	\$44.00
Inspector	\$38.50
Field Survey Crew	
2-person crew	\$77.00
3-person crew	\$126.50
Township/Borough/Authority Meetings	\$198.00
Secretarial and Administrative	\$27.50
Direct Non-Salary Expenses (outside services)	Invoice + 15%
Travel Expenses	0.28/mile

LEGAL SERVICES

Development Agreement and Improvement Escrow Agreement, Site Development Agreement  
And Site Improvement Escrow Agreement

Fees for the above referenced Agreements are to be based on the "total amount" of either the  
Improvement Escrow Agreement or the Site Improvement Agreement as follows:

<u>Escrow Amount</u>	<u>Fee</u>
\$ 0 - \$ 200,000	\$1,100.00
201,000 - 300,000	2,200.00
301,000 - 400,000	3,300.00
401,000 - 500,000	4,400.00
501,000 - 600,000	5,500.00
601,000 - 700,000	6,600.00
701,000 - 800,000	7,700.00
801,000 - 900,000	8,800.00
901,000 - 1,000,000 or greater	9,900.00
Agreement to Supply Water Services	715.00
Site Agreement to Supply Water Services	715.00
Water Escrow Agreement	550.00
Site Water Escrow Agreement	550.00
Professional Services Agreement	550.00
Change of Zoning Ordinance	550.00
Street Vacation Ordinance	385.00

All other legal services are billed at an hourly rate of \$125.00.

STREET LIGHT ENGINEERING SERVICES

HOURLY RATE

Principal Engineer	\$66.00
Associate Engineer	49.50
Draftsperson	38.50
Secretary	27.50

OTHER PROFESSIONAL CONSULTING AND ENGINEERING SERVICES

Rates for all other professional consulting and engineering services are available upon request from the Township Manager’s Office.

SECTION 4. ZONING HEARING BOARD APPEALS

- A. No application for a hearing before and by the Middletown Township Zoning Hearing Board, hereinafter referred to as “Board”, shall be considered by said Board for hearing, decision or such other disposition as shall come within the purview of the duties of said Board under the ordinances of Middletown Township, the Second Class Township Code, or the Pennsylvania Municipalities Planning Code unless the applicant, at the time of the filing of his/her application, pays to Middletown Township a fee and escrow deposit as prescribed hereinbelow according to the relief sought by the applicant and/or his/her application.
- B. Zoning Hearing Board application fees shall include compensation for the secretary and members of the Board, notice and advertising costs and necessary administrative overhead connected with the hearing. Such fees, however, shall not include legal expenses of the Board, expenses for engineering, architectural or other technical consultants or expert witness costs.
- C. The Zoning Hearing Board or the hearing officer, as the case may be, shall keep a stenographic record of the proceedings. The appearance fee for a stenographer shall be shared equally by the applicant and the Board. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or hearing officer, or shall be paid by the person appealing from the decision of the Board if such appeal is made. In either event, the cost of additional copies shall be paid by the person requesting such copy or copies. In other cases, the party requesting the original transcript shall bear the cost thereof.
- D. The fee schedule for Zoning Hearing Board applications shall be as follows.
  - 1. If the relief sought is a substantive challenge to the validity of any land use ordinance, except those brought before the Board of Supervisors,

the fee shall be	\$3,500.00
the escrow amount shall be	\$2,500.00
  - 2. If the relief sought is a challenge to the validity of a land use ordinance raising procedural questions or alleged defects in the process of enactment or adoption which challenges are raised by an appeal taken within thirty (30) days after the effective date of said ordinance,

the fee shall be	\$2,000.00
the escrow amount shall be	\$1,750.00
  - 3. If the relief sought is for a variance involving an addition to or an accessory building for, an existing single family dwelling (e.g., front, side, or rear yard requirements or building coverage),

the fee shall be	\$130.00
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4. If the relief sought is for a variance to permit the installation of a second dwelling unit, i.e., an apartment, in a single family dwelling, for the use of the grandparents, parents, or children of the owner of the dwelling,  
the fee shall be \$130.00
5. If the relief sought is for a variance regarding the use of an existing single family dwelling,  
the fee shall be \$365.00
6. If the relief sought is for a special exception involving an existing single family dwelling,  
the fee shall be \$300.00
7. If the relief sought is an appeal from a decision or action of the zoning officer or governing body involving an existing single family dwelling,  
the fee shall be \$365.00
8. If the relief sought is for a variance of any type involving a proposed new single family dwelling,  
the fee shall be \$435.00
9. If the relief sought is for a special exception involving a proposed new single family dwelling,  
the fee shall be \$560.00
10. If the relief sought is an appeal from a decision or action of the zoning officer or governing body involving a proposed new single family dwelling,  
the fee shall be \$560.00
11. If the relief sought is for a variance of any type involving a multi-family structure or property, or non-residential structure or property,  
the fee shall be \$680.00
12. If the relief sought is for a special exception involving a multi-family structure or property, or non-residential structure or property,  
the fee shall be \$760.00
13. If the relief sought is an appeal from a decision or action of the zoning officer or governing body involving a multi-family structure or property, or non-residential structure or property,  
the fee shall be \$810.00
14. For all other appeals to the Zoning Hearing Board, including appeals from a determination by the Township Engineer or the Zoning Officer with reference to the administration of a flood plain or flood hazard ordinance or such provisions within a land use ordinance; applications for variances from the terms of the flood hazard ordinance or such provisions within a land use ordinance; applications for special exceptions under the flood plain or flood hazard ordinance or such provisions within a land use ordinance; and appeals from the determination of the Zoning Officer or Township Engineer in the administration of any land use ordinance or provisions thereof with reference to sedimentation and erosion control and stormwater management insofar as the same relate to development not involving Article V (subdivision and land development) of Pennsylvania Act 170 (1988),  
the fee shall be \$570.00

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| 15. | If the relief sought is for a Certificate of Nonconformance,<br>the fee shall be   | \$225.00 |
| 16. | If the relief sought is an appeal from a determination of the Zoning Officer, including,<br>but not limited to, the granting or denial of any permit, or failure to act on the<br>application therefor, or the issuance of a cease and desist order,<br>the fee shall be | \$300.00 |

SECTION 5. APPEALS, PETITIONS, AND HEARINGS BEFORE THE BOARD OF SUPERVISORS

- A. No application for a hearing before and by the Middletown Township Board of Supervisors, hereinafter referred to as “Board”, shall be considered by said Board for hearing, decision, or such other disposition as shall come within the purview of the duties of said Board under the ordinances of Middletown Township, the Second Class Township Code or the Pennsylvania Municipalities Planning Code unless the applicant, at the time of the filing of his application, pays to the Township of Middletown a fee and escrow deposit as prescribed hereinbelow. Fees and charges shall conform to the requirements set forth in Section 4,B & C of this Resolution, where applicable.
1. The filing fee for conditional use applications shall be \$340.00; and the escrow amount, which shall be deposited with the Township, shall be \$1,000.00.
  2. The filing fee for applications for curative amendments to the Zoning Ordinance shall be \$3,500.00; and the escrow amount, which shall be deposited with the Township, shall be \$2,500.00.
  3. The filing fee for all petitions for amendments to land use ordinances, pursuant to the procedures set forth in Section 609 of Pennsylvania Act 170 (1988), shall be \$1,785.00; and the escrow amount, which shall be deposited with the Township, shall be \$1,500.00.
  4. The filing fee for appeals from the determination of the Zoning Officer or the Township Engineer in the administration of any land use ordinance or provisions thereof with reference to sedimentation and erosion control and stormwater management insofar as the same relate to an application for subdivision or land development, shall be \$575.00; and the escrow amount, which shall be deposited with the Township, shall be \$750.00.

SECTION 6. TECHNICAL CODE REVIEW APPEALS BOARD

- A. All applications and appeals involving technical codes shall be accompanied by a filing fee in the amount of \$290.00 and an escrow amount, which shall be paid to the Township upon application, in the amount of \$325.00.

SECTION 7. SWIMMING POOL GRADING PLAN REVIEW

- A. For review of the site grading plan and inspections in connection with the installation of an inground swimming pool, the fee shall be \$175.00.

SECTION 8. NEW CONSTRUCTION/BUILDING GRADING PLAN REVIEW AND INSPECTIONS

- A. For review of the site grading plan for a new building or new construction and inspections of construction work in progress, the escrow deposit amount shall be determined by the building inspector, but shall not exceed \$750.00.

SECTION 9. PETITIONS TO VACATE STREETS AND RIGHTS-OF-WAY

- A. The filing fee for petitions to vacate streets and rights-of-way shall be \$180.00. The amount of \$750.00 shall be deposited with the Township in escrow. The cost of any survey required to prepare legal descriptions shall be paid in full by the applicant.

SECTION 10. FEES FOR PRELIMINARY OPINIONS, PURSUANT TO SECTION 916.2 OF PENNSYLVANIA ACT 170 (1988), AND CERTIFICATIONS BY THE ZONING OFFICER

- A. The fee for obtaining preliminary opinions or certifications from the Zoning Officer shall be \$75.00.

SECTION 11. REPEAL OF CONFLICTING RESOLUTIONS

- A. Any resolution, or part of resolution, conflicting with this Resolution is hereby repealed insofar as the same affects this Resolution.

SECTION 12. SEVERABILITY

- A. The provisions of this Resolution are severable. If any particular fee, section, clause, sentence, part or provision of this resolution shall be held illegal, invalid or unconstitutional by a Court of competent jurisdiction, such decision of the Court shall not affect or impair any of the remaining fee schedules, sections, clauses, sentences, parts or provisions of this Resolution. It is hereby declared to be the intent of the Board of Supervisors that this Resolution would have been adopted if such illegal, invalid, or unconstitutional section, clause, sentence or part of a provision had not been included herein.

SECTION 13. EFFECTIVE DATE

- A. This Resolution shall become effective on May 1, 2002.

RESOLVED AND ENACTED THIS 14<sup>th</sup> day of May, 2002.

***/s/ Mel D. Kardos*** \_\_\_\_\_

Mel D. Kardos, Chairman  
Board of Supervisors  
Township of Middletown

I hereby certify that the foregoing is a true and correct copy of Resolution No. 02-R enacted by the Board of Supervisors of Middletown Township in the County of Bucks on the 14<sup>th</sup> day of May, 2002.

SEAL

***/s/ John Burke*** \_\_\_\_\_

John Burke, Assistant Secretary