



# SKIPPACK TOWNSHIP

www.skippacktownship.org

4089 Heckler Road • P.O. Box 164

Skippack, PA 19474

PHONE: 610-454-0909 • FAX: 610-454-1385

## Subdivision/Land Development Application Submission Checklist

This checklist and the following items MUST be submitted to the township, completed and in their entirety, at the time of submission for the township to accept a subdivision/land development application.

<u>Applicant Initials</u>	<u>Required Item of Submission</u>	<u>Township Initials</u>
_____	Skippack Township Checklist	_____
_____	Skippack Township Application (Signatures Must Be In Ink)	_____
_____	Skippack Township Request for Modification (Signature Must Be In Ink)	_____
_____	Skippack Township Time Waiver Form (Signatures Must Be In Ink)	_____
_____	Skippack Township Fee (Resolution 2005-20) (Payable to Skippack Township)	_____
_____	Montgomery County Planning Commission Municipal Request for Review	_____
_____	Montgomery County Planning Commission Fee (Payable to Montgomery County Treasurer)	_____
_____	Aerial Photograph (Resolution 2000-33) (More Than Four [4] Lots)	_____
_____	Traffic Impact Study (SALDO § 169-16.1.) (More Than Ten [10] Lots)	_____
_____	Title Search (SALDO § 169-16. C. (3)) (Subdivision Only)	_____
_____	Property Notice Posted (Resolution 2000-34)	_____
_____	Sixteen [16] Complete Sets of Plans	_____

Original preliminary and/or original final subdivision and/or land development applications submitted by 4:00pm on the last business day of the month will be reviewed by the Skippack Township Planning Commission at the regular meeting two [2] months following the date of submission.





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## Subdivision/Land Development Application

Fees and plans showing all public improvements are submitted with this application. Any additional plan information required by the Township Engineer will be submitted to the Township Secretary for distribution. The undersigned applicant agrees to comply with all the requirements of the Skippack Township Subdivision and Land Development Ordinance, as amended, and agrees to obtain all necessary permits in connection with the proposed subdivision and/or land development.

Skippack Township employees, or township-authorized agents, are hereby granted permission to enter upon the land, if necessary, for site inspections.

I hereby certify, as the undersigned applicant, that I am familiar with the subdivision and land development submission requirements of the Skippack Township Subdivision and Land Development Ordinance, as amended, and, to the best of my knowledge and belief; this application and submitted plans conform to the submission requirements of § 169-16 and/or § 169-17.

Submission Date: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

=====

I, \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_  
(PRINTED NAME) (TITLE) (ENTITY SUBMITTING PLAN)

(hereinafter Applicant) do hereby swear that I am authorized by the Applicant to affix my signature to this application.

REVISED: MAY 2001



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## Skippack Township Subdivision/Land Development Time Waiver Form

On \_\_\_\_\_, I/We (hereinafter Applicant) submitted to Skippack Township for official  
(DATE)  
filing, the subdivision and/or land development plan titled, \_\_\_\_\_  
(TITLE OF PLAN)  
for approval from Skippack Township.

Applicant recognizes that the Skippack Township staff needs the opportunity to adequately review the original, and any revised, subdivision and/or land development plan. Applicant also recognizes that applicant may need to make revisions to the subdivision and/or land development plan during the review process.

Please be advised, notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code, in recognition of the above, **THIS FORM WILL SERVE AS NOTICE TO SKIPPACK TOWNSHIP THAT THE REQUIREMENT THAT ACTION BE TAKEN ON THIS SUBDIVISION AND/OR LAND DEVELOPMENT PLAN WITHIN NINETY (90) DAYS IS HEREBY WAIVED FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF SIGNATURE OF SAID WAIVER.**

The applicant understands that applicant may **revoke this waiver at any time**, upon written notice provided to Skippack Township via US Postal Service certified mail. Skippack Township shall have forty-five (45) days from the date of receipt of the certified mail revocation notice within which to take appropriate action on this subdivision and/or land development plan.

Further, Skippack Township is in no way obligated to render action on the applicant's subdivision and/or land development plan earlier than ninety (90) days following the date of the next regularly scheduled meeting of the Skippack Township Planning Commission after the date the subdivision and/or land development plan is submitted to Skippack Township.



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## Skippack Township Subdivision/Land Development Time Waiver Form

This waiver is not transferable or assignable by applicant.

This waiver shall apply to any and all preliminary or preliminary/final or final subdivision and/or land development plans submitted by applicant regarding with or in relation to this application for subdivision and/or land development.

Date: \_\_\_\_\_  
(DATE)

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_  
(IF APPLICABLE)

Title: \_\_\_\_\_  
(IF APPLICABLE)

=====

I \_\_\_\_\_, \_\_\_\_\_, of \_\_\_\_\_  
(PRINTED NAME) (TITLE) (ENTITY SUBMITTING PLAN)

(hereinafter Applicant) do hereby swear that I am authorized by the Applicant to affix my signature to this waiver.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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## SKIPPACK TOWNSHIP MONTGOMERY COUNTY, PENNSYLVANIA

### SECTION 8 OF RESOLUTION NO. 2005-20

**BE IT RESOLVED**, that the Board of Supervisors of Skippack Township, Montgomery County, Pennsylvania hereby establishes the following Fee Schedule.

#### **SECTION 8. Subdivision and Land Development.**

- A. Subdivision and/or Land Development Sketch (Tentative) Plan:
1. Escrow to pay costs of engineering, planning and legal reviews only, no township administrative fee. \$ 1,000.00
- B. Subdivision (Original Submission) Preliminary Plan:
1. Two (2) to five (5) lots Escrow\$ 2,000.00
  2. Six (6) to ten (10) lots Escrow\$ 5,000.00
  3. Eleven (11) lots or greater Escrow\$10,000.00
- C. Land Development (Original Submission) Preliminary Plan:
1. Structure of 3,000 square feet or less Escrow\$ 2,000.00
  2. Structure of 15,000 square feet or less Escrow\$ 5,000.00
  3. Structure of 15,001 square feet or greater Escrow\$10,000.00
- D. Escrow accounts for Subsections B and C herein:  
A township administrative fee of twenty (20%) percent shall be charged to the escrow account immediately upon submission. Thereafter, all costs for engineering, planning and legal reviews incurred for the plan will be charged to the escrow account on a monthly basis. Upon the escrow account balance reducing to twenty (20%) percent of the original amount, the applicant shall reimburse the escrow account to the original amount. All reviews shall cease if the escrow account balance reduces to less than twenty (20%) percent of the original amount. Upon withdrawal of the plan by the applicant, or upon final action of the plan by the township all remaining funds in the escrow account shall be refunded to the applicant.

**RESOLVED MARCH 9, 2005**

**SKIPPACK TOWNSHIP BOARD OF SUPERVISORS**

**SIGNED RESOLUTION ON FILE AT THE TOWNSHIP OFFICE**

# Municipal Request for Review

This request must be submitted by the municipality to our office with the appropriate plans/information and fee.

Montgomery County Planning Commission  
 P.O. Box 311, Norristown, PA 19404-0311  
 Phone: 610-278-3722  
 Business Hours: 8:30 AM to 4:15 PM  
 www.planning.montcopa.org



## To Be Completed By Municipality

Date:  Click in box then click down arrow for pop-up calendar

Municipality:  Click down arrow for municipality

Official's Name:

Municipal Official's Signature:  (Only applications with original signature will be accepted)

Position:

MCPC File Number (If Known):

Review Fee

Fee Attached  Fee Under Separate Cover  Fee Not Applicable

## Meeting Dates

Municipal Planning Commission

Click down arrow for pop-up calendar

Date:

Governing Body

Click down arrow for pop-up calendar

Date:

No Meeting Scheduled

## To Be Completed By Applicant

Development Name:

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant Representative:

Business Phone

Business E-mail:

## Zoning:

Proposed District

Existing District

Special Exception Granted  Yes  No

Variance Granted  Yes  No For

## Plan Information:

Tax Parcel Number:

Block and Unit Number:

Total Area:

## Type of Review Requested: (Check All Appropriate Boxes)

- Unofficial Sketch Plan (No Fee)
- Subdivision Plan
- Land Development Plan
- Zoning Ordinance or Map Amendment
- Subdivision Amendment (No Fee)
- Curative Amendment (No Fee)
- Other

## Type of Plan:

Choose Type of Plan

## Type of Submission:

Choose Type of Submission

## Proposed Utilities:

Type		Capacity	
Water	Sewer	Water	Sewer
<input type="text"/> <small>Choose Water Type</small>	<input type="checkbox"/> Public	Available <input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> On-Site: <input type="text"/> <small>Choose On-Site Type</small>	Not Available <input type="checkbox"/>	<input type="checkbox"/>
		Unknown <input type="checkbox"/>	<input type="checkbox"/>

Land Use(s)	Number of New		Senior Housing		Open Space Acres	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family			<input type="checkbox"/>	<input type="checkbox"/>		
Townhouses/Twins			<input type="checkbox"/>	<input type="checkbox"/>		
Apartments			<input type="checkbox"/>	<input type="checkbox"/>		
Commercial						
Industrial						
Office						
Institutional						
Other						

## Additional Information:

Print Form

Reset Form

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.

## Residential Subdivisions or Land Developments

These fees apply to all kinds of residential projects for sale, condominium or rental; any structural type; and either as a subdivision or single-tract land development. No fees are charged for open space lots.

Number of Lots or Dwelling Units <i>(greater number applies)</i>	Base Fee + Fee per Lot or Dwelling Unit
1 – 3*	\$120 (flat fee)
4 – 20	\$145 + \$18 per unit
21 – 100	\$360 + \$17 per unit
101+	\$850 + \$16 per unit

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

## Nonresidential Land Developments and Conversions

These fees apply to all projects or sections of mixed projects, which are for new construction of nonresidential uses of any kind for sale, rental, lease or condominium in any type of building on a single tract of land. Conversions from residential to nonresidential uses shall also use this schedule, whether the building area is new or existing.

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq. Ft. <i>(rounded to nearest whole dollar)</i>
1 – 3,000 Sq. Ft.	\$175 flat fee
3,001 – 25,000 Sq. Ft.	\$415 + \$22 for every 1000 Sq. Ft.
25,001 – 50,000 Sq. Ft.	\$840 + \$18 for every 1000 Sq. Ft.
50,001 – 100,000 Sq. Ft.	\$1240 + \$16 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$2065 + \$12 for every 1000 Sq. Ft.

## Nonresidential Subdivisions

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

Number of Lots	Base Fee + Fee per Lot
1 – 3	\$445 flat fee
4 or more	\$445 + \$70 per lot

## Special Reviews

This fee applies to miscellaneous reviews not included in above categories (conditional uses, nonresidential lot line change.)

Base Fee
\$210 flat fee

## Resubmissions

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 \$110.00 for residential subdivisions/land developments. All resubmissions of 3 lots/units or less no fee required.
- Flat fee of \$165.00 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.