



SKIPPACK TOWNSHIP

www.skippacktownship.org

4089 Heckler Road • P.O. Box 164

Skippack, PA 19474

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

Board Of Supervisors

Franco D' Angelo - *Chairman*

Paul Fox - *Vice Chair*

Jeanene A. Michener

Nicholas Fountain

Tammy Dagoscino

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.

Applicant Initials

Required Item of Submission

Township Initials

Skippack Township Checklist

Skippack Township Application
(Signatures Must Be In Ink)

Skippack Township Request for Modification
(Signatures 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
Act 247 Municipal Request for Review Form

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

Electronic Copy Of All Sets of Plans
(In PDF Format on Flash Drive or CD)

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 the submission.

REVISED: APRIL 2018



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Subdivision/Land Development Application

The applicant, or applicant's authorized agent, for the Township Secretary to accept submission of the application, must complete each Application item and each Application Submission Checklist item.

Application Type: Subdivision _____ Land Development _____
Plan Type: Preliminary _____ Final _____

Name of Subdivision/Land Development: _____

Location of Subdivision/Land Development: _____

Between: _____ And: _____
(ROADWAY NAME) (ROADWAY NAME)

Number of Parcels: _____ Block Number: _____ Unit Number: _____

Main Parcel No: _____ Total Acreage: _____

Number of Lots Proposed: _____ Zoning District: _____

Water Service Proposed: Private _____ Public _____

Sewer Service Proposed: On-Lot _____ Public _____

Applicant Name: _____ Phone: _____

Address: _____

Owner of Record Name: _____

Address: _____

Registered Engineer or Surveyor Name: _____

Firm Name: _____ Phone: _____

Address: _____

REVISED: MAY 2001



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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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William H. Parkins, Jr.

Jeanene A. Friel

Nicholas Fountain

Request for Modification of Subdivision/ Land Development Ordinance Requirements

Pursuant to § 512.1(b) of the Pennsylvania Municipalities Planning Code, all requests for a modification shall be in writing and shall accompany and be a part of the application for development. The request shall state in full the grounds and facts of unreasonableness or hardship on which the request is based, the provision or provisions of the ordinance involved and the minimum modification necessary.

Check the appropriate line:

_____ No modification (or waiver) of the Skippack Township Subdivision and Land Development Ordinance is requested.

_____ I/We hereby request the following modification[s] (or waiver[s]) of the Skippack Township Subdivision and Land Development Ordinance. (The request must identify the applicable Section[s] of the Ordinance, modification[s] requested, and facts of unreasonableness or hardship upon which the request is made. Attach additional sheets if necessary.)

Name of Subdivision/Land Development: _____

Date: _____

Signature of Applicant: _____



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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

Applicant Request for County Review

This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Municipal staff will electronically file the application with the county, and a notice for the prompt payment of any fees will be emailed to the Applicant's Representative.



MONTGOMERY COUNTY PLANNING COMMISSION

MCPC

P.O. Box 311, Norristown, PA 19380-0311
Phone: 610-278-3722
Business Hours: 8:30 A.M. to 4:15 P.M.
www.planning.montcopa.org

Date: _____

Municipality: _____

Proposal Name: _____

Applicant Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Applicant's Representative: _____

Address: _____

City/State/Zip: _____

Business Phone (required): _____

Business Email (required): _____

Type of Review Requested:

(Check All Appropriate Boxes)

- ☐ Land Development Plan
- ☐ Subdivision Plan
- ☐ Residential Lot Line Change
- ☐ Nonresidential Lot Line Change
- ☐ Zoning Ordinance Amendment
- ☐ Zoning Map Amendment
- ☐ Subdivision Ordinance Amendment
- ☐ Curative Amendment
- ☐ Comprehensive / Other Plan
- ☐ Special Review*

*(Not included in any other category - includes parking lot or structures that are not associated with new building square footage)

Type of Plan:

- ☐ Tentative (Sketch)
- ☐ Preliminary / Final

Type of Submission:

- ☐ New Proposal
- ☐ Resubmission*

* A proposal is NOT a resubmission if A) The proposed land use changes, or B) The amount of residential units or square footage proposed changes more than 40%, or C) The previous submission was over 5 years ago.

Zoning:

Existing District: _____

Special Exception Granted ☐ Yes ☐ No

Variance Granted ☐ Yes ☐ No For _____

Plan Information:

Tax Parcel Number(s) _____

Location (address or frontage) _____

Nearest Cross Street _____

Total Tract Area _____

Total Tract Area Impacted By Development _____

(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)

Land Use(s)	Number of New		Senior Housing		Open Space Acres ^a	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

^aOnly indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.

Additional Information: _____

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Review Guidelines

For reviews in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as amended

Effective May 1, 2018

Required Fees and Time Limits

To determine the applicable fee and review time limit for MCPC reviews, reference the appropriate section of the Pennsylvania Municipalities Planning Code as follows:

	Act 247 Section	Fee	Time Limit (days)
301.3	Comprehensive Plan Amendments	No	45
304	Public Facilities	No	45
305	Public School Facilities	No	45
408	Official Map	No	45
502	Subdivision and Land Developments	Yes	30
505	Subdivision & Land Development Ordinance Amendments	Yes*	30
609	Zoning Ordinance or Map Amendments	Yes*	30
609.1	Curative Amendments	Yes*	30

**** Fees will be charged for private petitions (developer/landowner) for zoning ordinance/map amendments, SALDO amendments and curative amendments. (See fee schedule)***

- A time limit may be extended if requested by the applicant or by the municipality. If a municipality requests a time extension, it must be in concurrence with the applicant.
- Whenever applications require more than one type of review or otherwise fall under more than one section of the Pennsylvania Municipalities Planning Code, the Montgomery County Planning Commission will attempt to complete all reviews within the shortest official time limit. However, MCPC reserves the right to use the maximum permitted time limit if needed.

Application Procedure

1. The applicant submits the plans and a completed Applicant Request for County Review form to the local municipality.
2. The municipality will submit the application to the county via an online 247 Submission Portal. After the county receives and verifies the submission for accuracy, the county will forward a summary of the application and a request for payment to the applicant's representative.
3. The applicant may pay any county fees online via a credit card or electronic check, or they may choose to send a check or money order to the county made payable to the MONTGOMERY COUNTY TREASURER. More specific instructions for both options will be sent with the application summary.

4. The review time limit is intended to begin when MCPC receives the application from the municipality provided applicable fees and any necessary information are promptly returned. Should payment or requested information go unresolved, the county may suspend or postpone the review time limit.
 5. In the event of a returned check, the MCPC review and its corresponding time limit will stop as of the date we receive notification. MCPC will notify the applicant and municipality. The review process will restart on the date MCPC receives the required fee.
-

Fee Information

Resubmissions

The fee schedule and time limits will apply regardless of whether the submitted application is for the review of a tentative sketch, preliminary plan, or final plan. Once the initial fee has been received, MCPC charges a fee for the resubmission of subdivisions and land developments that are essentially the same as the former submission. A flat fee of \$125 is required for all residential subdivisions/land developments. No fee is required for residential subdivisions/land developments of 3 lots/units or less. A flat fee of \$190 is required for the resubmission all non-residential subdivisions/land developments. No fee is required for non-residential subdivisions/land developments of 3 lots or 3,000 square feet or less respectively. A subsequent plan is NOT a resubmission and requires full fee payment if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

Waiver of Fees

Fees are waived for an application 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 except for volunteer fire companies and ambulance squads.

Refunds

If MCPC fails to complete its review within the required time limits, the fee will be returned to the applicant upon request, except in those instances involving an incorrect fee or incomplete application or when MCPC has been granted a time extension for the review.

Informal Reviews and Special Circumstances

Meetings with MCPC to discuss applications, either prior to or during the formal review process, are encouraged and free of charge. If the applicant requests the meeting, the local municipality will also be invited. Meetings and informal reviews do not replace the official formal review by MCPC. In addition, if a municipality requests any meetings, court appearances, redesigns, or other special events that are related to the MCPC review, no extra fees will be charged. Similar requests by developers will be charged appropriately in accordance with fees for staff services.

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 fee will be charged.
- No fee is required for Sketch Plans.

Residential Subdivisions and/ 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 (greater number applies)	Base Fee + Fee per Lot or Dwelling Unit
1 – 3*	\$150 (flat fee)
4 – 20	\$180 + \$23 per unit
21 – 100	\$450 + \$21 per unit
101+	\$1,060 + \$20 per unit

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. (rounded to nearest whole dollar)
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.

Nonresidential Subdivisions

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

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

Other Reviews

- Residential Lot Line Change = \$65
- Nonresidential Lot Line Change = \$260
- Conditional Use = \$260
- Miscellaneous reviews (including parking lots or structures not associated with new building square footage) = \$260
- Curative Amendments (not municipal curative amendments) = \$1,500
- Private Petitions for Zoning or SALDO Change (not municipal petition) = \$1,000

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. A subsequent plan is NOT a resubmission if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

- 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 lot subdivisions or 3,000 square feet development or less no fee required.
- No fee for private Zoning or SALDO resubmissions.