

UPPER SOUTHAMPTON TOWNSHIP

SUBDIVISION AND LAND DEVELOPMENT

INSTRUCTION SHEET FOR THE TYPE OF APPLICATION DESIRED

1. Check the block marked "Minor Subdivision" if you are subdividing one (1) lot into two (2) lots for the purpose of building or transfer of ownership (now or in the future) and both lots have road frontage and the subdivision does not create or change streets, does not create the need for an easement of access or the need for required public improvements. Filing is done in accordance with the Upper Southampton Township Subdivision and Land Development Regulation.

2. All other types of Land Development or Subdivision have three stages of plan review: Sketch, Preliminary and Final.

A. Sketch Plan – Filing Fee Required. (10 copies of plans)

Check this block if you wish to have an informal review before the Upper Southampton Township Planning Commission in order to get informal opinions/recommendations regarding it's feasibility. Filing is informal opinions/recommendations regarding its feasibility. Filing is done in accordance with the Upper Southampton Township Subdivision and Land Development Regulations.

B. Preliminary Plan – Filing Fee, Escrow and Professional Service Agreement required. (18 sets of Plans)

Check this block if you have had a full site plan prepared by an Engineer or Architect in the accordance with all plan requirements as outlined in the Upper Southampton Township Subdivision and Land Development Regulations.

C. Final Plan – Filing Fee, Escrow and Professional Service Agreement Required. (18 sets of plans)

Check this block if you have received Preliminary approval from Upper Southampton Township Board of Supervisors and Preliminary plans have been revised to comply with all reports of Commissions/agencies and filed in accordance with the Upper Southampton Township Subdivision and Land Development Regulations, or skip the preliminary plan and file for final (this is not recommended) approval if you believe all possible contingencies and concerns have been addressed on the plan.

UPPER SOUTHAMPTON TOWNSHIP

**APPLICATION FOR
SUBDIVISION AND LAND DEVELOPMENT AND/OR STORMWATER**

Date of Application: _____ Fee Paid: _____ Escrow: _____

Application for: Tentative Sketch Plan _____
Preliminary Plan _____
Final Plan _____
Minor Subdivision Plan _____
Stormwater Plan _____
Site Plan _____

1. Name of Owner of Record of Land: _____

Address: _____

Home Tel No: _____ Office No: _____

Mobile No: _____ E-mail Address: _____

2. Name of Applicant, if different than Owner and nature of Applicant's interest in the land:

Address: _____

Home Tel No: _____ Office No: _____

Mobile No: _____ E-mail Address: _____

3. Name of Attorney: _____

Address: _____

Home Tel No: _____ Office No: _____

Mobile No: _____ E-mail Address: _____

4. Name of Registered Engineer or Surveyor: _____

Address: _____

Home Tel No: _____ Office No: _____

Mobile No: _____ E-mail Address: _____

5. Name of Subdivision or Development: _____

6. Where deed is recorded: Book No. _____ Page No. _____

7. Number of lots or units: _____

8. Tax Parcel Number: _____

9. Area to be developed or subdivided: _____
Gross: _____ Net: _____

10. Copy of all restrictions, covenants, etc., if any, under which lots are to be sold:

Attached: _____ None: _____

11. Improvements to be made by applicant to subject land:

	<u>YES</u>	<u>NO</u>
i) Curbs.....	_____	_____
ii) Sidewalks.....	_____	_____
iii) Widening of Existing Streets.....	_____	_____
iv) Park Land.....	_____	_____
v) Street Lighting.....	_____	_____
vi) Storm Drainage.....	_____	_____
vii) Water Supply & Fire Hydrants.....	_____	_____
viii) Sewage Disposal.....	_____	_____
ix) Monument.....	_____	_____
x) Recreation Area.....	_____	_____
xi) Others (Specified).....	_____	_____

12. A copy of the description of the land as set forth in deed shall be attached.

Signature of Owner or Applicant _____ Date: _____



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
(check one) Community On-site
 Individual On-lot

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

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"/> Sketch Plan <i>or</i>	<input type="checkbox"/> One copy of plan
<input type="checkbox"/> Revised Sketch Plan	
.....	
<input type="checkbox"/> Preliminary Plan <i>or</i>	<input type="checkbox"/> One copy of preliminary plan/revised preliminary plan
<input type="checkbox"/> Revised Preliminary Plan	<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"/> Final Plan <i>or</i>	<input type="checkbox"/> One copy of final plan/revised final plan
<input type="checkbox"/> Revised Final Plan	<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:

Effective Date: January 1, 2016



BUCKS COUNTY CONSERVATION DISTRICT

1456 FERRY ROAD, SUITE 704
DOYLESTOWN, PA 18901-5550
P (215)345-7577 F (215)345-7584

In Pursuit of Environmental Excellence

E&S APPLICATION / GENERAL INFORMATION FORM

This form must be completed and submitted along with the required plans and fees for **both** first time E&S reviews and resubmissions. Please see page 2 for instructions regarding the number of copies required for various submissions.

PLEASE SUBMIT ONLY FOLDED PLANS TO THE DISTRICT. ROLLED PLANS WILL NOT BE ACCEPTED.

Township/Borough _____ Project Street Location _____

Project Name _____

Tax Parcel No. (s) _____

Name of Nearest Stream _____ Stream Classification _____

Submitted By: Engineering Firm/Plan Designer Contractor Landowner Twp.

Sealed Engineer Name: _____ Engineering Contact: _____

Name of Engineering/Designing Firm _____ Phone#: _____ Ext. _____

Mailing Address _____ Fax#: _____

_____ E-mail: _____

Landowner Name(s) _____ Landowner Phone# _____

Landowner Mailing Address _____

*TOTAL ACREAGE _____ *ACRES TO BE DISTURBED _____ #Lots _____ #Units _____

***Do not use square feet. Square feet divided by 43,560 = Total Acres**

Plan Date **OR** Most Recent Revision Date: _____ This is a: **NEW PLAN** **RESUBMISSION**
OR an ADMINISTRATIVE INCOMPLETE INFO ONLY (\$250.00 RE-FILING FEE)

INCLUDED WITH SUBMISSION ARE: PLANS/NARRATIVES FEE(S) NPDES APPLICATION*

* PROJECTS WITH EARTH DISTURBANCES OF ONE (1) ACRE OR MORE MUST BE ACCOMPANIED WITH BOTH AN E&S APPLICATION AND AN NPDES (NOI) APPLICATION

FEE SCHEDULE FOR E&S REVIEWS (BASED ON DISTURBED ACRES ONLY)

SINGLE FAMILY HOME (1 RESIDENCE) WITH UNDER 1 ACRE OF DISTURBANCE = \$150.00

ALL OTHER EARTH DISTURBANCE

**** PLEASE READ PAGE 2 UNDER "EXEMPTIONS AND EXCEPTIONS" ****

- .02296 to 0.99 acres = \$ 610.00
- 1.0 to 1.99 acres = \$1,235.00
- 2.0 to 4.99 acres = \$1,850.00
- 5.0 to 9.99 acres = \$2,475.00
- 10.0 to 24.99 acres = \$3,600.00

25+ acres = \$3,600.00 +
Additional \$75.00 per acre for each acre over 25
(Fractions of an acre are rounded up to the next whole acre.)

TIMBER HARVEST (DISTURBED ACRES ONLY)

- 0.0-24.99 ACRES = \$65.00
- 25.0+ ACRES = \$100.00 + ESC PERMIT

SMALL POND WORK

E&S FEE = \$65.00
PLEASE NOTE: PROJECTS MAY REQUIRE AN NPDES PERMIT. PLEASE SEE REVERSE SIDE UNDER "NPDES INFORMATION".

BCCD USE ONLY BEYOND THIS POINT

ENTRY # _____

DATE SENT BACK _____

E&S FEE REC'D \$ _____ CHECK# _____

DEP CWF FEE \$ _____ CHECK# _____

EXPEDITED FEES \$ _____ CHECK# _____

P&H FEE \$ _____ CHECK# _____

NPDES FEE \$ _____ CHECK# _____

NPDES # ASSIGNED _____

12/23/2015

PLEASE READ ALL INSTRUCTIONS ON PAGE 2 OF APPLICATION

GENERAL INFORMATION:

E&S reviews are processed in the order they are received. The District is required to complete its review within 30 days. Projects requiring NPDES Applications (NOI) will be reviewed for Administrative and Technical completeness within 15 Business days of receipt. If the NOI is considered to be Administratively and Technically Complete, the E&S review will follow within 22 Business days. Re-submittals will be processed within 17 business days of receipt.

The BCCD Office Does **NOT** process Chapter 105 General Permits 1 – 9 & 15. They must be submitted to the S.E. Regional DEP Office, 2 East Main Street, Norristown, PA 19401. 484-250-5900. Please refer to the DEP website (www.dep.state.pa.us) for any further information.

If a meeting with the BCCD is needed, PLEASE CALL AHEAD TO SCHEDULE AN APPOINTMENT.

E&S Review letters are sent to the Landowner, appropriate Municipal government, Bucks County Planning Commission, and Engineer / Plan Designer.

PLEASE NOTE: If copies of review letters are needed by any other entities please attach names and addresses.

E&S FEE INFORMATION:

BCCD DOES NOT ACCEPT CASH OR CREDIT CARDS.

E&S FEE EXEMPTIONS AND EXCEPTIONS:

County agencies, volunteer fire stations, volunteer ambulance services, conservation co-operator farms, & plans with lot subdivision only and no earth moving involved are exempt from fees. Municipalities and Public Schools please submit One half (1/2) of the fee listed under "ALL OTHER EARTH DISTURBANCE" fee schedule.

FEEES ARE REQUIRED FOR ALL OTHER SUBMISSIONS.
THERE ARE NO EXEMPTIONS FROM EXPEDITED REVIEW FEES.

E&S submissions and resubmissions require one (1) plan set, one (1) General Information Form, and appropriate fee. MAKE CHECKS PAYABLE TO "BUCKS COUNTY CONSERVATION DISTRICT" OR "BCCD".

Withdrawal of a submission prior to a response from the BCCD is subject to a fee of either fifteen percent (15%) of the original fee or \$150.00, whichever is less. Plans withdrawn for any reason will require a full fee when resubmitted.

NPDES INFORMATION:

A separate federally mandated NPDES General Permit is needed if proposed earth disturbance is one (1) acre or greater. The fee for this permit is \$500.00, payable to "BCCD-CWF"

An NPDES Individual Permit is needed if the project is one (1) acre or greater and located in High Quality (HQ) or Exceptional Value (EV) Watershed. Please refer to Chapter 93, Water Quality Standards, Title 25 of PA CODE. The fee for this permit is \$1500.00, payable to "BCCD-CWF".

With every NPDES Submission, please include 3 copies of plans and narratives for review, and a check for \$100.00 per disturbed acre, (rounded to the nearest whole acre) made payable to the "PA-CWF". DISTURBED ACRE FEES ARE COLLECTED BY THE BCCD AND DELIVERED TO THE PA DEP WEEKLY.

BCCD requires a \$250.00 Re-filing fee for NPDES applications found to be incomplete on the first submission. Required information must be submitted to BCCD within 60 days of notice or the application and all associated plan sets will be considered withdrawn.

ALL APPLICATIONS FOR NPDES PERMITS ARE PROCESSED BY BCCD OFFICE. PLEASE INCLUDE THEM WITH THE E&S SUBMISSION IN THEIR ENTIRETY.

FOR E&S FORM, NPDES FORMS, AND POLICIES PLEASE VISIT www.buckscdd.org OR www.dep.state.pa.us

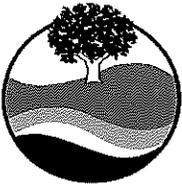
RESUBMISSION GUIDELINES:

Any submission involving a Major Revision from a previously reviewed plan shall be required to submit the FULL E&S Fee. A MAJOR change or revision on a plan may include, but is not limited to: a change in use, lot layout, street layout, grading changes, or basin revisions. If you have any questions, please call the BCCD office.

A Fee of 50% of the CURRENT FEE or \$1000.00 whichever is less, will be charged for each resubmission without major changes.

New revision dates noted on the plans require a resubmission to BCCD, including an application and resubmission fee. A new review letter is required with corresponding plan dates.

Failure to begin earth moving within 2 years from date of BCCD's Adequate E&S Review Letter will require a resubmission and will be subject to a full E&S fee.



BUCKS COUNTY CONSERVATION DISTRICT

1456 FERRY ROAD, SUITE 704
DOYLESTOWN, PA 18901-5550

In Pursuit of Environmental Excellence

Expedited Plan Review Policy

In an effort to improve service to the public, the District Board of Directors has established an Expedited Plan Review Process which allows an applicant with extenuating circumstances to request a more expedient Erosion and Sediment Control Plan review. At the discretion of the District Manager, an Erosion and Sediment Control Plan can be submitted for expedited review. Applicants should make every effort to ensure that their submissions are both administratively and technically complete before applying for an expedited review.

The following policies shall apply regarding expedited plan reviews;

- 1) The Bucks County Conservation District is unable to expedite NPDES permit applications.
- 2) Applications for expedited review are subject to the approval of the District Manager in the form of a signed application form. It is the sole discretion of the District Manager to approve or deny an Expedited Review Application. Acceptance into the procedure will be subject to staff availability.
- 3) No agency or individual is exempt from the expedited review fee. An agency or individual who is exempt from the normal E&S application fee is still responsible for a full expedited review fee.
- 4) Applications must be accompanied by a fee of two (2) times the normal amount. The applicant must submit two (2) separate checks at the time of submission: one for the current standard fee, and one for twice the current fee. Each check should be made payable to the Bucks County Conservation District, or BCCD.
- 5) Expedited Review Applications should be submitted in conjunction with plan submittals. Once a review has been submitted to this office, it may not be switched to an expedited review until it is returned to the District for a subsequent review.
 - a) A plan that has been found inadequate under the standard review, and is being resubmitted with an expedited request will be required to pay 50% of the current fee, and two times the current fee, in two separate checks made payable to BCCD. (see #4)
- 6) Applicants will receive a faxed or emailed review letter of either adequacy or inadequacy from the BCCD within 5 business days of their submission.
- 7) If the plan is found to be inadequate, the applicant will have an additional 10 days to correct and resubmit for a second review period of 5 days.
 - a) Resubmission of an expedited plan review must include a copy of the original review letter, a memo detailing revisions and a plan with revisions highlighted.
 - b) If the plan is revised and resubmitted within 10 days of the date of the review letter, there is no additional fee for a second expedited review; however, any subsequent resubmissions will include fees of 50% of the current fee and 50% of the expedited fee.
- 8) The Bucks County Conservation District reserves the right to suspend the expedited plan review program at any time and without notice.



BUCKS COUNTY CONSERVATION DISTRICT

1456 FERRY ROAD, SUITE 704
DOYLESTOWN, PA 18901-5550

In Pursuit of Environmental Excellence

Expedited Review Application

An Expedited Review application cannot be considered unless it is signed and fully completed. It must be submitted with a completed regular E&S application. The District will respond within five business days of the receipt of this application.

Project Name _____ Tax Parcel Number _____

Total Acres of Property _____ Number of acres to be disturbed _____

Property Owner(s) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone # _____ Fax#/Email Address _____

Applicant (if not Property Owner) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone # _____ Fax #/Email Address _____

Plan Designer/Engineer _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone # _____ Fax #/Email Address _____

Reason for expedited review. Please include a brief (1 sentence or less) description of project:

Applicant Signature _____ Date _____

For Bucks County Conservation District Use Only

_____ The project has been approved for expedited review. The fee for this review is three times the normal review fee. Two (2) checks payable to the Bucks County Conservation District, the plans, and this application must be submitted simultaneously.

District Manager Signature

_____ The project has been denied for expedited review.