



## Borough of Doylestown Building and Zoning Department

10 Doyle Street, Doylestown, PA 18901

215.345.4140

# SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION PACKAGE

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## GENERAL PROCEDURES/ INSTRUCTIONS

### Introduction

The Borough of Doylestown defines Subdivision and Land Developments in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as follows:

**Subdivision:** The division or redivision of a lot, tract or parcel of land by any means into two or more lots, tracts, parcels or other divisions of land including changes in existing lot lines for the purpose, whether immediate or future, of lease, transfer of ownership or building or lot development: provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than ten acres dwellings shall be exempted.

(As amended 1982 P.L. 628, No. 177)

**Land Development:** The improvement of one lot or two or more contiguous lots, tracts, or parcels of land for any purpose involving:

1. a group of two or more residential or nonresidential buildings, whether proposed initially or cumulatively, or single nonresidential building on a lot or lots regardless of the number of occupants or tenure; or
2. the division or allocation of land or space whether initially or cumulatively, between or among two or more existing or prospective occupants by means of or for the purpose of streets, common areas, leaseholds, condominiums, building groups, or other features. (As amended 1988, P.O. No. 177)

If your project falls into one or both of the above definitions, then you are required to obtain plan approvals from Council on the proposal.

### PRELIMINARY PLANS

Preliminary subdivision and/or land development plans are required for any land development project, or a subdivision involving the creation of 3 or more lots (Major Subdivision.) The purpose of preliminary plan review is to require formal conditional approval in order to minimize changes and revisions before final plans are submitted. A preliminary plan is not required for minor subdivisions. Preliminary plans shall in all respects conform to the provisions outlined in the Subdivision Development Checklist of the Borough of Doylestown unless specifically waived by Borough Council.

### FINAL PLANS

Final Plans are required for any land development project or subdivision. In the case of a Minor Subdivision, the Final Plan is the one required.

The purpose of the Final Plan is to require formal approval before plans are recorded.

All Final Plans are to be submitted conforming to the changes recommended during the Preliminary Plan Review. Final Plans shall in all respects conform to the provisions outlined in the Subdivision and Land Development Regulations and Subdivision and Land Development Checklist of the Borough of Doylestown unless specifically waived by Borough Council.

## **Plan Submission Requirements**

This package contains all necessary applications for preliminary or final subdivision or land development plan submission.

In order for an application to be complete for initial review by the Zoning Officer it should contain the following:

1. Twenty-four (24) copies of the Doylestown Borough Application for Subdivision and/or Land Development and for specified fee(s).
2. Completed Subdivision and Land Development Checklist.
3. Bucks County Planning Commission application for Subdivision and/or Land Development and specified fee(s).
4. Bucks County Conservation District application for Subdivision and/or Land Development application and specified fee(s).
5. Bucks County Water and Sewer Authority Subdivision and Land Developer Request for Water and Sewer Service (“Will Serve”) Letter
6. Pennsylvania Department of Environmental Protection Sewage Facilities Planning Module or exemption.
7. Appropriate Doylestown Borough fees in accordance with the enclosed Borough fee schedule made payable to each reviewing agency (Escrow fees for the Borough should be paid separately from the application fee.)
8. Twenty-four (24) copies of the plan.
9. Electronic file of plan (all pages) in pdf format on CD.

All plans must be prepared by engineer or a registered surveyor or engineer and should contain all the necessary items required by required by the Subdivision and Land Development Ordinance and Subdivision and Land Development Checklist.

It is strongly suggested that if your consultant is not familiar with Doylestown Borough Ordinance requirements, that a copy of the regulations be purchased prior to plan preparation.

It is also suggested that the applicant schedule informal review or discussion of the project with the Zoning of Officer before plans are prepared.

## **Project Review Time Tables**

This packet contains the timetable and submission deadlines for review and submission deadlines for review and approval of Subdivision and/or Land Development applications.

In order to provide adequate time for Borough Staff, and other reviewing agencies to complete a plan review this timetable cannot be changed

Applicants should anticipate an average of sixty (60) to seventy-five (75) days for each preliminary and final plan review.

## **Plan Reviews**

An initial review of each Subdivision and/or Land Development plan will be conducted by the Zoning Officer using the checklist to determine if the plans meet the minimum ordinance requirements. If this review determines that the plans are deficient they will be returned to the applicant for revision as noted.

Once the plans are checked for completeness and accepted by the Zoning Officer they will be so marked and the review process will begin.

Plans are initially distributed to the Borough Engineer and other reviewing agencies who submit detailed reports on compliance with Borough Ordinances and other regulations.

When the reports are completed the plans and comments are forwarded to the Borough Planning Commission for review. The Commission will not review any plan applications that do not contain reports from the Borough Engineer and other reviewing agencies.

All applicants must attend the Doylestown Borough Planning Commission meetings when their plans are reviewed. It is suggested that the consulting engineer or surveyor also attend these meetings in order to respond to detailed engineering and related questions.

Once the Planning Commission is satisfied with the plans as presented or modified, it will recommend that Borough Council approve the plans. Often these approvals contain certain conditions that the applicant must meet.

In a public hearing Borough Council will then act on the recommendations of the Planning Commission.

The above procedure is followed for both Preliminary and Final Plan reviews and the length of time necessary for each review stage should be anticipated by the applicant.

Questions or comments regarding Subdivision and Land Development review procedures should be directed to the Zoning Officer.

**APPLICATION FOR SUBDIVISION/ LAND DEVELOPMENT**

Date of Application: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Application for:            Tentative Sketch Review\_\_ \_\_\_\_\_  
   Preliminary Review·        \_\_\_\_\_  
   Final Review                    \_\_\_\_\_  
   Site Development Review·   \_\_\_\_\_

1. Name/address of owner of record of land:

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

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

2. Name/address of applicant, if different than owner, and nature of applicant's interest in the land:

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

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

3. Name/address of attorney or agent (if any) :

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

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

4. Name/address of Registered Engineer or Surveyor:

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

Telephone Number: \_\_\_\_\_ email: \_\_\_\_\_

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.

	YES	NO
a. Curbs		
b. Sidewalks		
c. Widening of the Existing Streets		
d. Park Land		
e. Street Lighting		
f. Storm Drainage		
g. Water Supply and Fire Hydrants		
h. Sewage Disposal		
i. Monument		
j. Recreational Areas		
k. Others (specify)		

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

13. Signature of Owner or Applicant: \_\_\_\_\_

**APPLICATION FOR SUBDIVISION/LAND DEVELOPMENT  
ORDINANCE SECTION WAIVER**

In accordance with Act 170 (Revised Municipal Planning Code), an applicant for Subdivision/Land Development must state all requested waivers from the Subdivision/Land Development Ordinance at the time of application.

Therefore, space has been provided below for the list of requested waivers from the Doylestown Borough Subdivision/Land Development Ordinance. This completed form must be turned in at the time an applicant submits their complete application or the waivers will not be considered during the review/approval process.

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

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ request the following waivers:

Ordinance Section	Reason for Request
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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**Applicant Signature**

**This sheet must be completed, signed, and submitted with the Subdivision/Land Development application for waiver application to be accepted.**

**CHECKLIST FOR SUBDIVISION AND LAND DEVELOPMENT PLANS**

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

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

The following check list summarizes the information which must be shown in order that plans comply with Article VIII of Borough Subdivision and Land Development Regulations. This list is not necessarily complete. It is intended primarily for the use of the Planning Commission, but is made available to the applicant for his information and convenience.

(T)-Tentative            (P)-Preliminary            (F)-Final            (MS)-Minor Subdivision  
 (SDP)-Site Development Plan

\* Indicates that the requirement may be waived by the Borough Zoning Officer when it can be demonstrated by the applicant that it is not necessary for reviewing the plan application.

T	P	F	MS	SDP	Information to be shown:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of the subdivision or land development.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of the owner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of the applicant.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name and Address of the engineer, surveyor, or architect.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tract boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North point, date, and scale.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location map for the purpose of locating the site to be subdivided or developed at a scale of not less than eight hundred (800) feet to the inch showing the relation of the tract to adjoining properties and to all streets, roads, tax parcels, municipal boundaries and zoning districts boundaries existing within one thousand (11.000) feet of any part of the property proposed to-be subdivided or developed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing streets on and adjacent to the tract.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Significant topographical and physical features.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed general street layout.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed general lot layout or building layout.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	Contours based on U.S.G.S. topography.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Present zoning classifications; on the subject tract and all adjacent land areas.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>EXISTING FEATURES</b> Complete outline survey of the property to be subdivided or developed, showing all courses, distances, and areas and tie-ins to all adjacent street intersections and a certification as to whether the boundary was established from deeds or a physical field survey.



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T	P	F	MS	SDP	Information to be shown:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	The location, names and widths of streets, the location of adjacent property lines and name of owners, the location of water courses, sanitary sewers, storm drains and similar features within four hundred (400) feet of any part of the land to be subdivided.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all existing monuments noting type and material.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location, size, and ownership of all underground utilities and any rights-of-way or easements within or adjacent to the property.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	Appropriate contours at two (2) to five (5) foot intervals with sufficient details to show the course structure and capacity of all drainage facilities and the method of drainage of the adjacent or contiguous lands. All benchmarks utilized in the contour map shall be referenced with exact elevations above U.S.Coast and Geodetic datum.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	Location, character of existing buildings species and size of large trees standing alone, the outline of all wooded areas, quarries, marshy areas, areas of alluvial soils as delineated in the SGS soil survey for Bucks and Philadelphia Counties areas of seasonal high water tables and permanent high water table and other data which may serve to affect the street or building lay out.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *	Location, character and size of existing lakes, ponds, streams and flood plains as delineated in the HUD Flood Insurance Report for the 100 year Flood or, in areas where there is no HUD Flood delineations, a line delineating the 100 year flood determined by a method approved by the Borough Engineer, and additional Flood data as may be requested.

**PROPOSED LAYOUT**

T	P	F	MS	SDP	Information to be shown:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The layout of streets, including name and width of streets, alleys, and crosswalks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The layout, approximate dimensions of lots and consecutive numbering of lots.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Net and Gross area for each lot.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The arrangement of buildings and parking areas in nonresidential and multifamily developments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicable zoning requirements delineated in a table with proposed zoning requirements.

**INFORMATION TO BE SHOWN ON PROPOSED LAYOUT**

T	P	F	MS	SDP	Information to be shown:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signatures specified seals and acknowledgments as (See Record Plan Requirement.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A reference to any land dedicated for public use, or offered for dedication for parks recreation area, schools, widening of streets or other public uses.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For multifamily developments/ the total area, total dwelling units number of buildings proposed density total parking spaces building coverage and the ratio shall be noted on the plan as specified in the applicable sections the Zoning Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For subdivisions, the total area, number of lots average and minimum lot size, and proposed length of new streets shall be noted in the plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and size of storm drains, sanitary sewers, culverts water courses and all appurtenances thereof, on-site sewage disposed facilities, gas mains, water mains, fire hydrants, street light, planting, special structures, and other underground consults or. Structures and all easements or rights-of-way pertaining thereto.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed grading plan with existing contours delineated with a dashed line and proposed contours. Delineated with a solid line of no less than a two (2) foot contour interval.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A plan for the surface drainage of the tract to be subdivided and all related hydraulic and hydrologic calculations.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An erosion control plan including plans for emergency seeding during construction for review by the Borough Engineer.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan review and letter of approval or Permit by Pennsylvania Department of Transportation
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Highway occupancy Permit for right-of-way encroachments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building setback lines, established by zoning or other ordinances, or deed restrictions with distances from the right-of-way line.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An indication of any lots in which -other than a residential use is intended.

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T	P	F	MS	SDP	Information to be shown:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rights-of-way and/or easements proposed to be created for all drainage purposes utilities or other pertinent reasons.
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Tentative typical cross-sections and center line profiles for each proposed street shown on the preliminary plan. These plans may be submitted as separate sheets (see "Improvements Construction Information" Requirements.)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A plan of proposed planting showing the location of street trees and all general landscape treatments.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A plan of proposed planting for reverse frontage lots and all required buffer strips.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Landscape plant list noting material, quantity and size, and installation details.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where the preliminary plan covers only a part of the owner's entire holding, a sketch shall be submitted of the proposed Development Plan layout for the remainder.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed street, building and parking lot lighting fixture quantity and location.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed street, building and parking lot lighting, fixture details.
	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	The words "Preliminary Plan Not to Be Recorded" shall be shown on the plan.
		<input type="checkbox"/>	<input type="checkbox"/>		For Apartment projects, a model at a scale of 1" = 50', need not be submitted at the time of submission of plan and application but shall be submitted at the time of review by the Borough Planning Commission and the Borough Council.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lot layout, including dimensions and bearings and consecutive numbering of lots.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer and water feasibility report.
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	The proposed names, cartway width, and right-of-way width of all proposed streets.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient data to determine readily the location, the bearing and length of every street, lot, and boundary line.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accurate locations of all monuments, one (1) to be placed at each change in direction of boundary; two (2) to be placed at each street intersection and one (1) on one side of each street at angle points and at the beginning and end of curves. Utility easements shall be monumented at their beginning and at their end and areas to be conveyed for public use shall be fully monumented at their external boundaries.

T	P	F	MS	SDP	Information to be shown:
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location, width, and purpose of all easements or rights-of-way and boundaries by bearings and dimensions.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of dedication to the Borough of land located between the present and future right-of-ways.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of all existing and proposed fire hydrants and utilities.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification of water and sewer facilities from the Borough Water and. Sewer Departments.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All lots shall have a number for each house or lot as assigned by the Borough Manager.

**IMPROVEMENT CONSTRUCTION INFORMATION**

The information shall include all detail determined to be necessary to review all the required improvements set forth in Article IV hereof.

The improvement construction information shall consist of plans, profiles, cross-sections submitted with the final plan and shall be at any of the following scales:

<u>Horizontal</u>	<u>Vertical</u>
50'/inch	5'/inch
100'/inch	10'/inch

**PLANS: (Streets and utilities where applicable).**

T	P	F	MS	SDP	Information to be shown:
		<input type="checkbox"/>		<input type="checkbox"/> *	Center line with bearings, distance, curve data, stations corresponding to the profiles and street names, and pavement widths.
		<input type="checkbox"/>		<input type="checkbox"/> *	Right-of-way . and curb lines with radii intersections.
		<input type="checkbox"/>		<input type="checkbox"/>	Beginning and end of proposed construction.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tie-ins by courses and distances to intersection of all public roads, with their names and widths.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of all monuments existing and proposed with reference to them.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of sidewalks, curbs, and driveway depressions.
		<input type="checkbox"/>		<input type="checkbox"/>	Property lines, and proposed, (addresses) and parcels and right-of-way lines existing lot numbers, street numbers ownership of all lots and parcels.

T	P	F	MS	SDP	Information to be shown:
		<input type="checkbox"/>		<input type="checkbox"/>	Location of water courses, drainage structures, storm pipes, inlets, sanitary sewers and appurtenances, water lines. and appurtenances, all easements and right-of-way noting ownership and width.
		<input type="checkbox"/>		<input type="checkbox"/>	Construction access points noting tire cleaning areas.
		<input type="checkbox"/>		<input type="checkbox"/>	Utility lateral locations. Street lights and street signs.
					<b>PROFILES</b>
		<input type="checkbox"/>		<input type="checkbox"/>	These should be included with each corresponding plan of streets and/or utilities.
		<input type="checkbox"/>		<input type="checkbox"/>	Profile of existing ground surface along center line of street.
		<input type="checkbox"/>		<input type="checkbox"/>	Proposed center line grade with percent on tangents and spot elevations at fifty (50) foot intervals, grade intersection and both ends of curb radii.
		<input type="checkbox"/>		<input type="checkbox"/>	Proposed utilities including all storm water, sanitary sewer and water lines showing pipe sizes, slope, direction of flow, inlets, manholes, valves, and additional information as determined to be necessary by the Borough.
					<b>CROSS SECTIONS:</b>
		<input type="checkbox"/>		<input type="checkbox"/>	All proposed streets delineating the following: Right-of-way width and location and width of paving.
		<input type="checkbox"/>		<input type="checkbox"/>	Type, construction and crown of paving
		<input type="checkbox"/>		<input type="checkbox"/>	Type, size and location of all curbs and sidewalks.
		<input type="checkbox"/>		<input type="checkbox"/>	Grading of Right-of-way and sidewalks.
		<input type="checkbox"/>		<input type="checkbox"/>	Typical location of storm pipes, sanitary, sewer, waterlines and other utilities.
					<b>CONSTRUCTION DETAILS:</b>
		<input type="checkbox"/>		<input type="checkbox"/>	All proposed improvements shall by appropriate construction details with sufficient information to determine acceptability.

**RECORD PLANS**

The following language shall be used on the Final Record Plan:

*This Plan was approved by Borough Council of the Borough of Doylestown at a duly advertised public meeting held on \_\_\_\_\_, 20\_\_ subject to certain conditions required to be completed prior to Plan recording and said conditions imposed for such approval have been fully completed and satisfied and the said Plan approval made effective this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.*

Upon approval of the Final Plans (and Minor Subdivision Plans) three (3) appropriate Record Plans of clear and legible blue or black line print on white opaque linen shall be presented to the Borough Manager for appropriate signatures as noted below. Upon affixing of these the Borough shall record the Record Plan at the Court House and return one (1) copy for Borough Records and one (1)" copy to the applicant.

The following signatures, seals, notarizations, etc. must appear on the record plans for each of the plan submissions noted above:

T	P	F	MS	SDP	Information to be shown:
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The impressed seal and signature of the licensed engineer or surveyor responsible for the plan.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A statement of the effect that the applicant is the owners of the land proposed to be subdivided or developed and that the application for subdivision or land development shown on the plan(s) is made with his or their consent and that it is desired.to record the same.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The impressed seal and signature of a notary public or other qualified officer acknowledging the owner's statement of intent.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The signatures of the owner or owners of the land. If the owner of the land is a corporation, the signatures of the president and secretary of the corporation shall appear and the corporate seal must appear on the plan.
		<input type="checkbox"/>	<input type="checkbox"/>		The signature of the chairman of the Borough Planning Commission.
		<input type="checkbox"/>	<input type="checkbox"/>		The signature of the Borough Engineer.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The signature of the Borough Manager.
			<input type="checkbox"/>	<input type="checkbox"/>	The signature of the president of Borough Council.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Statement of dedication of land between the existing and future rights-of-way.



The Almshouse Neshaminy Manor Center 1260 Almshouse Road  
Doylestown, Pennsylvania 18901 215.345.3400 FAX 215.345.3886  
Email: [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org)

PLANNING COMMISSION:  
Edward J. Tokmajian, *Chairman*  
James E. Miller Jr., *Vice Chairman*  
James J. Keenan, *Secretary*

Richard Donovan  
Thomas J. Jennings, Esq.  
David R. Nyman  
Judith J. Reiss  
Tom Tosti

Evan J. Stone  
*Executive Director*

January 4, 2023

To: Bucks County Municipalities

RE: **Bucks County Planning Commission (BCPC) Activities and Procedures - 2023 Update**

Hello and Happy New Year! I hope this finds you all well!

As has become my practice, I annually send this letter as a refresher for both existing as well as newly appointed managers, elected officials, and board members. This update simply serves as a reminder and reinforcement about our responsibilities and the timeline for which various reviews are to be completed. The pandemic necessitated that our department adapt our procedures to ensure the delivery of our services, and required duties, were still met. Many of these adaptations have now become our routine standard operating procedures.

As we move into 2023, we wanted to outline the schedule of board meetings for the BCPC and to reinforce our electronic submission procedures for applications. *Most notably for 2023, all application review fees remain the same as 2022, with no increase in our fees or hourly rates for contracted work.* Early in 2023, we will be moving to a completely digital format for the submission of Act 247 review applications and associated fees. We will provide more information once we are ready to go live with the new system.

What follows is a description of the procedures and timeline we use for our BCPC reviews. We have also included procedures on the recording of plans where subdivision and land development has been waived. As always, we welcome your discussion and participation in the review process and appreciate your understanding and cooperation with the timeliness of review submissions as noted below.

### **BCPC Board Meeting Schedule**

The BCPC Board is a nine-member advisory commission appointed by the Bucks County Commissioners. The BCPC Board meets on the first Wednesday of each month at 2:00 PM. Board meetings are being conducted in a hybrid format including in-person and virtual accessibility for both members and the public. Meetings are open to the public in person or via telephone participation on Webex. All board meetings will also be live-streamed on Facebook on the new BCPC Facebook page found here: <https://www.facebook.com/BucksCountyPlanningCommission>

The meeting schedule, call-in information, and meeting packets are posted on the planning commission's website: <https://www.buckscounty.gov/346/Planning-Commission-Board>. We encourage you and your residents to check our site frequently for updates. Feel free to post this link on your own municipal website.



## **Procedures for Reviews of Subdivisions and Land Developments (Act 247)**

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In accordance with the Pennsylvania Municipalities Planning Code (MPC), BCPC staff receives and reviews plans for all new subdivisions and land developments proposed in the county's 54 municipalities. The BCPC now requires digital/electronic submission of all proposed plans and supplemental reports, such as traffic impact studies and planning modules. The newly updated 2023 Subdivision and Land Development Review Application and electronic submission procedures can be found at:

<https://www.buckscounty.gov/398/Subdivision-Land-Developments>

When received, all applications are reviewed for completeness. The official review clock starts once the application is logged into our system database and the required fees are physically received. We must complete our review within 30 days of receipt, as required by the MPC.

Act 247 reviews are distributed as soon as they have been completed by staff. Reviews are sent to municipal officials with copies to the applicant and the applicant's consultants if requested.

The reviews for subdivisions and land developments do not have to be officially approved by the BCPC board. Procedurally, all reviews completed in the month prior and up to our cut-off date, are included in each board member's packet and are presented to the BCPC Board at their next meeting.

The individual projects are not discussed at the meeting unless there are questions raised by board members or the public. Each review letter contains the date of the BCPC board meeting indicating when it will be on the meeting's agenda. Board meeting packets are posted to the BCPC website and can be found here: <https://www.buckscounty.gov/346/Planning-Commission-Board>

As a reference tool, our interactive web-based GIS map of all proposed land development activity in the county can be found on our web page here:

<https://bucksgis.maps.arcgis.com/apps/webappviewer/index.html?id=f58e99f72c4241ebbe309e08d6e42198>

## **Recording of Subdivisions and Land Developments**

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The BCPC no longer physically signs record plans. Requirements for the recording of approved subdivision and land development plans can be found here: <https://www.buckscounty.gov/414/Recorder-of-Deeds>

A BCPC number is required to be placed on all approved subdivisions and land developments, indicating that the BCPC has reviewed the plan in accordance with MPC requirements. However, we understand that there are circumstances where the subdivision and land development process has been waived and therefore no BCPC review is required. In these cases, "N/A" may be placed on the BCPC signature line, ***and the applicant must provide a letter to the Recorder of Deeds from the municipality stating that the process has been waived.*** The letter will be scanned at the recorder's office and provided to us electronically so that we may officially sign off on the plan.

## **Municipal Reviews**

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### **Reviews of Ordinances, Comprehensive Plans, Ordinance Amendments, School District Actions, and Municipal Land Acquisition**

The Pennsylvania Municipalities Planning Code (Sections 304 and 305) requires that the county planning commission review and comment on all municipal actions, including the following:



1. The location, opening, vacation, extension, widening, narrowing or enlargement of any street, public ground, pier head or watercourse;
2. The location, erection, demolition, removal or sale of any public structures located within the municipality;
3. The adoption, amendment or repeal of any comprehensive plan, official map, subdivision or land development ordinance, zoning ordinance or provisions for planned residential development; or
4. The construction, extension or abandonment of any water line, sewer line or sewage treatment facility; or
5. Any proposed action of a public school district relating to the location, demolition, removal, sale, or lease of a school district structure or land. The BCPC has **45 days** in which to review and comment on any school district action.

The BCPC procedure for what we deem "Municipal Reviews" is as follows:

1. BCPC receives notice of the proposed municipal or school district activity. Municipal applications, municipal proposals and official correspondence are to be submitted electronically, via email, to [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org), copying Evan Stone at [estone@buckscounty.org](mailto:estone@buckscounty.org), and Michael Roedig at [maroedig@buckscounty.org](mailto:maroedig@buckscounty.org). Please do not send proposals to individual staff planners. A municipal proposal is not considered "received" until an acknowledgment email is received from [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org).
2. We schedule the review, in most cases, for the next BCPC board meeting, which is the first Wednesday of the month.
3. The BCPC maintains a calendar of "cut-off" dates to ensure that received municipal applications can be adequately reviewed by staff. If the application is submitted after our cut-off date for the next BCPC board meeting, it will be reviewed at the following month's meeting. A list of the cut-off dates for the remainder of 2023 is attached. Generally speaking, the cut-off date is the Friday that occurs two weeks before the first Wednesday of the next month. **The BCPC has 45 days in which to review and comment on the proposal.**

*In the event of extenuating circumstances, in which reviews are needed in an expedited time frame, we encourage the municipality to contact staff to discuss the timeframe and specific details of the proposal.*

4. There is no fee for municipal proposals submitted by a municipal government or school district.
5. Municipal reviews must be approved by the BCPC Board at their regular monthly meeting.
6. Unofficial copies of municipal reviews are included in the BCPC Board Meeting Packet allowing board members to review prior to the meeting. The review will be approved by the board or changes will be made to the review at the meeting.
7. The review comments will be sent to the municipal government following the BCPC meeting after the review has been approved by the BCPC Board.
8. Municipal officials who wish to discuss their applications for new plans, amendments, or other actions are welcome to call staff and discuss them with us prior to the completion of the draft review

comments. You are also welcome to attend the BCPC Board meetings at which the review will be reviewed and approved and offer any suggestions or comments.

9. Should a zoning or a subdivision and land development ordinance amendment be adopted by the municipal governing body, a copy must be sent to our offices within 30 days, as required by the Pennsylvania Municipalities Planning Code.

In closing, I encourage all of you to visit the Maps and Data Portal as we continue to refine and add more content. The portal can be found at the following link: <https://dataportal-bucksgis.opendata.arcgis.com/>  
Please feel free to share this as well with your residents.

We look forward to working closely with you on planning and development issues, and as always, we welcome your feedback and comments. Feel free to contact me, or our Director of Planning Services, Michael Roedig, directly, with any questions or comments.

Sincerely,  
Bucks County Planning Commission

A handwritten signature in black ink, appearing to read 'EJ Stone'.

Evan J. Stone  
Executive Director

Enclosures

**Joseph J. Szafran, Jr.**  
**Recorder of Deeds**  
**55 East Court St**  
**Doylestown Pa, 18901**  
**Phone 215-348-6209**  
**Fax: 215-340-8157**  
[www.buckscounty.org](http://www.buckscounty.org)



January 15, 2015

Dear Municipal Officials:

The Office of the Bucks County Recorder of Deeds, in conjunction with the Bucks County Planning Commission, is implementing a system of recording subdivision plans electronically.

Electronic recording of record plans will begin on February 1, 2015. This change will simplify the process of having plans filed and recorded, will move the County closer to the goal of complete electronic recording, and will eliminate the requirement of carrying paper and mylar copies of plans to the County Planning Commission office for signatures.

This change will require some adjustments for the municipalities and for engineers submitting plans. Once the plan is approved and ready to be recorded, a digital version will be submitted to the Recorder of Deeds office, which will send the digital file to the County Planning Commission for the required signing. If a record plan is submitted on paper, it will be scanned and then sent to the Planning Commission. Because the County Planning Commission will digitally sign the record plans, paper copies will not be required for the Planning Commission or the Recorder of Deeds. The plan will be recorded as an electronic file.

The process of review at the municipal level does not need to change. You will continue to submit paper copies of each plan submission to the County Planning Commission, and you may keep paper copies of the plans you sign.

All plans must have the signatures of the municipal officials before they go to the Recorder of Deeds and the Planning Commission. If there are no municipal signatures, they cannot be processed and recorded.

The plans at the Bucks County Planning Commission are stored and retrievable by a BCPC number which is assigned to each plan when it is submitted for review. We will require the final recordable plan to contain the BCPC number. Most engineers already note the BCPC number on the record plan now, and this will be a requirement in the future for all electronic recording.

We understand that this is a major change, and we will work with you to make this an easy transition to a digital environment.

A handwritten signature in black ink, appearing to read "Joseph Szafran", written over a horizontal line.

Joseph Szafran  
Recorder of Deeds

A handwritten signature in black ink, appearing to read "Lynn Bush", written over a horizontal line.

Lynn Bush  
Bucks County Planning Commission



# 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 FOLDED PLANS TO THE DISTRICT. ROLLED PLANS WILL NOT BE ACCEPTED.**

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

Tax Parcel Number \_\_\_\_\_ Project Address \_\_\_\_\_

\*TOTAL ACREAGE \_\_\_\_\_ \*ACRES TO BE DISTURBED \_\_\_\_\_ #Lots \_\_\_\_\_ #Units \_\_\_\_\_  
**\*(Do not use square feet. Square feet divided by 43,560 = Total Acres)**

Watershed \_\_\_\_\_ Receiving Stream \_\_\_\_\_ Stream Classification \_\_\_\_\_

Applicant Name \_\_\_\_\_ Applicant Company \_\_\_\_\_

Applicant Address \_\_\_\_\_

Applicant City/State/Zip \_\_\_\_\_

Applicant Phone \_\_\_\_\_ Applicant Email \_\_\_\_\_

Submitted By:  Engineering Firm/Plan Designer  Contractor  Landowner  Municipality

Engineer Name: \_\_\_\_\_ Engineering Company \_\_\_\_\_

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

Engineer City/State/Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Email Address \_\_\_\_\_

Plan Date OR Most Recent Revision Date: \_\_\_\_\_ NEW PLAN  RESUBMISSION

**ADMINISTRATIVE INCOMPLETE INFO ONLY (\$250.00 RE-FILE FEE)**

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

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

**SINGLE FAMILY HOME (1 RESIDENCE) WITH UNDER 1 ACRE OF DISTURBANCE = \$200.00**

### **ALL OTHER EARTH DISTURBANCE:**

.02296 to 0.99 acres = \$650.00

1.0 to 1.99 acres = \$1,350.00

2.0 to 4.99 acres = \$2,000.00

5.0 to 9.99 acres = \$3,000.00

10.0 to 19.99 acres = \$5,000.00

20+ acres = \$6,000.00 +

Additional \$100.00 per acre for each acre over 20

(Fractions of an acre are rounded up to the next whole acre.)

### **TIMBER HARVEST**

**0.0-24.99 ACRES = \$200.00; ≥25.0 ACRES = E&S PERMIT**

### **E&S PERMIT**

**≥25.0 ACRES = \$650 (PLUS FEES ASSOCIATED WITH NPDES INDIVIDUAL PERMIT, SEE PAGE 2, "NPDES INFORMATION")**

**SMALL POND WORK E&S FEE = \$200.00 (MAY REQUIRE NPDES PERMIT, SEE PAGE 2, "NPDES INFORMATION")**

**\*\*FOR PROJECTS WITH EARTH DISTURBANCE OF ONE (1) ACRE OR MORE IT IS REQUIRED THAT AN NPDES APPLICATION (NOI) BE SENT WITH THE E&S SUBMISSION.**

**\*\*PLEASE READ PAGE 2 OF THIS APPLICATION UNDER "EXEMPTIONS AND EXCEPTIONS"**

### ***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 \_\_\_\_\_

**GENERAL INFORMATION:**

Incomplete E&S applications will not be accepted.

BCCD DOES NOT ACCEPT CASH OR CREDIT CARDS.

E&S reviews are processed in the order they are received. The District is required to complete its review within 30 days.

The BCCD Office DOES NOT process Chapter 105 General Permits 1 – 9 & 15. They must be submitted to the Southeast Regional DEP Office, 2 East Main Street, Norristown, PA 19401. 484-250-5900. Please refer to the DEP website ([www.dep.state.pa.us](http://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.

**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.**

**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.

FEES 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 current fee or \$150.00, whichever is less. Plans withdrawn for any reason will require a full fee when resubmitted.

**RESUBMISSION GUIDELINES:**

All resubmissions are required to submit an E&S Application and associated fee.  
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.

**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 1 copy of plans and narratives for review.** For NPDES Individual Permits, additional plan sets will be requested by the BCCD once a submission is found to be administratively complete. All submissions also require 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.

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.

FOR E&S FORM, NPDES FORMS, AND POLICIES PLEASE VISIT [www.bucksccd.org](http://www.bucksccd.org) OR [www.dep.state.pa.us](http://www.dep.state.pa.us)

## **ACT 537: EXEMPTIONS FROM SEWAGE PLANNING REQUIREMENTS ("Exemptions")**

Act 537 (the Pennsylvania Sewage Facilities Act) requires each municipality in the state to have an Official Sewage Facilities Plan (Official Plan) that addresses the existing and future sewage disposal needs of the municipality. In most cases, DEP requires completion of sewage facilities planning for new land development (planning module) to update or revise the municipal official plan before a subdivision is created. However, amendments to the Sewage Facilities Act created a process by which certain subdivisions or new land developments may be exempt from the planning module process. Questions about these projects and the exemption process are discussed below. Additional information may be found in 25 Pa. Code §71.51(b). This section of DEP's regulations, as well as others, is available online at [www.pacode.com](http://www.pacode.com).

### **Who determines if a subdivision is exempt from planning?**

Depending on the location of the proposed subdivision, DEP or a delegated agency will make this determination using information provided by the developer on the "Application for Sewage Facilities Planning Module" mailer (available at [www.dep.state.pa.us](http://www.dep.state.pa.us), keyword: Sewage). Upon request, DEP will assist delegated agencies by providing them with information necessary for making exemption determinations.

### **If a delegated agency makes the determination that a subdivision is exempt, must they inform DEP?**

Yes. Delegated agencies are required to submit quarterly reports to DEP. The reports should include the names and locations of subdivisions determined to be eligible for the planning exemption, the number of lots and the projected sewage flow for each subdivision.

### **What information is necessary to make the determination?**

The information contained in the "Sewage Facilities Planning Module Application Mailer" may be sufficient to make the determination. If not, additional information may be requested to support the request for determination. Mailers should be sent to DEP or the delegated local agency for evaluation.

### **What types of subdivisions are eligible for the planning exemption?**

Subdivisions served by either onlot sewage disposal systems or public sewers may be eligible, if they fit the requirements outlined in Act 537. These requirements are discussed below.

### **What are the requirements for subdivisions served by onlot sewage disposal systems?**

To be eligible for an exemption from the sewage facilities planning requirements, the proposed subdivision must fulfill the following conditions:

1. The official plan must show that the area planned for the development is to be served by onlot sewage disposal facilities, as confirmed by the appropriate municipal official(s).
2. The area proposed for the use of the onlot systems must not be underlain by carbonate geology (determined by DEP) nor be located within one-quarter mile of water supplies having documented nitrate-nitrogen concentrations exceeding five parts per million (determined by DEP).
3. The area proposed for development is outside of high quality or exceptional value watersheds established under the Clean Streams Law (as confirmed by DEP).
4. All subdivided lots and the remaining portion of the original tract after subdivision (if any) will be one acre or larger in size.
5. Soils testing and site evaluation have established that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement onlot sewage disposal system on each lot of the subdivision, as confirmed by the Sewage Enforcement Officer serving the municipality in which the development is proposed.

## What are the requirements for subdivisions proposed to be served by public sewers?

Sewage facilities planning is not required for subdivisions proposing service by public sewers when the following conditions are met:

1. DEP or a delegated agency has determined that the existing collection, conveyance and treatment facilities are in compliance with the Clean Streams Law and related rules and regulations.
2. DEP or a delegated agency has determined that the permittees of the receiving sewerage facilities have submitted information under 25 Pa. Code Chapter 94, that documents that the existing collection, conveyance and treatment system does not have either an existing hydraulic or organic overload or a five-year projected overload.
3. The applicant has provided written certification from the permittees of the receiving collection, conveyance and treatment facilities to the municipality where the subdivision is located that there is capacity to receive and treat the sewage flows from the applicant's proposed new land development and that the additional wasteload will not create a hydraulic or organic overload within the next five years.
4. The municipality where the project is located has a current, approved sewage facilities plan that is being implemented. The official plan of the municipality may not be under an order from DEP to submit an update revision or special study for the proposed subdivision area.

**Note:** Proposals intended to be served by sewage facilities that require a new or modified permit from DEP under the Clean Streams Law are ineligible for a planning exemption.

## What happens if the subdivision is found to be ineligible for the planning exemption?

If the proposed subdivision is found to be ineligible for the planning exemption, sewage facilities planning must be completed and approved before the subdivision may be developed. Should this occur, the approving agency will provide the applicant with the proper forms and instructions necessary to complete sewage facilities planning for the development.

For more information, visit [www.dep.state.pa.us](http://www.dep.state.pa.us), keyword: Sewage, or contact the local DEP offices.

### DEP Regional Offices

#### Northwest Region

230 Chestnut St.  
Meadville, PA 16335-3481  
Main Telephone: 814-332-6945  
24-Hour Emergency: 800-373-3398

**Counties:** *Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren*

#### Southwest Region

400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
Main Telephone: 412-442-4000  
24-Hour Emergency: 412-442-4000

**Counties:** *Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland*

#### North-central Region

208 W. Third St., Suite 101  
Williamsport, PA 17701-6448  
Main Telephone: 570-327-3636  
24-Hour Emergency: 570-327-3636

**Counties:** *Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union*

#### South-central Region

909 Elmerton Ave.  
Harrisburg, PA 17110-8200  
Main Telephone: 717-705-4700  
24-Hour Emergency: 877-333-1904

**Counties:** *Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York*

#### Northeast Region

2 Public Square  
Wilkes-Barre, PA 18701-1915  
Main Telephone: 570-826-2511  
24-Hour Emergency: 570-826-2511

**Counties:** *Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming*

#### Southeast Region

2 E. Main St.  
Norristown, PA 19401-4915  
Main Telephone: 484-250-5900  
24-Hour Emergency: 484-250-5900

**Counties:** *Bucks, Chester, Delaware, Montgomery and Philadelphia*

**SEWAGE FACILITIES PLANNING MODULE  
APPLICATION MAILER**



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

For more information, visit DEP's website at  
[www.depweb.state.pa.us](http://www.depweb.state.pa.us), keyword: Act 537.



## INSTRUCTIONS FOR COMPLETING SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER

(remove before sending mailer to the approving agency (the Department of Environmental Protection (DEP) or delegated local agency))

Please read the following instructions carefully before completing the application mailer. This information will be used to determine if sewage facilities planning is necessary for your project, and, if it is, which forms are appropriate.

Act 537 Sewage Facilities' planning is the duty of local municipalities. The responsibility of meeting the sewage disposal needs of the municipality rests with the municipality. Each municipality is required to have an Act 537 Official Sewage Facilities Plan to adequately address these needs. Adoption by resolution of a planning module is the vehicle for legally amending the municipality's Official Plan. It is imperative that the municipality receives all of the information required in order to make informed decisions.

Upon completion, submit this Mailer / Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Unless your project qualifies for one of the planning exemptions provided in Act 537, a package of sewage facilities planning forms appropriate for the project will be sent to the return address indicated on the mailer, or instructions for obtaining the appropriate forms from DEP's website ([www.depweb.state.pa.us](http://www.depweb.state.pa.us)) will be issued. Each form includes detailed instructions that explain the use of the form and how to complete it. The package of completed forms and its supporting documentation is called a **sewage facilities planning module**, or "planning module." Once the planning module is complete, it must be submitted to the municipality in which the project is located for review and, if acceptable, adoption.

After adoption by the municipality, complete planning modules are submitted to either DEP or, if appropriate, to the delegated agency for review and final action. Some municipalities (or groups of municipalities working together) have requested and received DEP approval to review and take final action on planning modules. These are known as **delegated agencies**. To find out if your project is located in an area served by a delegated agency, contact the municipality or DEP's regional office serving your area.

Please note that both DEP and delegated agencies are required by law to charge fees for the review of planning modules. The fees DEP must charge are set by law in Act 537, while delegated agencies may set fees which can be the same or different from those in Act 537. For more information on review fees for your particular project, see the planning module documents or contact the approving agency (DEP or delegated agency) serving the area of your project.

NOTE: DEP will provide all planning module forms, however, if your project is a **minor subdivision** (defined as a subdivision of 10 lots or less, intended for single family residential homes served by individual onlot sewage disposal systems) you may also contact the municipality in which your project is located for a "Component 1" minor subdivision planning module form.

1. Print the name of the proposed development and name, address, telephone number and email address of the person who is proposing the project. If planning module components are to be sent to a different person or address, include this information on the front of the mailer in the return address block.
2.
  - a. Enter the county in which the project is located.
  - b. Enter the municipality in which the project is located.
  - c. Enter the road or address (if available) or street coordinates (example - west side of T-235, 1 mile south of intersection of Rt 15 and T-235).
  - d. Enter the appropriate tax parcel identification number (if available) of the parcel proposed for subdivision.
  - e. Enter the name of the U.S. Geological Survey (USGS) 7.5-minute quadrangle map which contains the project area, and the location of the project area on that map in inches up and over from the lower right corner of the map to the approximate center of the project. (Example - Centerville West quad, 7 inches up and 2.5 inches over from lower right corner of map.) Alternatively, include an original or a copy of the USGS quad map with the project area outlined on it.
  - f. If the proposed project is located within a special protection watershed, (i.e., watersheds with a stream classification of High Quality or Exceptional Value), check "yes." If not located in special protection watershed, check "no."
3. Check the box that best describes the intended use of the proposed land development project. **Residential** refers to single-family lots. **Multi-residential** includes apartments, condos, etc. **Commercial** includes retail centers, office

parks, industrial development, etc. **Institutional** refers to schools, hospitals and the like. **Brownfield Site Redevelopment** refers to projects proposing to recycle land. Some developments will involve more than one type of use, or will not fit comfortably into any of the classifications given. If this is the case, choose more than one category or explain under **Other**.

4.
  - a. Enter the number of single family residential lots or Equivalent Dwelling Units (EDUs) proposed. An EDU is defined as that part of a multi-family dwelling or nonresidential project with flows equal to 400 gallons per day (gpd) (the assumed flow, for planning purposes, of a single family residential lot). To determine the number of EDUs, divide the proposed sewage flow of the project by 400 gpd.
  - b. Enter the total number of lots created from this parcel of land since May 15, 1972, including the lots being proposed at this time. (Onlot disposal proposals only.)
  - c. Enter the total project acreage and the acreage of any remaining land (land not proposed for development but under the same ownership and adjacent to the project area).
5. Enter the proposed total sewage flow from the project in gpd. See Title 25 of the Pennsylvania Code, Chapter 73, Section 73.17, ([www.pacode.com](http://www.pacode.com)), or DEP's *Domestic Wastewater Facilities Manual*, DEP ID: 362-0300-001 available on DEP's website at [www.depweb.state.pa.us](http://www.depweb.state.pa.us), keyword: wastewater.
6. Choose the category (a, b, c or d) that describes the method of sewage disposal planned to serve the project and enter the information requested. Since this information could have an effect on the planning requirements for your project, be as accurate as possible. If more than one method of sewage disposal is planned, or if an interim method is planned, indicate it here.
  - a. Sewerage System
 

If an existing system is being extended to serve the proposed project, or if lots are to connect directly to an existing sewage collection system, check all boxes that describe the project. Write in the names of the existing collection systems that will be used, the interceptor sewer which will be used for conveyance and the treatment facility where the sewage flows will be treated. Include the National Pollutant Elimination Discharge System (NPDES) permit number for the treatment facility, where applicable.
  - b. Construction of Sewage Treatment Facility (with stream discharge or with spray irrigation as final disposal option)
 

Check the box corresponding to the chosen final disposal option (stream discharge or spray irrigation field). This category does **NOT** include individual residence spray irrigation systems (IRSIS) which are considered onlot sewage disposal systems ((c), below). For stream discharges, name the receiving waterbody. If the proposed facility is intended to replace an existing, malfunctioning onlot system, check the box marked "repair."
  - c. Onlot Sewage Disposal Systems (individual, community, or large-volume)
 

Check the box corresponding to the type of onlot sewage disposal systems proposed to serve the project. An **individual onlot sewage disposal system** is a system of piping, tanks or other facilities used for collecting, treating and disposing of sewage into a subsurface absorption area. This category also includes IRSIS. A **community onlot system** is a facility either publicly or privately owned which will collect and dispose of sewage from two or more lots or EDUs into a subsurface absorption area. A **large-volume onlot system** is an individual or community onlot system which is designed to treat flows in excess of 10,000 gpd.

The approving agency must be notified at least 10 days in advance of all soil testing activities (including those related to planning exemption requests - see 7(b)(5)(v)), so that its staff have the option of observing the tests.
  - d. Retaining Tanks (holding tanks or privies)
 

If retaining tanks are proposed as the method of sewage disposal, enter the number of holding tanks or privies which are proposed to serve the project.
7. Check this box if you desire to obtain your sewage facilities planning module forms from DEP's website. You will be provided with appropriate instructions, website addresses and DEP coding information in a letter rather than a package of paper forms.

8. Requests for Planning Exemption under the Sewage Facilities Act

You may request to be exempt from Act 537 planning requirements. Effective December 15, 1995, certain classes of subdivisions are no longer subject to the planning requirements of the Sewage Facilities Act. Completing Section 8 will help you and the approving agency determine if your project fits into one of these categories.

a. Protection of rare, endangered or threatened species.

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resources' (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self-explanatory, self-conducted "PNDI Project Planning Environmental Review" searches are initiated at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us). This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self-conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us). Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning exemption request is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available online in the eLibrary at DEP's website address [www.depweb.state.pa.us](http://www.depweb.state.pa.us).

b. Attach a plot plan for the proposed project. The plan must depict anticipated lots to be created, either estimated sewer line runs (public sewer proposals), or site suitability test locations and Site Investigation and Percolation Test Reports (onlot proposals).

c. Projects proposing use of onlot sewage disposal systems

(1) Information Required from the Municipality

The municipality in which the project is located (identified in Item 2.b. of the mailer) should determine if the municipality's Official Sewage Facilities Plan shows that the area planned for the project is to be served by onlot sewage disposal systems. If it is, the municipality should indicate this by having an authorized municipal official sign and date the form in the space provided. The official's name and title should be printed on the line below.

(2) Information Required from the Municipal Sewage Enforcement Officer (SEO)

The municipality's SEO must conduct personally, observe or otherwise confirm in a manner approved by DEP, site testing on each proposed lot in the subdivision (including any remaining land) to determine that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement system (to be used if the original system fails in the future). If the SEO finds that each lot has been tested properly and fulfills these criteria, the SEO must indicate this by signing and dating the form in the space provided. His/her name and certification number should be printed on the line below.

(3) Information Required from the Applicant

The person proposing the subdivision, or his/her authorized agent, must determine if each lot in the subdivision (including the remaining land, if any) is at least one (1) acre in size. If they are, the applicant or his/her agent must indicate this by signing and dating the form in the space provided.

(4) Determinations Made by the Approving Agency

When the above listed information is received, the approving agency will determine the following:

- (a) If the geology of the project area is conducive to nitrate-nitrogen contamination of groundwater (determined from the topographic map location information); or
- (b) If elevated levels of nitrate-nitrogen are known to exist within one-quarter (1/4) mile of the proposed development (determined from agency groundwater sampling records in existence at the time of the application); or
- (c) If the area proposed for development is within an identified High Quality (HQ) or Exceptional Value (EV) watershed (determined from the topographic map location).

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP website) along with the notification of the decision, including the reason(s) that the request cannot be granted.

d. Projects proposing use of public sewerage facilities (i.e., ownership by municipality or authority)

(1) Information Required from the Municipality

The municipality in which the proposed project is located (identified in Item 2.b. of the mailer) will determine the following from written documentation requested and obtained by the applicant from the facility permittee. ***This documentation MUST also be sent to the approving agency (DEP or delegated local agency) for evaluation.***

- (a) Certification from the permittees of the collection, conveyance and treatment facilities proposed for use that capacity is available in these facilities to receive and treat the sewage flows from the proposed project; and
- (b) That these added flows will not cause an overload or 5-year projected overload in the facilities.

If the facilities proposed for use are owned and operated by an authority, or authorities, then attach a letter from each to the mailer.

If this written certification has been submitted by the applicant, an authorized municipal official should sign and date the form and print his/her name and title and the municipality name in the spaces provided.

NOTE: Since planning is a municipal responsibility, sewer authorities involved should make required information available but should **NOT** sign the mailer as the authorized municipal official.

(2) Determinations Made by the Approving Agency

When the above listed information is received by the approving agency, the approving agency will determine the following (from DEP records):

- (a) That the existing collection, conveyance and treatment facilities are in compliance;
- (b) That the existing facilities have no existing or 5-year projected overload;
- (c) That the municipality has a currently approved Official Sewage Facilities Plan which is being implemented; and
- (d) That the project does not propose service by facilities needing a new or modified permit from DEP under the Clean Streams Law.

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and the municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from DEP's website) along with the notification of the decision, including the reason that the request cannot be granted.

If unsure of which local DEP office to contact, the following DEP regional offices will assist you in determining the appropriate local DEP office that serves your specific municipality.

If you need more information or assistance, please contact your local DEP office.

## **DEP REGIONAL OFFICES**

### **Southeast Region**

2 E. Main St.  
Norristown, PA 19401  
Main Telephone: 484-250-5900  
24-Hour Emergency: 484-250-5900

**Counties:** *Bucks, Chester, Delaware, Montgomery and Philadelphia*

### **Southwest Region**

400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
Main Telephone: 412-442-4000  
24-Hour Emergency: 412-442-4000

**Counties:** *Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland*

### **Southcentral Region**

909 Elmerton Ave.  
Harrisburg, PA 17110  
Main Telephone: 717-705-4700  
24-Hour Emergency: 1-877-333-1904

**Counties:** *Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York*

### **Northwest Region**

230 Chestnut St.  
Meadville, PA 16335-3481  
Main Telephone: 814-332-6945  
24-Hour Emergency: 1-800-373-3398

**Counties:** *Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren*

### **Northeast Region**

2 Public Square  
Wilkes-Barre, PA 18711-0790  
Main Telephone: 570-826-2511  
24-Hour Emergency: 570-826-2511

**Counties:** *Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming*

### **Northcentral Region**

208 W. Third St., Suite 101  
Williamsport, PA 17701  
Main Telephone: 570-327-3636  
24-Hour Emergency: 570-327-3636

**Counties:** *Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union*



Return Correspondence/Forms to:

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DEPARTMENT OF ENVIRONMENTAL PROTECTION

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DEP USE	
<b>Components Sent</b>	
Onlot Disposal	<input type="checkbox"/>
Collection and Treatment	<input type="checkbox"/>
Planning Agency Review	<input type="checkbox"/>
Exempt from Planning	<input type="checkbox"/>
Code	_____
Date	_____

"Fold Here"

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July 26, 2012

John Davis, Manager  
Doylestown Borough  
57 West Court Street  
Doylestown, PA 18901

**Re: House Bill 823 –Requirements for Notification of Wastewater Usage Needs**

Dear Mr. Davis:

In an effort to expedite the notification process of House Bill 823 (attached), BCWSA will require the following items accompany any Developer's request for Sewer Service availability before they can be reviewed. They are as follows:

1. Narrative of the proposed project.
2. Address and TMP # of the project.
3. Developer Name.
4. Present use of the property.
5. Copy of the permit application

Also attached, for your use, is the DEP "Building Permit & 537 Planning Municipal Checklist".

BCWSA strives to be a good working partner to all the Municipalities it serves and we feel that House Bill 823 will further that partnership and benefit all of the communities and residents of Bucks County. We will attempt to get letters to applicants within (1) one work week on average, provided the submission is complete and accurate. Should you have any questions, or require further information, please contact this office.

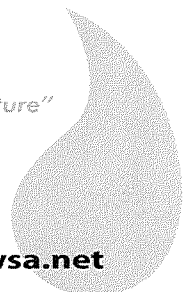
Sincerely,



Glenn Argue  
Engineering Manger

Attachments

*"Putting Your Money to Work  
For a Better & Cleaner Future"*





Platform Dining	
License Fee	\$2,000
Refundable Escrow	\$500

### 23. ROAD OPENING PERMITS

Required to perform any work within the right of way of any Borough road or street for any purpose including Electric, Gas, Cable T.V., Water, or Sewer utilities.

Utility Companies: \$100 base fee plus \$5 per sq. ft. of improved surface opening, up to a maximum total fee of \$1,000.

### 24. SPECIAL LAND USE APPLICATIONS

	Non-refundable <u>Filing Fee</u>	Refundable <u>Escrow</u>
CONDITIONAL USE APPLICATIONS	\$ 500.00	\$1,000.00*
CURATIVE AMENDMENT	\$1,000.00	\$2,000.00*
CHANGE IN ZONING APPLICATIONS	\$1,000.00	\$2,000.00

\*Note: Refundable Escrow Amount - Conditional Use Hearings

Escrow Deposit Fee is to cover the cost of publishing required notices and all other expenses incurred by the Borough incidental to the hearing. In the event these costs deplete the escrow fund in excess of 80% of its original amount and costs seem to indicate that additional deposits will be required, the Borough reserves the right to require additional escrow deposits up to the original escrow amount. This additional escrow amount shall be paid prior to the public hearing as set forth in the public notice. If the expenses do not exceed the escrow deposit fee, the balance will be remitted to the applicant. Furthermore, every applicant shall be responsible for any costs incidental to such applications including legal, engineering, and stenographic fees as vouchered to the Borough.

### 25. ZONING HEARING BOARD

Residential:	\$1,500 Filing Fee	No escrow*
Non-Residential:	\$2,250 Filing Fee	\$1,000 Escrow
Continuance Fee:	\$300	

\* In accordance with the Pennsylvania Municipalities Planning Code, the applicant and the municipality shall equally share and split the cost of the required Court Stenographer. This cost shall be invoiced to the applicant, or deducted from Escrow, after the hearing is closed and the decision is rendered, and shall be in addition to the filing fees.

<b>26. PAUCC APPEALS BOARD</b>	\$250 Filing Fee	No escrow
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### 27. SUBDIVISION/LAND DEVELOPMENTS

NON-REFUNDABLE

<u>SUBMISSION</u>	<u>FILING FEE**</u>	<u>ESCROW AMOUNT</u>
<b>1. <u>Sketch Plan</u></b>		
1 to 9 Units	\$500.00	\$1,000.00
10 or more Units	\$750.00	\$1,500.00
<b>2. <u>Preliminary Plan:</u></b>		
<i>Residential:</i>		
1 or 2 lots or units	\$ 600.00	\$1,500.00
3 to 9 lots or units	\$1,000.00	\$2,000.00
10+ lots or units	\$2,000.00	\$3,000.00
<i>Commercial and Office Subdivision and Land Developments:</i>		
1 or 2 lots or units	\$ 750.00	\$2,000.00
3 to 9 lots or units	\$1,000.00	\$2,500.00
10+ lots or units	\$2,000.00	\$3,500.00
<i>Industrial:</i>	\$2,000.00	\$3,000.00
<i>Shopping Center:</i>	\$2,000.00	\$3,000.00
<b>3. <u>Final Plans:</u></b>	Same as above	Same as above
<b>4. <u>Site Development Plans:</u></b>	\$500.00	\$1,000.00
<b>5. <u>Predevelopment and Miscellaneous Matters:</u></b>		(involving engineering and legal considerations)
	\$0.00	\$1,000.00
<b>6. <u>Street Openings and Other Dedicated and Non-dedicated Improvements</u></b>	\$300.00	\$2,000.00
<b>7. <u>Land Development Waiver</u></b>	\$500.00	\$2,000.00

**Refundable Escrow Amount** - The Doylestown Borough Council in the exercise of its responsibilities may call upon the services of consultants for engineering, legal services, site design, traffic design, landscape architecture, and other services as it may deem necessary, incidental for the examination of subdivision, land development, or other application, and observation of construction of required public improvements. In the event the refundable escrow amount falls below twenty percent (20%) of the original escrow deposit, the applicant shall provide additional funds for deposit into the escrow account as may be required by the Borough in its sole discretion, up to the amount of the original escrow amount. This additional escrow amount shall be paid when requested before any further action is taken on the proposed development. In addition, the Borough may, in its sole reasonable discretion, require an applicant to provide additional funds in to the escrow deposit in an amount up to five percent (5%) of the cost of the required public improvements upon applicant entering into a development agreement with the Borough. The Borough shall provide bills to applicant for all such services. To any fees incurred by the Borough, the sum of five percent (5%) shall be added as reimbursement to the Borough to cover administrative, overhead and other costs associated and incurred in processing the application, and for the collection of such fees and their distribution. Any unused portion of the refundable escrow shall be returned to the applicant within eighteen (18) months after completion of the required public improvements and/or the land development process. At the time of each filing, applicant's Planner, Architect, and/or Engineer shall certify that the subdivision/land development application is complete and in a form acceptable for action

**Disputes:** The Pennsylvania Municipalities Planning Code sets forth specific procedures for the reimbursement of direct municipal costs associated with the review and inspection of land developments and subdivisions. Applicant disputes

**Borough of Doylestown  
10 Doyle Street**

**PLANNING COMMISSION MEETING SCHEDULE FOR 2023**

The table below indicates the *last day plans are accepted* for submission to the Bucks County Planning Commission for their review prior to presentation to the Doylestown Borough Planning Commission. Public School facilities and government building require additional time. Contact staff for actual dates.

<b>Last Day Plans Accepted</b>	<b>Planning Commission Meeting</b>	<b>Borough Council Meeting</b>
November 11, 2022	December 27, 2022	January 23, 2023**
December 9, 2022	January 24, 2023	February 27, 2023**
January 20, 2023	February 28, 2023	March 27, 2023
February 17, 2023	March 28, 2023	April 17, 2023
March 17, 2023	April 25, 2023	May 15, 2023
April 14, 2023	May 23, 2023	June 19, 2023
May 19, 2023	June 27, 2023	July 17, 2023
June 16, 2023	July 25, 2023	August 21, 2023
July 14, 2023	August 22, 2023	September 18, 2023
August 18, 2023	September 26, 2023	October 16, 2023
September 15, 2023	October 24, 2023	November 20, 2023
October 20, 2023	November 28, 2023	December 18, 2023
November 17, 2023	December 26, 2023	January 22, 2024**
December 15, 2023	January 23, 2024	February 26, 2024**

**\*\*Exception due to holiday\*\***

This timetable has been established to ensure adequate time for Borough Staff to prepare comments on each proposal and for the Borough Planning Commission to review these comments. The timetable also incorporates the Bucks County Planning Commission timetable for review of proposals which must be completed before the Borough Planning Commission will consider plan review. (If a Municipal Review is required, the Bucks County Planning Commission requires plans to be submitted one month in advance of their regularly scheduled meeting, held the first Wednesday of the month. This timetable is not reflected by our calendar).