



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

This checklist page must filled out after printing the completed form starting on page 2 where applicable.

<u>Applicant Initials</u>	<u>Required Items of Submission</u>	<u>Township Receipt</u>
_____	Whitemarsh Township Checklist	_____
_____	Whitemarsh Township Application (Signature <u>Must</u> Be Original)	_____
_____	Whitemarsh Township Escrow (Payable to Whitemarsh Township)	_____
_____	Montgomery County Planning Commission Municipal Request for Review	_____
_____	Montgomery County Planning Commission Fee (Payable to Montgomery County Treasurer)	_____
_____	Whitemarsh Township Request for Modification (Signature <u>Must</u> Be Original)	_____
_____	Whitemarsh Township Time Waiver Form (Signature <u>Must</u> Be Original)	_____
_____	Transportation Impact Study [Section 105-21.B.(9)(c)] (if applicable)	_____
_____	List of all Encumbrances (Book & Page Numbers) (if applicable)	_____
_____	Six (6) Complete Sets of Plans	_____

Fees and plans showing all public improvements are submitted with this application. Any additional plan information required by the Township Engineer will be submitted to the Director of Planning and Zoning for distribution. The undersigned applicant agrees to comply with all the provisions of Chapter 105 of the Code of the Township of Whitmarsh, as amended, and agrees to obtain all necessary permits in connection with the proposed subdivision and/or land development.

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

Original preliminary and/or original final subdivision and/or land development applications submitted by 4:00pm on the last business day of the month will be reviewed by the Whitmarsh Township Planning Commission at a regular meeting two (2) months following the date of submission or other appropriate meeting date depending upon the results of Township reviews.

I hereby certify, as the undersigned applicant, that I am familiar with the provisions of: [1] Chapter 105, "Subdivision and Land Development", [2] Chapter 58, "Grading, Erosion Control, Stormwater Management and Best Management Practices", and [3] Chapter 55, "Tree Protection Standards" of the Code of the Township of Whitmarsh, as amended, and, to the best of my knowledge and belief, this application and the submitted plans conform to those provisions.

Date of Submission: _____

Signature: _____

(Original Signature must be submitted)

Printed Name: _____

I, (name) _____ (title) _____ of

(entity submitting application) _____ do hereby affirm

that I am authorized by the applicant to affix my signature to this application.

Date: _____

Signature: _____

(Original Signature must be submitted)

Municipal Request for Review

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



To Be Completed By Municipality

Date: _____

Municipality: _____

Official's Name: _____

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

Position: _____

MCPC File Number (If Known) _____

Review Fee: Fee Attached \$ _____ Fee Not Applicable

Meeting Dates:

Municipal Planning Commission Date: _____

Governing Body Date: _____

No Meeting Scheduled

To Be Completed By Applicant

Development Name: _____

Applicant Name: _____

Applicant Address: _____

Applicant's Representative: _____

Business Phone: _____

Business Email: _____

Zoning:

Existing District

Proposed District

Special Exception Granted Yes No

Variance Granted Yes No For _____

Type of Review Requested: (Check All Appropriate Boxes)

Unofficial Sketch Plan (No Fee)

Subdivision Plan

Land Development Plan

Zoning Ordinance or Map Amendment

Municipal (No Fee) Private Petition (Fee)

Subdivision Ordinance Amendment (Fee)

Curative Amendment

Municipal (No Fee) Private Petition (Fee)

Conditional Use (Fee)

Other: _____

Plan Information:

Tax Parcel Number _____

Total Tract Area _____

Total Tract Area Impacted By Development _____

Type of Plan:

Tentative (Sketch)

Preliminary

Final

Type of Submission:

New Proposal

Revision to Prior Proposal

Phase of Prior Proposal

Plan Submission (Subdivision/Land Development Plans) :

PLANS SUBMITTED AS (Check Appropriate Box)

Paper Copies Digital PDF Format on CD Digital PDF Format e-mailed to MCPC

Proposed Utilities:

Type		Capacity	
Water	Sewer	Water	Sewer
<input type="checkbox"/> Public	<input type="checkbox"/> Public	Available	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Individual Well	On-Lot: <input type="checkbox"/> Individual	Not Available	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Community System	<input type="checkbox"/> Centralized	Unknown	<input type="checkbox"/> <input type="checkbox"/>

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

Additional Information:

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Fee Schedule

The following fees will apply to each subdivision or land development submitted to the Montgomery County Planning Commission for review:

- Fees will be waived for applications filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private, nonprofit organizations with the exception of volunteer fire companies and ambulance squads.
- For a nonresidential subdivision and land development submitted for the same tract at the same time only the larger base fee will be changed.
- Whenever a mixed-use proposal with both residential and nonresidential is submitted, a reduced fee will be applied. This fee is calculated by applying the residential and nonresidential fees, per the Fee Schedule, and then adding all fees and deducting 15 percent.

Residential Subdivisions or Land Developments

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

Number of Lots or Dwelling Units <i>(greater number applies)</i>	Base Fee + Fee per Lot or Dwelling Unit
1 – 3*	\$150 (flat fee)
4 – 20	\$180 + \$23 per unit
21 – 100	\$450 + \$21 per unit
101+	\$1,060 + \$20 per unit

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

Nonresidential Land Developments and Conversions

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

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq. Ft. <i>(rounded to nearest whole dollar)</i>
1 – 3,000 Sq. Ft.	\$220 flat fee
3,001 – 25,000 Sq. Ft.	\$519 + \$27 for every 1000 Sq. Ft.
25,001 – 50,000 Sq. Ft.	\$1,050 + \$23 for every 1000 Sq. Ft.
50,001 – 100,000 Sq. Ft.	\$1,550 + \$20 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$2,580 + \$15 for every 1000 Sq. Ft.

Nonresidential Subdivisions

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

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

Special Reviews

- Miscellaneous reviews not included in above categories (conditional uses, nonresidential lot line change) = \$260 flat fee
- Curative Amendments (not municipal curative amendments) = \$1,500
- Private Petitions for Zoning Change (not municipal petition) = \$1,000

Resubmissions

These fees apply to each subsequent plan submission after the original submission, if the resubmission is essentially the same plan with only minor revisions.

- Flat fee of \$125 for residential subdivisions/land developments. All resubmissions of 3 lots/units or less no fee required.
- Flat fee of \$190 for all nonresidential subdivisions/land developments. All resubmissions of 3 lots or 3,000 square feet or less no fee required.

All county fees are to be submitted to the municipality at the time of application; the municipality will forward the fees to MCPC. A check or money order should be made payable to the **MONTGOMERY COUNTY TREASURER**. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.

**WHITEMARSH TOWNSHIP
SUBDIVISION and/or LAND DEVELOPMENT
TIME WAIVER FORM**

Date: _____

Granted to: Whitemarsh Township Board of Supervisors

Name of Subdivision and/or Land Development: _____

On or about, _____, I/we submitted for official filing the above-reference application.

Notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Code of the Township of Whitemarsh, this letter will serve as notice to Whitemarsh Township that the requirement that action be taken on this application within ninety (90) days is hereby waived, without limitation as to time. This waiver is granted to permit us to make revisions to the application during the application review process.

Further, with the understanding that this waiver is voluntarily given and will be relied upon by Whitemarsh Township, I/we will give Whitemarsh Township written notice (by certified mail or recognized overnight carrier) should we determine that limiting the time of the review process becomes necessary. Whitemarsh Township shall then have ninety (90) days from receipt of such written notice in which to act upon the application.

This waiver is not transferable or assignable by the Applicants and shall apply to any and all revised submissions made in relation to the above-referenced application.

I/we represent that I/we have been duly authorized to execute this waiver on behalf of the Applicant.

Date: _____ Signature: _____
(Original Signature must be submitted)

Printed Name: _____

Firm Name: _____
(if applicable)

Title: _____
(if applicable)

