



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	_____

**WHITEMARSH TOWNSHIP**  
**SUBDIVISION and/or LAND DEVELOPMENT APPLICATION**

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

Application Type: (check one)       Minor Subdivision       Minor Land Development  
    Major Subdivision       Major Land Development  
    Land Development Waiver  
Plan Type:                                       Sketch                       Preliminary                       Final

INSERT "N/A" FOR NOT APPLICABLE WHERE APPROPRIATE

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

**Location of Subdivision/Land Development:** \_\_\_\_\_  
(Primary Access Roadway Name)

**Between:** \_\_\_\_\_ and \_\_\_\_\_  
(Roadway Name) (Roadway Name)

**Number of Parcels:** \_\_\_\_\_ **Block Number(s):** \_\_\_\_\_ **Unit Number(s):** \_\_\_\_\_

**Parcel Number(s):** \_\_\_\_\_

**Acreeage:** \_\_\_\_\_ **Total Lots Proposed:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

Water Service Proposed:  Public  Private

Sewer Service Proposed:  Public  Private

**Applicant Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Owner of Record Name (If Different):** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Engineer Name:** \_\_\_\_\_ **Firm Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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)

**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)

**WHITEMARSH TOWNSHIP**  
**REQUEST FOR MODIFICATION (WAIVER) OF**  
**SUBDIVISION and/or LAND DEVELOPMENT ORDINANCE REQUIREMENTS**

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

**Check the appropriate line:**

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

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

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**Name of Subdivision and/or Land Development:** \_\_\_\_\_

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

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

(Original Signature must be submitted)

**RESOLUTION 2012-07**

**WHEREAS**, Article II, Administration, of Chapter 105, Subdivision and Land Development, of the Code of the Township of Whitemarsh provides that the Board of Supervisors of Whitemarsh Township shall establish a schedule of fees and that such fees shall be fixed by the Board of Supervisors by resolution from time to time; and

**WHEREAS**, Township Staff recommends that the Board of Supervisors of Whitemarsh Township establish Subdivision and/or Land Development Application Escrows to ensure Applicants pay all costs authorized by the provisions of the Pennsylvania Municipalities Planning Code for such Applications.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Supervisors of Whitemarsh Township hereby adopts the following Subdivision and/or Land Development Application Escrows:

Subdivision and/or Land Development Sketch (Tentative) Plan:	Escrow:	\$2,500.00
Minor Subdivision and/or Land Development Preliminary Plan:	Escrow:	\$5,000.00
Major Subdivision and/or Land Development Preliminary Plan:	Escrow:	\$7,500.00
Minor Subdivision and/or Land Development Final Plan:	Escrow:	\$3,000.00
Major Subdivision and/or Land Development Final Plan:	Escrow:	\$5,500.00
Waiver of Land Development	Escrow:	\$1,500.00

1. A Township administrative fee of ten percent (10%) of the Escrow shall be charged to the Escrow Account ("**Escrow Account**") immediately upon submission. Thereafter, one hundred percent (100%) of all costs authorized by the provisions of the Pennsylvania Municipalities Planning Code and incurred for the plan reviews shall be charged to the Escrow Account on a monthly basis.

2. If the Township determines that the application is one for which such costs for review are likely to exceed the Escrow, the Applicant may be required to pay into the Escrow Account, in advance, an amount over and above the stated Escrow estimated to be sufficient to cover the expected costs. No application(s) shall be processed prior to the required Escrow having been deposited with the Township.

4. If funds in the Escrow Account are depleted to twenty percent (20%) or less of the original balance, the Applicant shall make an additional Escrow deposit sufficient to cover any deficit and to reestablish the Escrow Account to its original balance or such greater amount as is determined by the Township to be reasonably necessary in order to cover anticipated remaining or future expenses. No further action shall be taken on an application until the Escrow Account has been reestablished to such appropriate level. A Township administrative fee of ten percent (10%) of the additional Escrow deposit shall be charged to the Escrow Account ("**Escrow Account**") immediately upon submission.

5. The Escrow Account shall not be an interest-bearing account.

6. Any excess funds remaining in the Escrow Account after the application has been withdrawn or fully processed (Sketch Plan) or acted upon (Preliminary Plan or Waiver of Land Development) or recorded (Final Plan) will be refunded to the Applicant without interest. If the balance of the expenses for the application for any reason exceeds the amount remaining in the Escrow Account, the Township shall send the Applicant a statement for such additional costs. The Township may take legal action to collect unpaid costs.

**RESOLVED** this 23<sup>rd</sup> day of February 2012.

**ATTEST**

\_\_\_\_\_  
**Bruce G. Horrocks,**  
**Township Secretary**

**WHITEMARSH TOWNSHIP**  
**BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
**Robert R. Hart, Chair**

# Municipal Request for Review

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



P.O. Box 311, Norristown, PA 19404-0311  
 Phone: 610-278-3722  
 Business Hours: 8:30 A.M. to 4:15 P.M.  
[www.planning.montcopa.org](http://www.planning.montcopa.org)

## 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 Petitions (Fee)

Subdivision Ordinance Amendment (No Fee)

Curative Amendment

Municipal (No Fee)  Private Petitions (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="radio"/> Public	<input type="checkbox"/> Public	Available	<input type="radio"/> <input type="radio"/>
<input type="radio"/> Individual Well	On-Lot: <input type="radio"/> Individual	Not Available	<input type="radio"/> <input type="radio"/>
<input type="radio"/> Community System	<input type="radio"/> Centralized	Unknown	<input type="radio"/> <input type="radio"/>

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

### Additional Information:

**RESET** **PRINT**

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 ambulancesquads.
• For a nonresidential subdivision and land development submitted for the same tract at the same time, only the larger fee will be charged.
• No fee is required for Sketch Plans.

Residential Subdivisions and/ or Land Developments

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

Table with 2 columns: Number of Lots or Dwelling Units (greater number applies) and Base Fee + Fee per Lot or Dwelling Unit. Rows include categories like 1-3\*, 4-20, 21-100, and 101+.

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.

Table with 2 columns: Gross Square Feet of New Building and Base Fee + Fee for Every 1000 Gross Sq. Ft. (rounded to nearest whole dollar). Rows include categories like 1-3,000 Sq. Ft., 3,001-25,000 Sq. Ft., etc.

Nonresidential Subdivisions

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

Table with 2 columns: Number of Lots and Base Fee + Fee per Lot. Rows include categories like 1-3 and 4 or more.

Other Reviews

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

Resubmissions

These fees apply to each subsequent plan submission after the original submission, if the resubmission is essentially the same plan with only minor revisions. A subsequent plan is NOT a resubmission if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

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

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.



MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

# Act 247 Review Guidelines and Fee Schedule

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

Effective January 1, 2018

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## Required Fees and Time Limits

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

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

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

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

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## Application Procedure

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1. The applicant submits the plans, a completed Municipal Request for Review form, and the county fee to the local municipality. The county fee must be in the form of a check or money order made payable to the MONTGOMERY COUNTY TREASURER. The county fee is not to be combined with the municipal fee. The applicant's canceled check serves as the receipt.
2. The municipality will forward an application consisting of the county fee, the Municipal Request for Review form signed by the appropriate municipal official, and the plans to MCPC along with any other relevant information.

3. The review time limit will officially begin when MCPC receives all necessary information and applicable fees.
4. In the event of a returned check, the MCPC review and its corresponding time limit will stop as of the date we receive notification. MCPC will notify the applicant and municipality. The review process will restart on the date MCPC receives the required fee.

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## Fee Information

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### Resubmissions

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

### Waiver of Fees

Fees are waived for an application filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private nonprofit organizations except for volunteer fire companies and ambulance squads.

### Refunds

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

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## Informal Reviews and Special Circumstances

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