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 be filled out after printing the completed form starting on page 2 where applicable.

<table>
<thead>
<tr>
<th>Applicant Initials</th>
<th>Required Items of Submission</th>
<th>Township Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Whitemarsh Township Checklist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Whitemarsh Township Application (Signature MUST Be Original)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Whitemarsh Township Request for Modification (Signature MUST Be Original)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Whitemarsh Time Waiver Form (Signature MUST Be Original)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Whitemarsh Township Escrow (Payable to Whitemarsh Township; credit card payment accepted in person)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Montgomery County Planning Commission Municipal Request for Review (County will request fee directly from applicant)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transportation Impact Study §§105-21.B.(9)(c) (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stormwater Management Plan &amp; Supporting Calculations (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplemental Documents Applicable to a Specific Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>List of Encumbrances (Book &amp; Page Numbers) (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Three (3) Complete Sets of All Application Materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDF or Link to Digital File of Each Component of the Application</td>
<td></td>
</tr>
</tbody>
</table>
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
- □ Major Subdivision
- □ Minor Land Development
- □ Major Land Development
- □ Land Development Waiver

Plan Type:

- □ Sketch
- □ Preliminary
- □ Final

INSERT "N/A" FOR NOT APPLICABLE WHERE APPLICABLE

Name of Subdivision/Land Development: ____________________________________________

Location of Subdivision/Land Development: ____________________________________________ (Primary Access Roadway Name)

Between: ___________________________ and ___________________________ (Roadway Name)

(Roadway Name) ___________________________ (Roadway Name)

Number of Parcels: ________________ Block Number(s): ________________ Unit Number(s): ________________

Parcel Number(s): ________________________________________________________________

Acreage: ___________________________ 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 Whitemarsh, as amended, and agrees to obtain all necessary permits in connection with the proposed subdivision and/or land development.

Whitemarsh 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 Whitemarsh 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.


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 transferrable 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: __________________________

Title: __________________________

(if applicable)

(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).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Name of Subdivision and/or Land Development: _____________________________

Date: ___________________________ Signature: ___________________________

(Original Signature must be submitted)
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:

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Escrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subdivision and/or Land Development Sketch (Tentative) Plan</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Minor Subdivision and/or Land Development Preliminary Plan</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Major Subdivision and/or Land Development Preliminary Plan</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Minor Subdivision and/or Land Development Final Plan</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Major Subdivision and/or Land Development Final Plan</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>Waiver of Land Development</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

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.

3. 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.

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

5. 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 23rd day of February 2012.

ATTEST

Bruce G. Horrocks,
Township Secretary

WHITEMARSH TOWNSHIP
BOARD OF SUPERVISORS

By: ___________________________
Robert R. Hart, Chair
Applicant Request for County Review

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

Date: ____________________________
Municipality: ______________________

Proposal Name: ______________________
Applicant Name: ______________________
Address: ____________________________
City/State/Zip: _________________________
Phone: ______________________________
Email: _______________________________

Applicant’s Representative: ______________________
Address: ____________________________
City/State/Zip: _________________________
Business Phone (required): ______________
Business Email (required): ______________

Type of Review Requested:
(Check All Appropriate Boxes)
☐ Land Development Plan
☐ Subdivision Plan
☐ Residential Lot Line Change
☐ Nonresidential Lot Line Change
☐ Zoning Ordinance Amendment
☐ Zoning Map Amendment
☐ Subdivision Ordinance Amendment
☐ Curative Amendment
☐ Comprehensive / Other Plan
☐ Special Review*

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

Type of Plan: 
☐ Tentative (Sketch)
☐ Preliminary / Final

Type of Submission:
☐ New Proposal
☐ Resubmission*

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

Zoning:
Existing District: ______________________
Special Exception Granted ☐ Yes ☐ No
Variance Granted ☐ Yes ☐ No For ______________________

Plan Information:
Tax Parcel Number(s) ______________________
Location (address or frontage) ______________________
Nearest Cross Street ______________________
Total Tract Area ______________________
Total Tract Area Impacted By Development ______________________

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

<table>
<thead>
<tr>
<th>Land Use(s)</th>
<th>Number of New</th>
<th>Senior Housing</th>
<th>Open Space Acres*</th>
<th>Nonresidential New Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Family</td>
<td>Lots</td>
<td>Units</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Townhouses/Twins</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Additional Information: ______________________

Effective 5/1/18
MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Fee Schedule

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

- Fees will be waived for applications filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private, nonprofit organizations with the exception of volunteer fire companies and ambulance squads.
- For a nonresidential subdivision and land development submitted for the same tract at the same time, only the larger fee will be charged.
- No fee is required for Sketch Plans.

Residential Subdivisions and/or Land Developments

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

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

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

Nonresidential Subdivisions

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

<table>
<thead>
<tr>
<th>Number of Lots</th>
<th>Base Fee + Fee per Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 3</td>
<td>$555 flat fee</td>
</tr>
<tr>
<td>4 or more</td>
<td>$555 + $88 per lot</td>
</tr>
</tbody>
</table>

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.

Approved by the Montgomery County Planning Commission on December 13, 2017.

Effective January 1, 2018
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

---

Required Fees and Time Limits

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

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

* 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.

---

Application Procedure

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.

---

**Fee Information**

**Resubmissions**

The fee schedule and time limits will apply regardless of whether the submitted application is for the review of a tentative sketch, preliminary plan, or final plan. Once the initial fee has been received, MCPC charges a fee for the resubmission of subdivisions and land developments that are essentially the same as the former submission. A flat fee of $125 is required for all residential subdivisions/land developments. No fee is required for residential subdivisions/land developments of 3 lots/units or less. A flat fee of $190 is required for the resubmission all non-residential subdivisions/land developments. No fee is required for non-residential subdivisions/land developments of 3 lots or 3,000 square feet or less respectively. 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.

---

**Informal Reviews and Special Circumstances**

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