



WEST POTTS GROVE TOWNSHIP

980 Grosstown Rd Stowe PA 19464

Phone No.: 610-323-7717 Fax No.: 610-323-4124

Email: info@westpottsgrove.org

Website: westpottsgrove.org

FOR TOWNSHIP USE ONLY

Date Received:				
Application No:				
App. Fee Paid:				
Escrow Fee Paid:				
90 Day Start:				
90 Day End:				

SUBDIVISION & LAND DEVELOPMENT APPLICATION

PROJECT NAME: _____

Plan ID: _____ Plan Date: _____ Rev. Date: _____ No. Pages: _____

TYPE OF APPLICATION

Check one: Subdivision Lot Consolidation Lot Line Change Land
Development

Check one: Sketch Plan Preliminary Plan Final Plan Minor/Plan
Amendment

APPLICANT INFORMATION

Applicant Name/Title/Company/Address: _____

Phone: _____

Alt. Phone: _____

Fax: _____

E-mail: _____

Applicant's interest in the property in question, or relationship to property owner:

Legal Owner
(owner on deed)

Equitable Owner
(property under agreement of sale)

Lessee

Authorized Agent: Attorney Engineer Architect Other: _____

PROPERTY INFORMATION

Property Owner Name/Title/Company/Address (*if different from the Applicant's*): _____

Phone: _____

Alt. Phone: _____

Fax: _____

E-mail: _____

Address/location of property involved in the application: _____

Name of subdivision or land development (if any): _____

Tax Parcel Number(s): _____

Zoning District(s): _____

Total acreage of lot(s): _____ Acreage to be developed: _____

Existing Bldg. Coverage (%): _____ Proposed Bldg. Coverage (%): _____

Existing Impervious Coverage in sq. ft.: _____ and %: _____

Proposed Impervious Coverage in sq. ft.: _____ and %: _____

No. of existing lots: _____

No. of new lots: _____

Existing total gross floor area (SF): _____ Proposed total gross floor area: _____

Total gross floor area [existing + proposed] (SF): _____

Proposed use of property (elaborate in the narrative):

Residential Commercial Industrial Institutional Other: _____

Proposed use permitted by:

Right Special Exception Conditional Use Other: _____

Have appropriate Public Utilities been consulted? Yes No

Current Water Supply: Public Other (specify) _____

Proposed Water Supply: Public Other (specify) _____

Current Sewage Disposal: Public Other (specify) _____

Proposed Sewage Disposal: Public Other (specify) _____

Improvements to be offered to the Township:

Street or Right-of-Way

Streetlights

Sanitary Sewer Line

Easements

Stormwater

Other: _____

Are easements required with adjacent property owners?

Yes No

If yes, are easement agreements in place?

Yes No (*elaborate if not secure*)

PROJECT INFORMATION

Submit a brief narrative summary of the project. The narrative must describe:

1. current use and condition of the property;
2. the proposed use of the site and, if appropriate, how it will differ from the existing use;
3. existing natural features and how they will be persevered;
4. number of lots to be consolidated or created and/or proposed development of the site;
5. any variances or waivers requested or previously granted for the plan; and
6. any additional information that may be pertinent to the reviewing parties.

Plans and studies included with this submission (check all that apply – continues on next page):

Site Plan

Natural Features

Conservation

Landscaping

Grading and Utilities

Stormwater

Architectural Elevations and Floor Plan

Profiles and Details

Lighting

Sedimentation and Erosion Control

Traffic Impact Analysis

Other: _____

Approvals from outside agencies (*For Final Plan reviews, Applicant must demonstrate that necessary approvals are either in place or being sought*).

Agency	Required?	Date of Approval
PA Dept of Environmental Protection (GP, NPDES)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
PA DEP (Sewage Facilities Planning Module)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
PA Dept of Transportation	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Montgomery Co. Conservation District (NPDES, E&S)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Montgomery County Health Dept	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Pottstown Borough Authority	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

PROJECT CONTACT INFORMATION

Will the Applicant be the point of contact for Township correspondence about this plan? Yes No

If no, who is the main contact? _____

*The Township will make every effort to communicate with the appropriate person(s) with regard to the project.
Any changes to the contacts shall be made in writing to the Township by the Applicant and/or Owner of the project.*

Project Engineer Name/Title/Company/Address

Phone: _____
Alt. Phone: _____
Fax: _____
E-mail: _____

Project Attorney Name/Title/Company/Address

Phone: _____
Alt. Phone: _____
Fax: _____
E-mail: _____

Other Professional Contact Name/Title/Company/Address

Phone: _____

Alt. Phone: _____

Fax: _____

E-mail: _____

Billing Information: Name/Title/Company/Address

Phone: _____

Alt. Phone: _____

Fax: _____

E-mail: _____

APPLICATION SUBMISSION AND PLAN REQUIREMENTS

All of the items outlined below are required at the time of submittal for an application to be considered “complete” and to avoid unnecessary delays in the review process. Application determined to be incomplete at the time of submission will not be accepted. Applicant will be notified if an application is determined to be incomplete after submission, but prior to the start of the Township’s 90-day review period. The 90-day review period, as set forth in the Pennsylvania Municipalities Planning Code (MPC), begins on the date of the next regularly scheduled meeting of the Planning Commission following the date of submission of a *complete* application.

1. All documents and fees shall be received at the West Pottsgrove Township Municipal Building, 980 Grosstown Road, Stowe, PA 19464. Township staff will stamp the date of acceptance on each copy of the plan.
2. Subdivision and Land Development applications shall be made in writing at least thirty (30) days prior to the next scheduled West Pottsgrove Planning Commission meeting (usually the third Thursday of the month at 7:00 p.m.).

Application shall be submitted on the West Pottsgrove Township application form with the following required documents:

	Attached (✓)
Two (2) 24" x 36" sets of the subdivision or land development plans	
Five (5) 11" x 17" sets of the subdivision or land development plans	
Two (2) copies of the Stormwater Management Report	
Two (2) copies of the Erosion and Sedimentation Control Report	
Two (2) copies of all other Reports	
One – Electronic copy of the complete submission containing all plans and supporting documents in PDF format via USB OR an upload link	

3. An erosion and sedimentation control plan, landscaping plan, PADOT plan (if applicable) and lighting plan must be included with all subdivision and land development plans.
4. One (1) original of the West Pottsgrove Township Contract for Professional Services Agreement, signed and dated by the applicant(s), shall be submitted at time of application.

See Subdivision and Land Development Procedure and Policy Instructions for Applicants for additional information.

Applicant should contact the Township to determine how many copies should be submitted for a for each additional plan submission. Each plan submission must be accompanied by a cover letter explaining the revisions made to the new submission and the actions being requested by the applicant on the new submission. Applicant should allow 30 days for the review of each submission. All plan sets, with the exception of the record plans, must be individually folded to fit in an 8.5 x 11 standard accordion file folder.

Submission to Montgomery County Planning Commission - Visit the following website for plan submission and review fees.

<https://www.montgomerycountypa.gov/490/Planning-Commission>

CERTIFICATION

I, the undersigned (Applicant), understand that all plans will be sent to outside consultants including, but not limited to: attorneys, engineers, geologists, land surveyors, architects, landscape architects, and planners to be reviewed for compliance with the Township's Subdivision & Land Development, Stormwater Management, and Zoning Ordinances. Applicant agrees to post an escrow, as defined in the Schedule of Fees, for West Pottsgrove Township to use for all consulting fees and administrative costs related to the above Subdivision and Land Development Plan. In the event that these costs exceed, or are expected to exceed, the amount deposited, Applicant agrees to deposit an additional sum to pay expenses and maintain a balance for future review fees and costs (Review and complete Agreement for Professional Plan Review Services). Applicant understands that failure to deposit additional money in the established escrow fund will result in a stoppage of work on the project until fees are paid.

I understand that the Township's Zoning, Stormwater, and Subdivision & Land Development Ordinances may require additional reviews by the Zoning Hearing Board, Pottstown Area Regional Planning Committee, and/or other Township-appointed review agencies. The Township will notify me if such reviews are necessary.

I agree to allow Township staff, consultants, and members of the reviewing bodies to visit the site for the purposes of inspecting and measuring, surveying, photographing, testing or sampling the property for the purpose of obtaining the information required in order to review the plan as requested by the applicant, while the application is before them.

I agree, at my own expense, to conspicuously post notice of application on all public frontages of the subject property(ies) on a sign no smaller than 36" x 24" at least 48 hours prior to sketch plan or other first-time submission review by the West Pottsgrove Township Planning Commission. I agree to maintain said sign for the duration of the subdivision or land development process and provide proof of posting by way of affidavit and dated photograph of the erected notice to the Township Secretary at least 24 hours prior to sketch plan or other first-time submission review by the Township's Planning Commission.

I agree to post financial security through a letter of credit or escrow account in an amount sufficient to cover the cost of all public improvements before recording the final approved plan. I understand that no grading or building permit will be granted for the project until all approvals have been received, agreements have been executed, and a final plan is recorded. I also understand that any amendments to an approved plan will require formal review under the Township's Subdivision and Land Development and Zoning Ordinances.

I understand that the Township review parties may take 30 days to review each submission I make with regard to this application throughout the land development process.

I certify that the statements made in this Application are true, correct, and complete and agree to the terms listed above.

APPLICANT: _____

_____	_____
Applicant's Representative Name (printed)	Title
_____	_____
Applicant's Representative Signature	Date

PROPERTY OWNER (*if different from Applicant*): _____

_____	_____
Property Owner's Name (printed)	Title
_____	_____
Property Owner's Signature	Date

NOTICE OF APPLICATION

Applicants are required to conspicuously post notice of application on all public frontages of the subject properties on a sign no smaller than 36" x 24" at least 48 hours prior to sketch plan or other first-time submission review by the West Pottsgrove Township Planning Commission. Applicants are required to maintain the sign(s) for the duration of the subdivision or land development process and provide proof of posting by way of affidavit and dated photograph of the erected notice to the Township at least 24 hours prior to sketch plan or other first-time submission review. The dated photograph and signed affidavit may be delivered to the Township office or emailed, so long as they are received at least 24 hours prior to the first Planning Commission meeting.

THIS PROPERTY SUBJECT TO THE
SUBDIVISION/LAND DEVELOPMENT
PROCESS OF

WEST POTTSGROVE TOWNSHIP

WWW.WESTPOTTSGROVE.ORG

(610) 323-7717