

**UPPER HANOVER TOWNSHIP**  
**SUBDIVISION/LAND DEVELOPMENT APPLICATION**

Date Application and Plans Submitted: \_\_\_\_\_

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

Location of Subdivision: \_\_\_\_\_

County Tax Map Block # \_\_\_\_\_ Unit # \_\_\_\_\_ Total Acreage \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

Name of Property Owner(s): \_\_\_\_\_

(If other than applicant)

Address of Property Owner: \_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

Applicant's Representative to Contact with Questions: \_\_\_\_\_

Address of Representative: \_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

Engineer or Surveyor Responsible for Preparation of the Plan: \_\_\_\_\_

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

\_\_\_\_\_ Telephone # \_\_\_\_\_

1. Number of Lots: \_\_\_\_\_

2. Type of Review Requested: (Check ALL appropriated boxes)

Subdivision Plan                       Land Development Plan                       Other

3. Type of Plan

Tentative (Sketch)                       Minor Plan                       Preliminary                       Final

4. Type of Subdivision

New Proposal                       Revision of Prior Proposal                       Phase of Prior Proposal

5. Intended Land Use(s)

	No. of Lots	No. of Units	No. of Buildings
<input type="checkbox"/> Residential	_____	_____	_____
<input type="checkbox"/> Commercial	_____	_____	_____
<input type="checkbox"/> Industrial	_____	_____	_____
<input type="checkbox"/> Office	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____

Describe intended use of ALL Buildings: \_\_\_\_\_

6. Zoning District Classification: \_\_\_\_\_

7. Type of Water Supply Planned: \_\_\_\_\_ Public \_\_\_\_\_ Private

Has the Authority been consulted: \_\_\_\_\_ YES                      \_\_\_\_\_ NO

8. Type of Sanitary Sewage Disposal Planned: \_\_\_\_\_ Public \_\_\_\_\_ Private

Has the Authority been consulted: \_\_\_\_\_ YES                      \_\_\_\_\_ NO

9. Are ALL streets proposed for dedication: \_\_\_\_\_ YES                      \_\_\_\_\_ NO

10. Filing Fee: \_\_\_\_\_

11. Escrow Fee: \_\_\_\_\_

12. Montgomery County Planning Commission Fee: \_\_\_\_\_

PAYABLE TO: Montgomery County Treasurer

I hereby agree to comply with all rules, regulations of Upper Hanover Township and agree to be responsible for the payment of all engineering and legal fees associated with this application.

Developer hereby acknowledges that the Township Solicitor shall be required to review the plans and prepare, review and approve the Subdivision and/or Land Development Agreements, any Maintenance Agreement, and any necessary deeds of dedication, easements, rights-of-way, release of mortgage liens, resolutions, ordinances letters or any other legal documents relating thereto and render advice relating thereto. Developer further acknowledges that the Township Solicitor shall render legal advice in regard thereto and shall attend any meetings regarding or referencing the plans or the preparation, review or drafting of the above-mentioned legal documents. By signing this application, the Developer agrees to reimburse the Township for all costs of such services performed by the Township Solicitor at the current rate.

I further authorize representatives of Upper Hanover Township to enter the subject property in order to verify existing conditions. I specifically release individuals who enter on or about the site during an inspection from any liability, obligation or claim that may arise as a result of their entry onto or travel about the said property.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

.....  
**FOR TOWNSHIP USE ONLY**

Application Received and Reviewed by: \_\_\_\_\_

Date Received and Reviewed: \_\_\_\_\_

Payments Received:

Filing: \_\_\_\_\_

Escrow: \_\_\_\_\_

MCPC: \_\_\_\_\_

First Planning Commission Meeting Date: \_\_\_\_\_

## ATTACHMENTS

1. Subdivision/Land Development Approval Extension Form
2. Upper Hanover Township Subdivision and Land Development Fee Schedule.
3. Montgomery County Fee Schedule

## APPLICATION REQUIREMENTS

1. Submit fifteen (15) copies of the Application Form, sixteen (16) compact disc (CD) copies of the Plan and eight (8) paper copies of the Plan.
2. All Plans must be folded separately with the Application Form attached.
3. Submit two (2) separate checks payable to UPPER HANOVER TOWNSHIP:  
(1) Filing Fee and (2) Escrow Fee.
4. Submit separate check payable to MONTGOMERY COUNTY TREASURER  
for the Montgomery County Planning Commission fee.
5. All Plans to be listed for discussion at the Planning Commission meeting  
scheduled for the first Wednesday of each month must be filed not less than  
three (3) weeks prior to the first Wednesday.

**SUBDIVISION AND LAND DEVELOPMENT APPROVAL EXTENSION**

Stanley W. Seitzinger, Jr., Township Manager  
Upper Hanover Township  
1704 Pillsbury Road, P.O. Box 27  
East Greenville, PA 18041

RE: Subdivision/Land Development Plan of \_\_\_\_\_

Dear Mr. Seitzinger:

On \_\_\_\_\_, I/we submitted for official filing of the referenced Subdivision/Land Development Plan.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Upper Hanover Township Code, this letter will serve as notice to Upper Hanover Township that the requirement that action be taken on this Subdivision/Land Development proposal within ninety (90) days, is hereby waived, without limitation as to time. This waiver is granted to permit us to make such adjustments or revisions to the plans as may be required during a plan review process.

Furthermore, I hereby acknowledge that, in the event this extension is revoked, Upper Hanover Township shall have ninety (90) days to render a written decision on the application, which ninety (90) day period shall commence on the date of receipt of such revocation in writing.

Sincerely,

\_\_\_\_\_

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

**SUBDIVISION RECORD PLAN INFORMATION SHEET**  
UPPER HANOVER TOWNSHIP, MONTGOMERY COUNTY

Subdividers and consultants should use the following information sheet to expedite approval and recording of record plans:

1. The Township needs one (1) mylar copies and at least four (4) paper copies of the record plans. These will be recorded or retained by the Township. If any the Applicant desires copies, they should be in addition to the above. Per the office of the Montgomery County Recorder of Deeds, all mylars and plans to be recorded must measure no larger than 24" x 36".
2. All copies of record plans submitted to the Township must be signed and/or sealed with an original signature. No stamps in lieu of original signatures will be accepted.
3. Notary and professional seals must be legible. Blurred, smeared or otherwise unreadable seals will require re-submittal.
4. Specific attention must be given to the use of correct dates when preparing plans. Incorrect dates will require re-submittal.
5. All names used in the signature blocks must be consistent with names and spellings used elsewhere on the plan (e.g. names of record owners, etc.)
6. No nicknames may be used. For example, Frederick should be used instead of Fred. Proper names, using Sr., Jr. etc. where applicable, must be used.
7. All owners' names (when more than one owner) must be typed in the signature block, with a separate line for the signature of each. Illegible handwritten names will require re-submittal.
8. Corporations or partnerships must use the correct ownership language in accordance with the Subdivision and Land Development Ordinance.
9. Plans submitted for recording must be exactly as approved by the Township, including conditional items that were included in the approval. Record plans will be compared to approved plans and will be rejected if they are not identical to the approved plans. Any plans containing "sticky back" notes or signature certifications or any other information will be rejected.
10. Record plans must be submitted to the Township. They will be forwarded to the Township Engineer for review and comparison to the approved plan. The Engineer will then sign the plans and return them to the Township for official signatures.
11. The Township officials will sign plans at only two times. These are the Planning Commission meeting (first Wednesday) and the Planning Commission Workshop meeting (third Wednesday). There will be no exceptions. Allow plenty of time for this process. Plans must be submitted to the Township at least ten days prior to these meetings to provide time for review by the Engineer, and return to the Township.
12. The Township Solicitor will record all plans at the Courthouse.
13. It is important to consider the above factors and allow sufficient time for the approval process. This is particularly important when scheduling settlements.

**UPPER HANOVER TOWNSHIP**  
**SUBDIVISION & LAND DEVELOPMENT**  
**FEE SCHEDULE**

<u>ALL SUBDIVISION</u>			<u>LAND DEVELOPMENT</u>	
<u>No. of Lots or Units</u>	<u>Filing Fee</u>	<u>Escrow Fee *</u>	<u>Filing Fee</u>	<u>Escrow Fee *</u>
Amendments to Approved Plans	\$200	\$2,000	<u>Residential- e.g. townhouses</u> \$225/dwelling unit	\$500/dwelling unit
Line Change	\$200	\$2,000		
2 - 5 Lots	\$225 per lot	\$3,000	<u>Commercial</u> \$225 plus \$0.10 per sq. ft. of building	Less than 20,000 sq. ft. = \$5,000
6 - 49 Lots	\$225 per lot	\$500 per lot		20,000 sq. ft. to 50,000 sq. ft. = \$15,000 per unit
50 or More Lots	\$225 per lot	\$500/lot - first 50 lots \$100/lot - over 50 lots		Over 50,000 sq. ft. \$25,000 per unit
All Sketch Plan Submittals and Consultation Prior to Sketch Plan Submittal Escrow Fee \$2,000 Sketch Plan Filing Fee - \$100			<u>Industrial/Outdoor Storage</u> \$225 plus \$0.10 per sq. ft. of building	\$6,000 per unit
<u>Erosion Control and Sedimentation Permit</u>			<u>Other</u> \$225 plus \$0.10 per sq. ft. of building	\$2,500 per unit
Filing Fee \$200	Escrow Fee \$1,000			

\* When the balance in the escrow account falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

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.

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## 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

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## 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.

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## 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

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## 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

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## 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.

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, 2014*

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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	No	30
609.1	Curative Amendments	No	30

- 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. When MCPC determines an application to be substantially altered, a new fee will be required except if the change was recommended by MCPC. Each submission of a different project on the same tract of land will be charged an additional fee. Any plan for the same tract resubmitted more than 5 years after the last review of that tract will be charged a new fee.

### Mixed Developments

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.

For a nonresidential subdivision and land development submitted for the same tract at the same time only the larger base fee will be charged.

### 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.