

## **Application Submission Guidance**

### **Section 1: Purpose**

The ensuing is an outline, amended from time to time by the governing body, providing guidance on the various ordinances and regulations which govern the preparation of your plan. It is recommended you review copies of the Subdivision and Land Development, Stormwater Management, and Zoning Ordinances which establish development standards and criteria.

### **Section 2: Schedule of Meetings and Procedures**

#### **A. Meeting schedule**

1. A preapplication meeting with the Township staff shall be held the third Thursday of each month. Please contact the Township staff to request to be placed on the agenda for review of your plan during the staff preapplication meeting. This informal, nonbinding meeting introduces your plan to the Township staff so that informal feedback may be provided to you prior to formal application. Township staff may include the Zoning Officer, the Township Engineer, representatives from the Fire Company, Police Department, and Public Works Department; and representatives from the County Planning Commission. While preapplication meetings and sketch plans are not required, they can make application more efficient. During this meeting you will be provided guidance on interpreting the Township regulations, but no formal determinations shall be made. Any sketch plan provided to the Township shall be for information purposes only and shall not be considered an application by the Township. This meeting provides a forum to discuss and highlight major items of your plan and attempts to ensure you have considered the ordinance requirements. If a sketch plan is to be provided, it must be submitted no later than 10 days prior to the preapplication meeting.
2. The Planning Commission is a recommending body comprised of five Township residents who are appointed by the governing body. The Planning Commission meets the first Tuesday of each month at 6pm for the purpose of reviewing both development plans and zoning applications. Meeting dates and times may be found on the Township's publically accessible website.

#### **B. Requirements for Application for Subdivision and Land Development Approval**

1. A complete set of all plans containing the necessary criteria as detailed in the Subdivision/Land Development Ordinance shall be submitted, as well as any waiver requests, deed restrictions, right of ways and/or easements, sediment and erosion control plans, stormwater management plans, and zoning approvals.
2. The required review fee shall be submitted simultaneously with the Application.
3. 90-day time extensions may be offered to the Board from time to time if the Applicant is not ready for a final decision to be made on the plan within the timeframe required by the Municipalities Planning Code.

#### **C. Staff Plan Review Process**

1. Twenty-eight days prior to the Township Planning Commission meeting, the Application, including all supplemental information and the fee as described above, shall be submitted by 12:00 pm to the Township Manager.
  - a. The applicant is responsible for forwarding the plan to:
    - The County Planning Commission
    - The local school district (if applicable)
    - Any other required reviewing agencies
2. Following the Application, the Township staff will review the plans and supplemental information for completeness. If major deficiencies are found or the Application is submitted without the appropriate documents, it will be rejected for that month's Planning Commission meeting.
3. Promptly after receipt of the complete Application, the Application shall be forwarded to the Township Engineer for review.
4. Ten days prior to the Planning Commission meeting, all of the reviewing agencies review comments are to be submitted to the Township Zoning Office.
5. Prior to the Planning Commission meeting, the Township Zoning Officer will compile the township Planning Commission agenda in compliance with the Pennsylvania Sunshine Act and forward to the township Planning Commission members for review.
6. Plan revisions for resubmission to the Township Planning Commission for re-review shall be submitted no later than the 21<sup>st</sup> day prior to the Township Planning Commission meeting date with all revisions clearly identified in a letter.

D. Planning Commission Review

1. The Township Planning Commission will take into consideration any review comments from the Township Engineer, County Planning Commission, staff, and other Township agencies when carrying out their review.
2. Plans with substantial review comments following review by township staff and/or consultants should be revised and resubmitted to the Township Planning Commission for review. Plans with deficiencies may not be recommended for approval; it is important the Plan meet all applicable Township ordinances and regulations.
3. Should the plan be recommended for conditional approval by the Planning Commission, plan revisions reflecting the satisfied or outstanding conditions are to be submitted at least 14 days prior to the Township Board of Commissioners' meeting for review by Township staff. Township staff will review the plan and forward review comments to the Township Manager for placement on the Board of Commissioners' agenda not less than seven days prior to the meeting.

E. Board of Commissioners' Review

1. Following review and recommendations by the Township Planning Commission, the plan will be scheduled for presentation to the Board of Commissioners, who meet on the second Wednesday of the month.  
Staff/Consultant review comments and plans are to be furnished by the Zoning Officer to the Township Manager or designee at least seven days prior to the Board of Commissioners' meeting to be placed on the agenda. Note: if the Planning Commission meeting occurs the day prior to the Board of Commissioners' meeting, the plan will be

placed on the following month's agenda to provide adequate time for review, comment and revisions, if necessary.

2. Extension of time: if the plan is a complex project or is deficient in some manner, the Board of Commissioners may request a written extension of time be provided by the applicant in lieu of taking action on the plan so that questions or deficiencies may be resolved. Alternatively, the applicant may provide a written extension of time if it requests that the Board not take action on the plan within the required time limitations so that deficiencies may be resolved.
  3. The applicant shall be notified in advance if its Application is going to be acted upon by the Board of Commissioners in any manner.
  4. Plan Approval: Upon conditional approval, the Commissioners will not sign a plan until all conditions have been met. Per the Subdivision and Land Development Ordinance, the Board will review the final plan to assure all conditions have been met prior to signing and release of plans for recording. Plans must be recorded within 90 days of signature.
- F. Recording of Plans
1. Plans will not be recorded until all conditions have been satisfied. Any developer's agreements, operation and maintenance agreements, or other ancillary documents as required must be recorded with the plan.
  2. Building permits will not be issued until plans have been recorded and all other requirements are met.