



## **SUBDIVISION LAND DEVELOPMENT APPLICATION PROCEDURES**

All applications shall be submitted in person to:

**Plumstead Township  
5186 Stump Road, Pipersville, PA 18947**

Submissions are accepted between the hours of 8:30 AM and 4:00 PM, Monday through Friday.

**NO PLAN APPLICATIONS WILL BE ACCEPTED BY MAIL**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**

Initial preliminary and final plan submissions will be accepted for review (NO discussion) at the first Planning Commission meeting after receipt of a complete application; and will be eligible to be discussed at the second Planning Commission meeting after receipt. **The Deadline for submission of revised plan, sketch plan, and land development waiver applications is the LAST FRIDAY OF THE MONTH AT 12 NOON**, for the application to be eligible for review at the next Planning Commission meeting. If the last Friday of the month is a holiday or the Township building is closed, the deadline will be 12 Noon on the last business day prior to the last Friday of the month.

The applicant is responsible for delivering ALL required materials to all other review agencies (i.e. Bucks County Planning Commission, Bucks County Conservation District, PennDOT, etc.)

### **BUCKS COUNTY WATER AND SEWER AUTHORITY AGREEMENT**

Pursuant to the Stipulation and Agreement between Plumstead Township and Bucks County Water and Sewer Authority dated August 22, 2007, Bucks County Water and Sewer Authority shall not execute any sewer service agreements with landowners and/or developers within Plumstead Township until it has received written notice that the Board of Supervisors of Plumstead Township has approved a preliminary plan of subdivision or land development within the sanitary sewer district. Bucks County Water and Sewer Authority shall provide to Plumstead Township any landowner request for preliminary agreements in writing, after which the Township will advise Bucks County Water and Sewer Authority within sixty (60) days after receipt from Bucks County Water and Sewer Authority of notice of the request for preliminary agreement as to whether the Township intends to contest a particular land development, zoning application or other proposed subdivision or land development on the basis of non-compliance with its Act 537 Plan or its land use ordinances. If the Township intends to contest any such application, Bucks County Water and Sewer Authority will not execute a preliminary agreement nor perform any review of plans until such time as the landowner or developer has secured an approval of preliminary plans of subdivision or land development.

**Plumstead Township**  
**Checklist for Preliminary Plans for Major Subdivision/Land Development**  
**or Preliminary/Final Plans for Minor Subdivision**

**NUMBER OF COPIES REQUIRED: 3 SETS OF PLANS**

**One additional plan is required for each of the following:**

- Submission of Traffic Study
- Submission of Water Resources Study
- Project includes water line installation/connection to public water
- New Lighting proposed or alterations to existing lighting

- \_\_\_\_\_ 1 original and 1 copy of the complete Subdivision and Land Development Application (all five pages) fully executed with all necessary signatures
- \_\_\_\_\_ 1 check for required fees per Fee Schedule
- \_\_\_\_\_ 1 check for required escrows per Fee Schedule
- \_\_\_\_\_ 1 original Site Access Agreement, signed by the applicant/owner
- \_\_\_\_\_ 1 original Contract for Professional Services Agreement, signed by the applicant/owner
- \_\_\_\_\_ 1 legible copy of the current deed(s) and/or contract for purchase
- \_\_\_\_\_ 1 copy of an abstract of title or commitment for Title Insurance (title binder) or other documents that includes copies of all exclusions
- \_\_\_\_\_ 1 copy of the recorded plan if from a previous subdivision
- \_\_\_\_\_ 1 copy of the notice sent to adjacent property owners along with the proof of mailing form from the U.S. Postal Service (certified) within five days after submission
- \_\_\_\_\_ 1 copy of the notice with overall plan used to post the property within five days of submission. A mock up of the sign or a photograph of the sign can be submitted. Major subdivision and land development projects only
- \_\_\_\_\_ 2 copies of the Act 537 Planning Module application signed by the applicant
- \_\_\_\_\_ 2 copies of the Stormwater Management Report
- \_\_\_\_\_ 2 copies of the Erosion Control Plan and Report
- \_\_\_\_\_ 2 copies of the Traffic study, where applicable
- \_\_\_\_\_ 2 copies of the Water Resources Impact Study, where applicable
- \_\_\_\_\_ 2 copies of the Well Report, where applicable
- \_\_\_\_\_ 2 copies of the Wetland Delineation, where applicable
- \_\_\_\_\_ 3 copies of plan set in 2 x 3 format and folded (preferred), rolled if large sets, (including site analysis and resource conservation plan - major subdivision and land development projects only)
- \_\_\_\_\_ 1 digital copy of all documents, including plans and all reports.  
(PDF format, preferably emailed via Dropbox or OneDrive to [shicks@plumstead.gov](mailto:shicks@plumstead.gov))
- \_\_\_\_\_ 1 List of email contacts for applicant and all consultants
- \_\_\_\_\_ 1 List of all waivers required as part of submission where applicable.

**Revised Submissions must include:**

- \_\_\_\_\_ 1 copy of the Subdivision and Land Development Application checklist
- \_\_\_\_\_ 1 check replenishing escrow to original amount (check with the Finance Dept. prior to submission)
- \_\_\_\_\_ 3 copies of plan set in 2' x 3' format and folded (preferred), rolled if large sets
- \_\_\_\_\_ 1 digital copy of all documents, including plans and all reports.  
(PDF format, preferably emailed via Dropbox or OneDrive to [shicks@plumstead.gov](mailto:shicks@plumstead.gov))
- \_\_\_\_\_ 1 List of all waivers required as part of submission where applicable

**Final Submissions must include:**

- \_\_\_\_\_ 1 copy of the Subdivision and Land Development Application checklist
- \_\_\_\_\_ 1 check for required fees per Fee Schedule
- \_\_\_\_\_ 1 check for required escrow per Fee Schedule
- \_\_\_\_\_ 1 original Contract for Professional Agreement, signed by the applicant/owner if applicable
- \_\_\_\_\_ 3 copies of plan set in 2' x 3' format and folded (preferred), rolled if large sets
- \_\_\_\_\_ 1 digital copy of all documents, including plans and all reports.  
(PDF format, preferably emailed via Dropbox or OneDrive to [shicks@plumstead.gov](mailto:shicks@plumstead.gov))

**Sketch Plan and Lot Line Adjustment Submissions must include:**

- \_\_\_\_\_ 1 original and 1 copy of the complete Subdivision and Land Development Application (all five pages), fully executed with all necessary signatures
- \_\_\_\_\_ 1 check for required fees per Fee Schedule
- \_\_\_\_\_ 1 check for required escrow per Fee Schedule
- \_\_\_\_\_ 1 original Contract for Professional Services Agreement, signed by the applicant/owner.
- \_\_\_\_\_ 1 legible copies of the current deed(s) and/or contract for purchase
- \_\_\_\_\_ 3 copies of the plan in 2' x 3' format and folded,  
(include site analysis and resource conservation plan - Sketch Plan of major subdivision and land development projects only)
- \_\_\_\_\_ 1 copy of the notice sent to adjacent property owners along with the proof of mailing form from the U.S. Postal Service (certified) within 5 days after submittal. *Lot line adjustment subdivisions only.*
- \_\_\_\_\_ 1 digital copy of all documents, including plans and all reports.  
(PDF format, preferably emailed via Dropbox or OneDrive to [shicks@plumstead.gov](mailto:shicks@plumstead.gov))

**Waiver of Land Development Submissions must include:**

- \_\_\_\_\_ 1 original and 1 copy of the complete Subdivision and Land Development Application (all five pages) fully executed with all necessary signatures
- \_\_\_\_\_ 1 check for required fee per Fee Schedule
- \_\_\_\_\_ 1 check for required escrow per Fee Schedule
- \_\_\_\_\_ 1 original of the Contract for Professional Services Agreement, signed by the applicant/owner
- \_\_\_\_\_ 1 legible copies of the current deed(s) and/or contract for purchase
- \_\_\_\_\_ 3 copies of the plan in 2' x 3' format and folded
- \_\_\_\_\_ 1 digital copy of all documents, including plans and all reports.  
(PDF format, preferably emailed via Dropbox or OneDrive to [shicks@plumstead.gov](mailto:shicks@plumstead.gov))

**ALL SUBMISSIONS MUST INCLUDE EMAIL CONTACT INFORMATION FOR  
THE APPLICANT AND ALL CONSULTANTS**



## PLUMSTEAD TOWNSHIP

5186 Stump Road,  
Pipersville PA 18947  
Phone: (215) 766-8914  
[www.plumstead.org](http://www.plumstead.org)

### OFFICIAL USE ONLY

Application # \_\_\_\_\_

Date Rec.: \_\_\_\_\_

App Fee Paid: \_\_\_\_\_

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

Check #: \_\_\_\_\_

Receipt #: \_\_\_\_\_

## SUBDIVISION/ LAND DEVELOPMENT APPLICATION

Name of Subdivision or Land Development: _____			Primary Contact (Check One)
Site Address: _____ TMP# _____			
Owner of Record	Name		<input type="checkbox"/>
	Address		
	Phone	Email	
Applicant	Name		<input type="checkbox"/>
	Address		
	Phone	Email	
Agent or Attorney	Name		<input type="checkbox"/>
	Address		
	Phone	Email	
Engineer or Surveyor	Name		<input type="checkbox"/>
	Address		
	Phone	Email	

### Type of Development Planned:

☐ Single Family ☐ Multi-Family ☐ Commercial ☐ Industrial ☐ Other

Total Area to be developed or subdivided: \_\_\_\_\_ acres

No. of Lots or Leaseholds: \_\_\_\_\_

Proposed new building area: \_\_\_\_\_ sq. feet

Proposed Use: \_\_\_\_\_

Proposed Density: \_\_\_\_\_ units per acre

Water Supply Proposed: ☐ Public ☐ Individual on-site

Sanitary Sewer Disposal Proposed: ☐ Public ☐ Individual on-site

**Extension of Time Waiver Agreement (Optional)**

I (we) submitted for official filing the above preliminary and/or final plan of subdivision or land development. I am authorized by the applicant to grant this waiver. Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Plumstead Township Subdivision and Land Development Ordinance, this letter will serve as notice to Plumstead Township that the requirement that action be taken on this application proposed within ninety (90) days, is hereby waived, without limitation as to time.

This waiver is granted to permit the Applicant and Township to make such adjustments or revisions to the plans as may be required during the plan review process. Also, you are hereby assured I (we) will give Plumstead Township thirty (30) days prior notice if I (we) should determine that limiting the time of the review process becomes necessary.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

The undersigned represents that to the best of his or her knowledge, all of the above statements are true, correct and complete. Applicants are hereby advised that they must allow entry onto the site for members of Township Boards, Commissions, and staff to conduct reasonable site inspections as permitted by Section 3 –3 of the Subdivision and Land Development Ordinance. Further, the applicant agrees to reimburse the Township of Plumstead for such fees and expenses as said Township may incur for engineering and legal services in reviewing and advising the Board of Supervisors and Planning Commission with respect to deposits as established by Resolution of the Board of Supervisors.

\_\_\_\_\_  
Signature of Owner of Record/Applicant/Agent

\_\_\_\_\_  
Date

**\*Notice to Applicant:** No application shall be accepted unless the plans have been prepared by a registered engineer or surveyor and all required fees and escrow amounts have been paid to the Township.

Any and all outstanding bills must be paid to the Township upon receipt. Record Plans and Development Agreements will not be signed by the Board of Supervisors and recorded unless your account balance at the Township is paid in full and your escrow account is current in accordance with the Professional Services Agreement.

### **Request for Modification**

Pursuant to Section 512.1 of the Pennsylvania Municipalities Planning Code, and Section 22-938 of the Plumstead Township Subdivision/Land Development Ordinance, all requests for modification/waiver of the Subdivision/Land Development Ordinance requirements shall be submitted in writing with the application for development. The request shall state in full the grounds and facts of unreasonableness or hardship upon which the request is based, the provision or provisions of the Ordinance involved, and the minimum modification necessary.

#### ***Check the appropriate block:***

☐ No Modification or Waiver of Subdivision and Land Development Ordinance is requested.

☐ I/We hereby request the following modification(s) waivers to of the Subdivision and Land Development Ordinance. (Request must identify the applicable Section(s) of the Ordinance; modification requested, and facts of unreasonableness or hardship upon which the request is made. Waivers must be submitted as a separate document).

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Authorized Signature

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Date

**PLUMSTEAD TOWNSHIP**  
**SITE ACCESS AGREEMENT**

\_\_\_\_\_ (“Property Owner”) grants Plumstead Township, its employees, agents, consultants, contractors, subcontractors, designees and/or its Planning Commission and Environmental Advisory Council members, (collectively “Plumstead Township”) permission to enter upon certain property located on \_\_\_\_\_, Plumstead Township, Bucks County, Pennsylvania (“the site”), this property being also known and designated as Parcel(s) \_\_\_\_\_, on the Bucks County Tax Maps for Plumstead Township.

**PURPOSE**

1. Plumstead Township and the Property Owner are entering in this Agreement so Plumstead Township may enter upon the Site to perform an environmental preliminary assessment and site investigation in relation to Property Owner’s or a third party’s land development or subdivision application filed with Plumstead Township. Plumstead Township shall perform the preliminary assessment and site investigation in accordance with all applicable statutes and regulations.
2. In return for the Property Owner granting Plumstead Township access to the Site for the preliminary assessment and site investigation, Plumstead Township agrees to the following:
  - a. Plumstead Township will give the Property Owner or designee reasonable notice for before commencing the on-site portion of the preliminary assessment and site investigation.
  - b. The Property Owner or designee shall have the opportunity to be present at any on-site sampling event and to split any sample Plumstead Township takes to the extent the sample can be split. The Property Owner shall do so only when he agrees to:
    - i. Provide Plumstead Township with notice of his intention to be present when Plumstead Township performs the sampling and his intent to split the sample(s);
    - ii. Not in any way interfere with the timing or performance of the sampling;
    - iii. Supply, at his own expense, any equipment Plumstead Township requires for splitting the sample(s);
    - iv. Perform, or arrange for the performance of, the analysis of the Plumstead Township split sample he obtains, at his own cost and expense.
  - c. Plumstead Township shall, at the Property Owner’s request, provide the Property Owner with a copy of any final report concerning the preliminary assessment and site inspection, to the extent that the report does not contain confidential or otherwise privileged information.

### **TERMS OF AGREEMENT**

3. The Property Owner shall promptly sign, date and return this Agreement to Plumstead Township, 5186 Stump Road, Pipersville, PA 18947 or return, in person, this Agreement with the submission of Subdivision and/or Land Development Application.
4. Unless terminated sooner by mutual agreement of the parties, this Agreement shall expire upon Plumstead Township giving the Property Owner written notice that the preliminary assessment and site investigation is complete.

### **GENERAL CONDITIONS**

5. The Property Owner agrees to notify Plumstead Township, in writing, no later than 30 calendar days before transferring title to some or all of the Property. The Property Owner shall submit this notice to Plumstead Township, 5186 Stump Road, Pipersville, PA 18947.
6. This Agreement, including Attachment(s), represents the entire Agreement between the Parties concerning site access.
7. This Agreement may only be modified by mutual agreement of the Parties. Further, any modification to this Agreement shall be in writing unless Plumstead Township.
8. For purposes of this Agreement, all references to Property Owner shall mean the applicant for land development or subdivision ("Applicant") if the Applicant is not also the Property Owner; in which case Applicant represents and warrants to Township that Applicant is authorized by Property Owner to enter into this Agreement and grant Township access to the Property.
9. This Agreement applies to and is binding on Plumstead Township, Property Owner and/or Applicant their successors and assigns.

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Property Owner-Applicant /Title

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Date

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Township Representative/Title

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Date