



HILLTOWN TOWNSHIP
 13 West Creamery Road
 P.O. Box 260
 Hilltown, PA 18927
 (215) 453-6000 Fax: (215) 453-1024
 www.hilltown.org

Requirements for Submission of a SKETCH PLAN:

(SALDO) § 140-11. Major subdivision and land development procedure.

- A. **Sketch plan.** Prospective subdividers and developers are strongly urged to discuss possible development sites with the Planning Commission prior to submission of a preliminary plan. A sketch plan may be presented for review not less than 14 days prior to the regular meeting of the Planning Commission. Application for sketch plan review by the Bucks County Planning Commission must accompany the submission. Submission of a sketch plan will not constitute a formal filing of a subdivision or land development plan with the Board of Supervisors. Sketch plans should include those items listed in **Article IV, Plan Requirements.**

Applicants wishing to submit a sketch plan should utilize the [Subdivision/Land Development Application](#) (include the word ‘SKETCH’ with the name of the subdivision). The Sketch Plan should include the information listed below.

Required Escrow for SKETCH PLANS is listed on the fee schedule attached to the application.

Required copies for a SKETCH Plan are as follows:

	Land Development	Minor Subdivision	Major Subdivision	
Full Size	11	11	11	Usually one (1) sheet
11x17	11	11	11	
Stormwater Report	2	2	2	Usually N/A
Digital (Disc)	Email PDF	Email PDF	Email PDF	Preferred over a disk

Plan Requirements (From Article IV):

(SALDO) § 140-15. Sketch plan.

- A. **Purpose.** A sketch plan is an optional submission. It is offered to give the applicant an opportunity to consult early and informally in the plan preparation phase with the municipality and Bucks County Planning Commission. The purpose of this submission is to allow the municipality and applicant opportunity to discuss lot layout, street layout, location of buildings, arrangement and location of open space, etc., before detailed engineering is done. The municipality may comment on not only whether the sketch

HILLTOWN TOWNSHIP

Zoning and Building Department

plan meets the objectives of Township ordinances but, also if they feel it is consistent with sound planning and design principles. It is not intended in any way to replace the preliminary plan, but rather to give the applicant guidance in preparing the much more detailed preliminary plan. Recommendations and comments made by the Township in response to Sketch Plan Submission shall in no way be regarded as an official approval, nor shall such action grant any legal rights to the applicant or immunity from full compliance with requirements and procedures set forth for preliminary and final plans.

- B. Data furnished in a sketch plan shall be at the discretion of the subdivider but is suggested to include the following:
- (1) Tax map parcel number of property involved.
 - (2) Tract boundaries and total acreage.
 - (3) Location map.
 - (4) North point.
 - (5) Streets on and adjacent to the tract.
 - (6) Significant topographical, geological, and physical features including but not limited to floodplains, steep slopes, boulders, wetlands, etc., which may impact or limit the proposed use of the property.
 - (7) Existing road/utility and other easements and rights-of-way.
 - (8) Proposed general street layout.
 - (9) Proposed general lot layout, including location of open space and other preservation areas.
- C. A subdivision sketch plan should be drawn to scale although precise dimensions are not required.
- D. An information packet shall be included with the sketch plan. The information packet shall include the location of the land development or subdivision, real and equitable owners, number of lots, lot size, housing type or nonresidential use, water and sewer availability (on site or public), amount of open space, and shall include a map showing the properties (and their uses) surrounding the proposed property and a general plan of the development showing the lots, roads, parking, and similar improvements. Said plans shall be submitted on an eleven-inch by seventeen-inch plan sheet. [Added 5-23-2005 by Ord. No. 2005-1]



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SUBDIVISION REVIEW APPLICATION

Applicant and/or Agent:

Please complete this application, the plan checklist, and request for modification (if applicable), as well as, 11 sets of 24" X 36" plans and 11 sets of 11" X 17" plans prepared in accordance with Article IV of the Subdivision and Land Development Ordinance; along with the filing fees and/or escrow fees; all payable to Hilltown Township.

Notice of Preliminary Plan:

For all subdivisions proposing ten (10) lots or more, **notice of filing of preliminary plans shall be given by the applicant to all abutting landowners of record.**

1. Proof of notice shall be given at the time of application and shall be by certified letter to each abutting landowner of record.
2. The foregoing letter shall identify the following:
 - a. Date of application.
 - b. Record owner of the tract to be developed.
 - c. The location of the tract to be developed indicating street address, zoning district, and tax map parcel number.

Name of Subdivision: _____

Location: _____

Tax Parcel No.: _____ Total Acreage: _____ Zoning: _____

Applicant: _____

Street Address: _____

Phone: _____ Email Address: _____

Owner of Record: _____

Street Address: _____

Phone: _____ Email Address: _____

Registered Engineer or Surveyor: _____

Street Address: _____

Phone: _____ Email Address: _____

HILLTOWN TOWNSHIP

Subdivision Review Application

PROPOSAL:

Number of Lots: _____
Water Supply: Private: _____ Public: _____
Sewer Service: On-Lot: _____ Public: _____

Application, plans, and fee must be included for submission to the Bucks County Planning Commission.

When applicable, Planning Modules, plans, Resolution for Plan Revision, Letter of Transmittals (4 each) and fee must be submitted for application to the Bucks County Health Department.

Have submission been made to the following, (if applicable)?

Supplying Water Authority:	Yes: ___ No: ___ N/A: ___
Servicing Sewer Authority:	Yes: ___ No: ___ N/A: ___
PennDOT (Highway Permit):	Yes: ___ No: ___ N/A: ___
Bucks County Conservation District:	
(Erosion/Sedimentation Control):	Yes: ___ No: ___ N/A: ___
(NPDES):	Yes: ___ No: ___ N/A: ___

Provide the name and email address of additional parties desiring copies of the Township Engineer's Review of the submission. **NOTE: NO COPIES SHALL BE SENT VIA REGULAR MAIL UNLESS SPECIFICALLY REQUESTED IN WRITING.** I hereby certify that I am familiar with submission requirements of the Hilltown Township Subdivision and Land Development Ordinance and, to the best of my knowledge and belief, the application/plans(s) conform to submission requirements of Article III. In the event revised plans are submitted for review, which have not been requested in writing by the Township, I authorize an extension in the Township review period for 90 days from the date of receipt by the Township.

Employees and/or agents of Hilltown Township are authorized to enter land for site inspection, if necessary.

Date: _____

Signature of Applicant: _____

FOR HILLTOWN TOWNSHIP USE ONLY:

CRW File No.: _____
Date Rec'd: _____
Fees Paid: _____ Check #: _____
Escrows Paid: _____ Check #: _____
Escrow Acct. No.: _____

Hilltown Township SALDO Application

NOTE:** The Hilltown Township Planning Commission’s regular meeting is held on the third Monday of every month at 7:30PM. All plans to be placed on the agenda for the Planning Commission meeting as “Plans to Accept for Review” must be submitted to the Township by **NOON** on the last Monday of every month (three weeks prior to the Planning Commission meeting). **THERE WILL BE NO EXCEPTIONS!!!

Subdivisions: The following fees & escrows are to be paid in advance by applicants for Subdivisions, via two (2) separate checks- one (1) for the filing fee and one (1) for the escrow; both payable to “Hilltown Township”. If the escrow collected in accordance with this Fee Schedule below is insufficient to cover the reasonable/necessary cost to review the plan, Hilltown Township shall bill the applicant for additional charges. No further permits/approvals shall be granted until all fees, invoices, & escrow have been paid. When escrow accounts fall below 25% of original amount, escrow is required to be brought back up to the original amount. Balance of the escrow, if any, for the Subdivision Review shall be refunded to the applicant if it has not been exhausted during the review process.

Residential:	FEE	ESCROW
• Minor (2 Lots) or Lot Line Change	\$500.00	\$2,500.00
• 3 - 5 Lots	\$1,000.00	\$4,000.00
• 6 - 10 Lots	\$1,500.00	\$7,000.00
• 11 - 25 Lots	\$2,000.00	\$15,000.00
• 26 - 50 Lots	\$2,500.00	\$25,000.00
• Over 51 Lots	\$3,500.00	\$40,000.00
Institutional, Commercial & Industrial:		
• Minor (2 Lots)	\$750.00	\$2,500.00
• 3 - 5 Lots	\$1,000.00	\$5,000.00
• 6 - 10 Lots	\$1,500.00	\$10,000.00
• Over 11 Lots	\$2,000.00	\$15,000.00
Escrow for Subdivision/Land Development Sketch Plan Review by Twp. & Professional Staff:		
• Minor (Residential) Subdivision	NO FEE REQUIRED	\$1,000.00
• Major (Residential) Subdivision	NO FEE REQUIRED	\$2,500.00
• Commercial Land Development	NO FEE REQUIRED	\$3,000.00

Traffic Study Review Escrow	\$2,500.00
<p>The above fee is to be paid <u>in advance</u> by the applicants for major performance subdivisions/land developments where Traffic Studies are required pursuant to Section 406 of the Subdivision/Land Development Ordinance. If the fee collected is insufficient to cover the reasonable and necessary cost of the municipality to complete the Traffic Study Review, Hilltown Township shall send the applicant an invoice for additional charges. No future permit or approvals shall be given until all fees and invoices are paid. The balance of the escrow, (if any), for Traffic Study Review shall be refunded to the applicant if it has not been exhausted during the review process.</p>	

Fee in Lieu of Recreational Facilities	\$2,685.00 / Dwelling Unit
<p>(Refers to Ordinance No. 1999-004; and Resolution No. 1999-016, which is hereby amended and revised to reflect the sum of \$2,685.00 / Dwelling Unit for Fee -in Lieu of Recreational Land Dedications, which is equal to the average fair market value of the land otherwise required to be dedicated, as of this date)</p>	

HILLTOWN TOWNSHIP

Subdivision Review Application

ACT 537	FEE	ESCROW
• Each ACT 537 Planning Module	\$500.00	\$1,000.00
• IRSIS, SFTF & all Alternate/Experimental Sewage Disposal Systems	\$500.00	\$1,500.00
• Holding Tanks Permit	\$500.00	\$500.00
• Sewage Maintenance Fee	NO FEE	\$3,000.00 / Lot

Planning Consultant Escrow	\$2,500.00
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The above fee is to be paid by the applicants for major performance Subdivisions/Land Developments. If the fee collected is insufficient to cover the reasonable and necessary cost of the municipality to complete a review of the proposal by the Township's Planning Consultant, Hilltown Township shall send the applicant an invoice for additional charges. No future permit or approvals shall be given until all fees and invoices are paid. The balance of the escrow for the Planning Consultant Review shall be refunded to the applicant if it has not been exhausted during the review process.

Land Developments:

The following fees and escrows are to be paid in advance by the applicants for Land Development, via two (2) separate checks-one (1) for the filing fee and one (1) for the escrow; both payable to "Hilltown Township". If the escrow collected in the accordance with this Fee Schedule below is insufficient to cover the reasonable/necessary cost to review the plan, Hilltown Township shall bill the applicant for additional charges. No further permits/approvals shall be granted until all fees, invoices, and escrow have been paid. When escrow accounts fall below 25% of the original amount, escrow is required to be brought back up to the original amount. Balance of the escrow, if any for the Land Development Review, shall be refunded to the applicant if it has not been exhausted during the review process.

Residential	FEE	ESCROW
• 2 Units	\$500.00	\$2,500.00
• 3 - 5 Units	\$1,000.00	\$4,000.00
• 6 - 10 Units	\$1,500.00	\$7,000.00
• 11 - 25 Units	\$2,000.00	\$15,000.00
• 26 - 50 Units	\$2,500.00	\$25,000.00
• Over 51 Units	\$3,500.00	\$40,000.00
Institutional, Commercial & Industrial Land Development Fee		
• 1 - 2 Units	\$750.00	\$3,500.00
• 3 - 5 Units	\$1,000.00	\$5,000.00
• 6 - 10 Units	\$1,500.00	\$7,000.00
• Over 11 Units	\$2,000.00	\$15,000.00
Agricultural Land Development	\$100.00	\$750.00
Land Development Waiver Request		
• Proposed Addition/New Building: Less than (<) 200 Sq. Ft. in Area	\$50.00	\$500.00
• Proposed Addition/New Building 201 Sq. Ft. to 1,000 Sq. Ft. in Area	\$100.00	\$1,000.00
• Proposed Addition/New Building Excess 1,000 Sq. Ft. in Area	\$300.00	\$2,000.00
• Proposal Includes Utilities/Community Facilities Use (Use F1 - F5)	\$2,500.00	NO ESCROW REQUIRED

**HILLTOWN TOWNSHIP REQUEST FOR MODIFICATION OF
SUBDIVISION AND LAND DEVELOPMENT ORDINANCE
REGULATIONS**

THIS FORM MUST BE COMPLETED BY THE APPLICANT/AGENT AND SUBMITTED WITH ALL SUBDIVISION AND LAND DEVELOPMENT APPLICANTS

Pursuant to Section 512.1 of the Pennsylvania Municipalities Planning Code, all requests for modification/waiver of Subdivision and 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 provisions is requested.
- I/We hereby request the following modifications(s)/waivers to requirements of the Subdivision and Land Development Ordinances. (Request must identify the applicable Section(s) of the Ordinance; modification requested, and facts of unreasonableness or hardship upon which the request is made. (Attach additional sheets if necessary).

Date: _____

Name of Subdivision: _____

Applicant: _____

Address: _____

Signature of individual completing this form: _____

Phone No.: _____ Email: _____

HILLTOWN TOWNSHIP

Subdivision Review Application

HILLTOWN TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT CHECKLIST-PRELIMINARY PLAN REQUIREMENTS.

NAME OF SUBDIVISION _____

The following are minimum requirements that must be shown on the subdivision plan in order for it to be reviewed by the Township Planning Commission and Board of Supervisors. This checklist shall be completed by the applicant and/or design engineer and made part of the plan submission to the Township Secretary. In the event the checklist or plan is incomplete at the time of submission, the plan shall be returned and not accepted for review.

- Name of Subdivision
- Name and Address of Owner/Applicant
- Name and Address of the Engineer and/or Surveyor (responsible for the plan)
- Scale of the Drawing (s), the NORTH Arrow, and the Date
- Total Acreage of the Tract
- Tax Parcel Number (s)
- Location Map at a Scale of 1" = 800'
- Tract Boundaries with the appropriate Bearings & Distance Information
- Sheet Index
- Zoning Requirements including:
 - Applicable Zoning District
 - Maximum Density Permitted
 - Lot Size and Yard Requirements
 - Open Space and Impervious Surface Ratios
 - Any Variance (s) or Special Exceptions Granted
- Location of all Proposed and Existing Monumentations
- Boundaries of all adjoining properties with Names of Landowner (s)
- Streets on an Adjacent to the Site with Cartway, Legal Right-of-Way and Ultimate Right-of-Way (s) Width Dimension
- All Existing and Proposed Man-made Features
- Location of Existing and/or Proposed On-Site Sewage Disposal Systems (if applicable)
- Location of Existing and/or Proposed Public Sewer Facilities (if applicable)
- Location of Existing and/or Proposed Well (if applicable)
- Location of Existing and/or Proposed Public Water Lines
- Contours Measured at Two (2) Foot Intervals Based on an On-Site Survey
- Soil (s) Map showing Soil Type (s) and Limitation (s)
- Natural Features Plan Showing Floodplain Areas, Steep Slopes, Significant Vegetation, Streams, Swales, Wetlands, etc.
- Site Capacity Calculations
- Erosion and Sedimentation Control Plan
- Landscaping and Grading Plan
- Legible 11" x 17" (11) Copies of Plan (s)

Date: _____

Signature: _____

This application must be completed by the applicant or his/her agent and submitted along with one copy of the plan, one digital copy of the plan, and required fee (see fee schedule on back) for subdivision and land development reviews mandated by the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended.

MUNICIPALITY: _____

NAME OF PROPOSAL: _____

LOCATION: _____

TAX PARCEL NO.: _____

APPLICANT: _____

ADDRESS: _____

OWNER OF RECORD: _____

ADDRESS: _____

PRESENT LAND USE: _____

PLAN TYPE: Land Development Subdivision

PLAN CLASS: Major Minor

Municipal Sketch

TOTAL ACREAGE: _____

TELEPHONE: _____

DEVELOPMENT TYPE: Agricultural Commercial

Conversion Industrial Institutional

Lot Line Change Residential

PROPOSAL:

NONRESIDENTIAL: Number of Leaseholds: _____

RESIDENTIAL: Number of lots or units: _____

Proposed new building area: _____
Gross square feet (floor area)

WATER SUPPLY: Public
(Check one) Community On-site
 Individual On-lot

SEWERAGE: Public
(Check One) Community
 Individual On-lot

The following documentation is required for every plan submission, at the applicable level, in addition to a completed application form.

Please check the appropriate state of plan submission:

- | | |
|---|---|
| <input type="checkbox"/> Sketch Plan or | <input type="checkbox"/> One copy of plan |
| <input type="checkbox"/> Revised Sketch Plan | <input type="checkbox"/> One digital file of plan |
| <input type="checkbox"/> Preliminary Plan or | <input type="checkbox"/> One copy of preliminary plan/revised preliminary plan |
| <input type="checkbox"/> Revised Preliminary Plan | <input type="checkbox"/> One digital file of preliminary plan/revised preliminary plan |
| | <input type="checkbox"/> Review fee (see schedule on back) |
| | <input type="checkbox"/> Proof of variances, special exception, conditional uses, or other agreements |
| | <input type="checkbox"/> Sewage Facilities Planning Module, one copy, one digital copy |
| | <input type="checkbox"/> Transportation Impact Study, one copy, one digital copy |
| <input type="checkbox"/> Final Plan or | <input type="checkbox"/> One copy of final plan/revised final plan |
| <input type="checkbox"/> Revised Final Plan | <input type="checkbox"/> One digital file of final plan/revised final plan |
| | <input type="checkbox"/> Review fee (see schedule on back) |
| | <input type="checkbox"/> Conditions of preliminary approval |

If proposal is made by applicant or agent directly to the Bucks County Planning Commission (BCPC), the following certification is required to assure that all plans submitted to the BCPC are also submitted to the municipal government for review.

I hereby certify that this plan has been submitted for review to the Township/Borough of _____ and that, if the plan is withdrawn from consideration by the municipality, it will also be withdrawn from the BCPC review process via written notification. Members of the BCPC and staff are authorized to enter land for site inspection if necessary.

Print Name of Applicant

Signature of Applicant

Date

BCPC USE ONLY

BCPC File No.: _____

Date Received: _____

Fee Paid: _____

BUCKS COUNTY PLANNING COMMISSION FEE SCHEDULE FOR REVIEWS

The following fees will be charged by the Bucks County Planning Commission for subdivision and land development reviews as authorized by Act 194 amending Act 247, the Pennsylvania Municipalities Planning Code. These fees are effective January 1, 2018. Plans will not be accepted for review without the appropriate fee and completed application form. If you need assistance in calculating application fee(s), please call us at 215-345-3400.

Residential subdivisions, land developments, and conversions *(Including Tentative Planned Residential Development Plans)*

				Base Fee	+		
	up to	2	lots or units	=	\$160		
3	up to	10	lots or units	=	\$100	+	\$65 for each lot/unit over 2
11	up to	25	lots or units	=	\$600	+	\$45 for each lot/unit over 10
26	up to	50	lots or units	=	\$1,200	+	\$40 for each lot/unit over 25
51	up to	100	lots or units	=	\$1,800	+	\$20 for each lot/unit over 50
101	+		lots or units	=	\$2,400	+	\$15 for each lot/unit over 100
Please show your calculations:							

Nonresidential land developments

				Base Fee	+		
0	up to	5,000	square feet	=	\$300	+	\$45 for every 1,000 gross sq. ft. of floor area, or fraction thereof
5,001	+		square feet	=	(no base fee)	+	\$0.15 per square foot, or fraction thereof, not to exceed \$5,000
Please show your calculations:							

Nonresidential subdivisions

	up to	2	lots or units	=	\$225	
3	up to	10	lots or units	=	\$125	per lot
11	+		lots or units	=	\$100	per lot
Please show your calculations:						

Curative Amendments (not municipal curative amendments) \$2,000

Private Petitions for Zoning Change (not municipal petition) \$1,500

For the purposes of this Fee Schedule the definitions in Article II of the Pennsylvania Municipalities Planning Code of subdivision and land development shall be used.

There is **no fee** for review of a sketch plan or final plan submission (unless otherwise noted below).

All fee charges are intended to cover the entire review process from preliminary to final stages **except** as follows:

- 1) **Each resubmission of a plan with minor revisions** shall be subject to an additional fee, not to exceed the required fee listed in the tables above or \$225.00, whichever is less. A subdivision which proposes no more than two lots may be resubmitted with minor revisions one time without a charge for the review.
- 2) **Each resubmission of a plan involving a major revision or change in program** from the original submission shall be required to pay an additional fee as required in the tables above. A major revision or change in program may include, but is not limited to, a change in use, dwelling type, density, lot layout, street layout, or site layout.
- 3) **Each plan submitted for review two years after the first submission** shall be subject to an additional fee, not to exceed the required fee listed in the tables above or \$160.00, whichever is less, if the plan contains only minor revisions. If there are major revisions to the plan, the submission will require a fee in accordance with the fee schedule above. Major changes are as noted in #2 above.
- 4) **Proposals submitted which contain a mix of uses** will be subject to the appropriate fee for each use.

MEETINGS WITH THE STAFF of the Bucks County Planning Commission to discuss applications either prior to or during the formal development application are encouraged and are free of charge. Appointments can be made by contacting 215-345-3400.

SIGNING OF PLANS FOR RECORDING:-The Bucks County Planning Commission now signs plans electronically. If you have municipally-signed plans with an official BCPC number you can go directly to the Bucks County Recorder of Deeds to record your plan. Please contact the Recorder of Deeds at 215-348-6209 should you have any questions about recording your plan.

REQUESTS FOR ADDITIONAL COPIES OF REVIEW: Copies of the Bucks County Planning Commission review of this proposal will be sent to the applicant, municipality, and municipal engineer. If you wish to have copies sent to other persons, please type names and addresses below:
