



## HILLTOWN TOWNSHIP

13 West Creamery Road  
P.O. Box 260  
Hilltown, PA 18927  
(215) 453-6000 Fax: (215) 453-1024  
[www.hilltown.org](http://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](#) (Check the box 'SKETCH'). 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         | 2                |  | 2                 |  | 2                 | Usually one (1) sheet |
| 11x17             | 11               |  | 11                |  | 11                |                       |
| Stormwater Report | 2                |  | 2                 |  | 2                 | Usually N/A           |
| Digital (Disc)    | 2                |  | 2                 |  | 2                 | 2                     |

## **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 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.

## HILLTOWN TOWNSHIP

### Sketch Plan Requirements

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- 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/LAND DEVELOPMENT** **REVIEW APPLICATION**

#### **PLEASE CHECK**

☐ SKETCH PLAN  
☐ SUBDIVISION/LD

#### Applicant and/or Agent:

Please complete and submit this application, the plan checklist, request for modification (if applicable), and any other correspondence and reports, as well as **two (2) sets of 24" x 36" plans** and **eleven (11) sets of 11" x 17" plans** prepared in accordance with Article IV of the Subdivision and Land Development Ordinance. Include **two (2) digital copies of all documents**, including plans and all reports in PDF format, along with **two (2) separate checks**, made payable to Hilltown Township, for the filing fees (non-refundable) and/or escrow.

#### Notice of Preliminary Plan:

For all major subdivisions and land developments, **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/Land Development Review Application

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### 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. It is the **applicant's responsibility to file the plan and fee** with Bucks County Planning Commission.

Bucks County Planning Commission submission can be found at this web address:  
[www.buckscounty.org/government/PlanningCommission](http://www.buckscounty.org/government/PlanningCommission)

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)?

|                                     |                              |
|-------------------------------------|------------------------------|
| Bucks County Planning Commission:   | Yes: ____ No: ____           |
| 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: \_\_\_\_\_

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### **FOR HILLTOWN TOWNSHIP USE ONLY:**

Wynn Assoc. File No.: \_\_\_\_\_

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

Fees Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Escrows Paid: \_\_\_\_\_ Check #: \_\_\_\_\_

Escrow Acct. No.: \_\_\_\_\_

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## Subdivision/Land Development Review Application

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**NOTE:** The Hilltown Township Planning Commission's regular meeting is held on the third Monday of every month at 7:00PM. 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.

| <b>Residential:</b>                                                                          | <b>FEE</b> | <b>ESCROW</b> |
|----------------------------------------------------------------------------------------------|------------|---------------|
| • Minor (2 Lots) or Lot Line Change                                                          | \$500.00   | \$3,000.00    |
| • 3 - 5 Lots                                                                                 | \$1,000.00 | \$5,000.00    |
| • 6 - 10 Lots                                                                                | \$1,500.00 | \$10,000.00   |
| • 11 - 25 Lots                                                                               | \$2,000.00 | \$20,000.00   |
| • 26 - 50 Lots                                                                               | \$2,500.00 | \$30,000.00   |
| • Over 51 Lots                                                                               | \$3,500.00 | \$40,000.00   |
| <b>Institutional, Commercial &amp; Industrial:</b>                                           |            |               |
| • Minor (2 Lots)                                                                             | \$750.00   | \$3,000.00    |
| • 3 - 5 Lots                                                                                 | \$1,000.00 | \$5,000.00    |
| • 6 - 10 Lots                                                                                | \$1,500.00 | \$10,000.00   |
| • Over 11 Lots                                                                               | \$2,000.00 | \$20,000.00   |
| <b>Sketch Plan Review for Subdivision/Land Development by Twp. &amp; Professional Staff:</b> |            |               |
| • Minor (Residential) Subdivision                                                            | \$500.00   | \$1,000.00    |
| • Major (Residential) Subdivision                                                            | \$500.00   | \$2,500.00    |
| • Commercial Land Development                                                                | \$500.00   | \$3,000.00    |

| <b>Traffic Study Review Escrow</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>\$4,000.00</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <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> |                   |

| <b>Fee in Lieu of Recreational Facilities</b>                                                                                                                                                                                                                                                                                   | <b>\$2,685.00 / Dwelling Unit</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <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> |                                   |

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## Subdivision/Land Development Review Application

| ACT 537                                                            | FEE       | ESCROW           |
|--------------------------------------------------------------------|-----------|------------------|
| • Each ACT 537 Planning Module                                     | \$1000.00 | \$3,000.00       |
| • IRSIS, SFTF & all Alternate/Experimental Sewage Disposal Systems | \$1000.00 | \$3,000.00       |
| • Holding Tanks Permit                                             | \$1000.00 | \$3,000.00       |
| • Sewage Maintenance Fee                                           | \$1000.00 | \$3,000.00 / Lot |
| • Operation & Maintenance Agreements                               | \$300.00  | \$1,000.00       |

| Planning Consultant Escrow                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$3,000.00 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p>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.</p> |            |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------|
| <b><u>Land Developments:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |                       |
| <p>The following fees and escrows are to be paid <u>in advance</u> by the applicants for Land Development, via <b><u>two (2) separate checks</u></b>-one (1) for the <u>filing fee</u> and one (1) for the <u>escrow</u>; 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.</p> |            |                       |
| <b>Residential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>FEE</b> | <b>ESCROW</b>         |
| • 2 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | \$500.00   | \$3,000.00            |
| • 3 - 5 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$1,000.00 | \$5,000.00            |
| • 6 - 10 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$1,500.00 | \$10,000.00           |
| • 11 - 25 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$2,000.00 | \$20,000.00           |
| • 26 - 50 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$2,500.00 | \$30,000.00           |
| • Over 51 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$3,500.00 | \$40,000.00           |
| <b>Institutional, Commercial &amp; Industrial Land Development Fee</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                       |
| • 1 - 2 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$750.00   | \$4,000.00            |
| • 3 - 5 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$1,000.00 | \$7,000.00            |
| • 6 - 10 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$1,500.00 | \$10,000.00           |
| • Over 11 Units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$2,000.00 | \$15,000.00           |
| <b>Agricultural Land Development</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$100.00   | \$1,000.00            |
| <b>Land Development Waiver Request</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |            |                       |
| • Proposed Addition/New Building:<br>Less than (<) 200 Sq. Ft. in Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | \$50.00    | \$1000.00             |
| • Proposed Addition/New Building<br>201 Sq. Ft. to 1,000 Sq. Ft. in Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$100.00   | \$1,500.00            |
| • Proposed Addition/New Building<br>Excess 1,000 Sq. Ft. in Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$300.00   | \$2,500.00            |
| • Proposal Includes Utilities/Community Facilities<br>Use (Use F1 - F5)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | \$2,500.00 | NO ESCROW<br>REQUIRED |

**HILLTOWN TOWNSHIP**  
**Subdivision/Land Development Review Application**

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**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).

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

Name of Subdivision: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Signature of individual completing this form: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

# HILLTOWN TOWNSHIP

## Subdivision/Land Development Review Application

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

NAME OF SUBDIVISION \_\_\_\_\_

The following are minimum requirements that must be shown on the subdivision plan 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)
- ☐ 2 Digital Copies of all Plans and all Reports (PDF Format)

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

Signature: \_\_\_\_\_