

MUNICIPAL AUTHORITY LAND DEVELOPMENT APPLICATION

All Applications MUST include a Completed Application, Completed Reimbursement Agreement for professional service, and Required Fees.

Township Case Number: P- _____	Escrow Fee: _____
Escrow Account No.: _____	Township Fee: _____

Applicant Information

Applicant: Owner Equitable Owner Leasee

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Authorized Agent/Attorney: Same as Applicant

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Information

Owner: _____ Lot Size: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Tax Parcel ID: _____ Zoning District: _____

Residential Commercial

Sewer District: RHM CDCA Community Onsite

Type of Review (Check all that Apply)

Land Development Subdivision Conditional Use

Description of Proposed Project: _____

<i>Acknowledgement: I certify that I am the owner/authorized agent for all owners of the property or properties included within this application and authorized to submit/represent this application before the Township of Newtown.</i>	
Signature: _____	Date: _____

Please fill in the remaining application as applicable to your project! ALL SUBMITTED PLANS SHALL SHOW OR BE ACCOMPANIED BY THE FOLLOWING (check all that are included and apply):

Plan Status: Sketch Preliminary Final Amended Tentative

1.	Set of Plans Required:	
	A. Large 24x36- 1 sets	
	B. Small 11x17- 1 set	
	E. One ELECTRONIC copy of plans	
2.	Plan Requirements:	
	A. Scale no smaller than fifty (50) feet to the inch.	
	B. Proposed development name or identifying title	
	C. Plan seal of Engineer	
	D. Date, Scale and North Point	
	E. Name and Address of the record owner of the property	
	F. Name of the developer of the property	
	G. Name of the registered engineer or surveyor responsible for the plan	
	H. Tract boundaries with bearing and distances	
	I. Location map at a scale of 1" = 800'	
	J. Name of all adjoining property owners	
	K. Zoning on tract and property adjacent thereto	
	L. Contours at vertical interval of two (2) feet and Datum	
	M. Existing conditions including buildings, sewers, water mains, culverts, petroleum product lines, fire hydrants, water courses, tree masses and other significant natural features. All existing trees on or adjacent to the tract, including name, right-of-way width and cart way width, etc.	
	N. Natural Features Plan designating notable features such as steep slope areas between 15% and 25% and very steep slope of 25% and above, notable trees, geologic formations and wet or unsuitable soils for construction, flood plain limits, etc.	
	O. Proposed Development Plan including Zoning requirements, statement of Intent, number and size of lots, building bulk and Land Use, density , square footage of structures, height, provision for parking and important landmarks.	
	P. Proposed improvement plan showing, but <u>not</u> limited to, site geometry, grading, utilities, proposed sewer system etc. Proposed minimum set-back lines (building envelope) and also required zoning data in table form. Locations, size and invert elevation of all sanitary storm sewers and locations of all manholes, inlets and culverts, etc.	
	Q. Planning Module	

TOWNSHIP OF NEWTOWN

Additional Information and Instructions

- The Municipal Authority meets on the first (1st) and third (3rd) Monday of each Month at 7pm and you may need to attend one of these meetings during the review of the project.
- The Planning Commission meets the fourth (4th) Thursday of the month at 7pm.
- Applicants MUST apply by 12:00 Noon 21 days prior to the date in the month in which they would like to appear at the Planning Commission; *however*, for a fast tracked application to include review by the Delaware County Planning Department, the Township requests a submission 30 days prior to the date in the month in which the applicant would like to appear at the Planning Commission.
- Required documents:
 - Completed Application
 - Property deed
 - Any additional relevant documents
 - Fees
 - Plans as per the application check list
 - An **electronic copy** of all documents
- The PA Municipalities Planning Code (Act 247, amended by Act 190 of 1990) requires townships to render a decision on **subdivision and land development projects** within 90 days for the first public meeting of the Township Planning Commission following the date of your submittal. Based on changes and revisions requested or initiated by the applicant that date could be extended by letter agreement from the applicant to the Township.
- Generally concurrent to these processes, the application is reviewed by other agencies including the PA Dept of Transportation, PA Dept of Environmental Protection and/ or the US Army Corp of Engineers who address environmental, health and transportation issues.
- The Planning Commission also may request additional studies be provided such as traffic studies, fiscal impact analysis and sewerage analysis which may impact township public sewers in the future planning process.
- The Planning Commission and Board of Supervisors consider all these staff and review agency reports in rendering their recommendations and decisions on an application.
- Once the Planning Commission has reviewed all data and rendered a recommendation, the plan is placed on the Board of Supervisors agenda for Action. The Township Staff, Township Engineer and the Township Solicitor assemble all the applicable reports, data and information which is considered by the Board of Supervisors and citizens and confirmed by a legal binding resolution acted on by the board at the appropriate public meeting. Depending on the type of Application, there may be a public hearing involved.
- Conditional Use Applications follow a Zoning timeline and as per the PA Municipalities Planning Code (Act 247, Article IX, Section 908(1.2), the first hearing before the Board shall be commenced within 60

days from the date of the receipt of the applicant's application. For Conditional Use Applications, a Zoning Placard ("Yellow Board") will be filled out by the Township and **taken by the Applicant** to post on the subject property for a period of at least 7 days prior to the hearing at the Board of Supervisors. **Proof of timely posting (a picture) is required** to be presented at the hearing. If no proof is presented, the hearing will be continued at the Applicant's expense for failure to meet the requirements of the PA Municipalities Planning Code.

- Additional fees are charged where more than one hearing is required.
- Neighbors are notified of you request by mail and posting of the legal notice in the local newspaper and the Township building. They are permitted to appear or oppose you application.
- You may need the aid of an attorney or other professional help depending on the specific request.