



PLANNING APPLICATION

All Applications MUST include a Completed Application, Copy of Subject Property Deed, 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: _____ Is the Deed Included? _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Tax Parcel ID: _____ Zoning District: _____

Residential Commercial Lot Size: _____

Sewer District: RHM CDCA Onsite

Type of Review (Check all that Apply)

Land Development Subdivision Conditional Use Application for Waivers

Zoning Text Amendment Zoning Map Amendment

Description of Proposed Project: _____

Does this project require new street addresses (If yes please fill out Request for Address Form)? Yes No

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.

Signature: _____ Date: _____

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):

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, 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.	

CONDITIONAL USE APPROVAL & WAIVERS

Indicate the Section of Code for which you are seeking Conditional Use Approval and/or Waivers: _____

Conditional Use Checklist (check all that are included and apply):

1.	Sets of Plans Required:	
	A. Large 24x36- 5 sets (Twp Engineer(1), Property File(1), Planning Commission Copy(3))	
	B. Small 11x17- 14 sets (Planning Commission, BOS, Property File, Solicitor)	
	D. EAC- 1 large set Landscape plans ONLY	
	E. One ELECTRONIC copy of plans	
2.	ADDITIONAL REPORTS AND ANALYSIS (2 copies plus electronic copy)	
	A. Proposed storm drainage collection system design with all necessary calculations	
	B. Storm water Management Plan in accordance with Ordinance Chapter 143 and all supporting Storm Water Calculations.	

ZONING TEXT/MAP AMMENDMENTS AND WAIVERS

Indicate the Section of Zoning Code which you are seeking to amend: _____

Zoning Text and Map Amendment Checklist (check all that are included and apply):

1.	Sets of Proposed Zoning Maps Required:	
	A. Large 24x36- 5 sets (Twp Engineer(1), Property File(1), Planning Commission Copy(3))	
	B. Small 11x17-14 sets (Planning Commission, BOS, Property File, Solicitor)	
	E. One ELECTRONIC copy of plans	
2.	Proposed Zoning Text Changes	
	A. 14 Copies (Twp Engineer, Solicitor, Planning Commission, BOS, Property File)	
	B. Electronic Copy	
3.	A list of names and addresses of all property owners within 600ft of the property	
4.	County referral form (to be delivered to the county by the Applicant)	

LAND DEVELOPMENT AND SUBDIVISION

Plan Status: Sketch Preliminary Final Amended Tentative

Land Development and Subdivision checklist (check all that are included and apply):

1.	Sets of Plans Required:	
	A. Large 24x36- 7 sets (Twp Engineer(1), SEO(1), Fire Marshall(1), Property File(1), Planning Commission (3))	
	B. Small 11x17- 14 sets (Planning Commission, BOS, Property File, Solicitor)	
	D. EAC- 1 large set Landscape plans ONLY	
	E. One ELECTRONIC copy of plans	
2.	ADDITIONAL REPORTS AND ANALYSIS (2 copies plus electronic copy)	
	A. Proposed storm drainage collection system design with all necessary calculations	
	B. Storm water Management Plan in accordance with Ordinance Chapter 143 and all supporting Storm Water Calculations.	
	C. Soil Erosion and Sediment Control Plan with all necessary calculations as required under the Erosion-Sediment Control Ordinance. (This plan can be submitted separately)	
	D. Statement of type and use of proposed building	
	E. Landscaping	
	F. Parking lot lighting	
	G. Wetland study	
	H. Planning Module	
	I. Traffic Study	
	J. Geotechnical Study	
3.	County referral form (to be delivered to the county by the Applicant)	

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 on the fourth (4th) Thursday of each Month.
- 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.

NEWTOWN TOWNSHIP (revised: March 2, 2017)

REIMBURSEMENT AGREEMENT FOR PROFESSIONAL SERVICES:

ACCOUNT NUMBER: _____
(To be completed by Newtown Township)

The Township Engineer, Solicitor and other professionals review applications in connection with erosion control and subdivision and land development. The professional fees are chargeable to the applicant/developer under the Municipalities Planning Code (MPC) Section 503 including but not limited to, plan reviews, meetings, applications requirements, draft agreements and consultations and for subsequent inspections of site or subdivision improvements made by the applicant/developer. Bills for professional fees will be invoiced to applicants/developer at the prevailing rate. Bills will not be charges against the original deposited amount unless payment is refused. **A onetime \$100.00 administrative charge will be added to all invoices processed under this agreement.**

Before any application can be considered and before any contact with our professionals, the applicant/developer must sign this notice acknowledging that the applicant/developer is aware of the costs to be paid by him/her and by making an escrow deposit as indicated below:

- A. Professional Costs related to Land Development: Professional Escrow Deposits will be in conformance with funds as required under Section 145: Fees of the Newtown Township General code. These deposits may be adjusted based on the scale and complexity of projects as recommended by the applicable township consultants.
- B. In the event the deposit is insufficient to cover the review costs incurred, the applicant/developer, shall immediately, upon receipt of written notice from the Township or its agents, deposits sums with the Township necessary to replenish the account to its original balance. The Township will use its best efforts to advise the applicant/developer of the impending likelihood that their costs have exceeded the required escrow account sums as described above. If the invoiced amount is not received within fifteen (15) days of payment request , all professional reviews will be suspended until the invoiced amount due is received, and the relevant review periods under the MPC, including periods related to ‘deemed approval’ shall be suspended/rolled until such times as the escrow is received..
- C. If the applicant/developer refuses to pay invoiced amounts, the original escrow amount will be reduced by the amount of the invoice and all professional reviews will be suspended.
- D. Upon completion of the proposed development and/or upon completion of the Township’s review of the developer/applicants plan or proposal, all unused portions of the deposit as described above shall be returned to the applicant upon written request to the Township Manager.
- E. Final project approval by Newtown Township will be withheld until all unpaid engineering services/inspection bills are paid.

I have read and understand this agreement and I am aware of the procedures that will be followed and the costs that I am required to deposit with Newtown Township.

Applicant/Developer: _____ **Project Name:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email Address:** _____

Signature: _____ **Date:** _____