

**UPPER HANOVER TOWNSHIP**

**SUBDIVISION/LAND DEVELOPMENT APPLICATION**

Date Application and Plans Submitted: \_\_\_\_\_

Name of Subdivision/Land Development: \_\_\_\_\_

Location of Subdivision: \_\_\_\_\_

County Tax Map Block # \_\_\_\_\_ Unit # \_\_\_\_\_ Total Acreage \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Name of Applicant(s): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

Email: \_\_\_\_\_

Name of Property Owner(s): \_\_\_\_\_

(If other than applicant)

Address of Property Owner: \_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

Applicant's Representative to Contact with Questions: \_\_\_\_\_

Address of Representative: \_\_\_\_\_

\_\_\_\_\_ Telephone # \_\_\_\_\_

Email of Representative: \_\_\_\_\_

Engineer or Surveyor Responsible for Preparation of the Plan: \_\_\_\_\_

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

Email: \_\_\_\_\_ Telephone # \_\_\_\_\_

1. Number of Lots: \_\_\_\_\_

2. Type of Review Requested: (Check ALL appropriated boxes)

Subdivision Plan                       Land Development Plan                       Other

3. Type of Plan

Tentative (Sketch)                       Minor Plan                       Preliminary                       Final

4. Type of Subdivision

New Proposal                       Revision of Prior Proposal                       Phase of Prior Proposal

5. Intended Land Use(s)

	No. of Lots	No. of Units	No. of Buildings	Nonresidential New Sq Feet
<input type="checkbox"/> Residential	_____	_____	_____	N/A
<input type="checkbox"/> Commercial	_____	_____	_____	_____
<input type="checkbox"/> Industrial	_____	_____	_____	_____
<input type="checkbox"/> Office	_____	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____	_____

Describe intended use of ALL Buildings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Zoning District Classification: \_\_\_\_\_

7. Type of Water Supply Planned: \_\_\_\_\_ Public \_\_\_\_\_ Private

Has the Authority been consulted\*: \_\_\_\_\_ YES      \_\_\_\_\_ NO

8. Type of Sanitary Sewage Disposal Planned: \_\_\_\_\_ Public \_\_\_\_\_ Private

Has the Authority been consulted\*: \_\_\_\_\_ YES      \_\_\_\_\_ NO

\*All applicants with public water and sewer are required to submit directly to the applicable Authority.

9. Are ALL streets proposed for dedication: \_\_\_\_\_ YES      \_\_\_\_\_ NO

10. Filing Fee: \_\_\_\_\_

11. Escrow Fee: \_\_\_\_\_

I hereby agree to comply with all rules, regulations of Upper Hanover Township and agree to be responsible for the payment of all engineering and legal fees associated with this application.

Developer hereby acknowledges that the Township Solicitor shall be required to review the plans and prepare, review and approve the Subdivision and/or Land Development Agreements, any Maintenance Agreement, and any necessary deeds of dedication, easements, rights-of-way, release of mortgage liens, resolutions, ordinances letters or any other legal documents relating thereto and render advice relating thereto. Developer further acknowledges that the Township Solicitor shall render legal advice in regard thereto and shall attend any meetings regarding or referencing the plans or the preparation, review or drafting of the above-mentioned legal documents. By signing this application, the Developer agrees to reimburse the Township for all costs of such services performed by the Township Solicitor at the current rate.

I further authorize representatives of Upper Hanover Township to enter the subject property in order to verify existing conditions. I specifically release individuals who enter on or about the site during an inspection from any liability, obligation or claim that may arise as a result of their entry onto or travel about the said property.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**FOR TOWNSHIP USE ONLY**

Application Received and Reviewed by: \_\_\_\_\_

Date Received and Reviewed: \_\_\_\_\_

Payments Received:

Filing: \_\_\_\_\_

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

First Planning Commission Meeting Date: \_\_\_\_\_

## ATTACHMENTS

1. Subdivision/Land Development Approval Extension Form
2. Subdivision Record Plan Information Sheet
3. Upper Hanover Township Subdivision and Land Development Fee Schedule.
4. MCPC Applicant Request for County Review Form
5. Montgomery County Fee Schedule

## APPLICATION REQUIREMENTS

1. Submit one share file link including the plan, the application form and all other supporting paperwork to: [aklepfer@upperhanovertownship.org](mailto:aklepfer@upperhanovertownship.org)
2. Submit six (6) copies of the Application Form, six (6) paper copies of the Plan and one (1) Flash Drive with a copy of the Plan.
3. All Plans must be folded separately with the Application Form attached.
4. Submit two (2) separate checks payable to UPPER HANOVER TOWNSHIP: (1) Filing Fee and (2) Escrow Fee.
5. The Applicant shall submit the MCPC Applicant Request for County Review form to the Township.
6. Montgomery County Application Fee will be billed by Montgomery County
7. All formal submission of plans (Paper & Electronic) for review by Township Engineers will need to be submitted no later than close of business the last Friday of every month in order to receive a review letter prior to the first Planning Commission Meeting following a 30-day review period.

**NOTE: Effective May 1, 2023, the UHT Meeting Room has Wi-Fi/LED presentation capabilities. Applicants can connect wirelessly to LED TVs from their own personal device or utilize a flash drive port. Applicants are expected to make their own presentations and manipulate the visual aids.**

**SUBDIVISION AND LAND DEVELOPMENT APPROVAL EXTENSION**

Anne W. Klepfer, Township Manager  
Upper Hanover Township  
1704 Pillsbury Road, P.O. Box 27  
East Greenville, PA 18041

RE: Subdivision/Land Development Plan of \_\_\_\_\_

Dear Mrs. Klepfer:

On \_\_\_\_\_, I/we submitted for official filing of the referenced Subdivision/Land Development Plan.

Please be advised that not withstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Upper Hanover Township Code, this letter will serve as notice to Upper Hanover Township that the requirement that action be taken on this Subdivision/Land Development proposal within ninety (90) days, is hereby waived, without limitation as to time. This waiver is granted to permit us to make such adjustments or revisions to the plans as may be required during a plan review process.

Furthermore, I hereby acknowledge that, in the event this extension is revoked, Upper Hanover Township shall have ninety (90) days to render a written decision on the application, which ninety (90) day period shall commence on the date of receipt of such revocation in writing.

Sincerely,

\_\_\_\_\_

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

**SUBDIVISION RECORD PLAN INFORMATION SHEET**  
UPPER HANOVER TOWNSHIP, MONTGOMERY COUNTY

Subdividers and consultants should use the following information sheet to expedite approval and recording of record plans:

1. The Township needs one (1) mylar copies and at least four (4) paper copies of the record plans. These will be recorded or retained by the Township. If any the Applicant desires copies, they should be in addition to the above. Per the office of the Montgomery County Recorder of Deeds, all mylars and plans to be recorded must measure no larger than 24" x 36".
2. All copies of record plans submitted to the Township must be signed and/or sealed with an original signature. No stamps in lieu of original signatures will be accepted.
3. Notary and professional seals must be legible. Blurred, smeared or otherwise unreadable seals will require re-submittal.
4. Specific attention must be given to the use of correct dates when preparing plans. Incorrect dates will require re-submittal.
5. All names used in the signature blocks must be consistent with names and spellings used elsewhere on the plan (e.g. names of record owners, etc.)
6. No nicknames may be used. For example, Frederick should be used instead of Fred. Proper names, using Sr., Jr. etc. where applicable, must be used.
7. All owners' names (when more than one owner) must be typed in the signature block, with a separate line for the signature of each. Illegible handwritten names will require re-submittal.
8. Corporations or partnerships must use the correct ownership language in accordance with the Subdivision and Land Development Ordinance.
9. Plans submitted for recording must be exactly as approved by the Township, including conditional items that were included in the approval. Record plans will be compared to approved plans and will be rejected if they are not identical to the approved plans. Any plans containing "sticky back" notes or signature certifications or any other information will be rejected.
10. Record plans must be submitted to the Township. They will be forwarded to the Township Engineer by Township staff for review and comparison to the approved plan. The Engineer will then sign the plans and return them to the Township for official signatures. You may submit electronic Record plans to both the Township and the Engineer ahead of the formal Record Plan Submission to the Township.
11. The Township officials will sign plans when Planning Commission and Township Officials are available. Leave plenty of time for this process.
12. The Township Solicitor will record all plans at the Courthouse.
13. It is important to consider the above factors and allow sufficient time for the approval process. This is particularly important when scheduling settlements.

# I. SUBDIVISION & LAND DEVELOPMENT FEES AND ESCROWS

## SUBDIVISIONS

<u>No. of Lots or Units</u>	<u>Filing Fee</u>	<u>Escrow Fee *</u>
Amendments to Approved Plans	\$200	\$2,000
Line Change	\$200	\$2,000
2 - 5 Lots or units	\$225 per lot/unit	\$3,000
6 - 49 Lots or units	\$225 per lot/unit	\$500 per lot
50 or More Lots or units	\$225 per lot/unit	\$500/lot - first 50 lots \$100/lot - over 50 lots

## LAND DEVELOPMENTS

<u>Filing Fee</u>	<u>Escrow Fee *</u>
<u>Residential – e.g. Condominiums</u> \$225/dwelling unit	\$500/dwelling unit first 50 units \$100/dwelling unit over 50 units
<u>Non-Residential</u> \$225 plus \$0.10 per sq. ft. of building	0-100,000 sq. ft. of Building sq. ft. = \$15,000  101,000 sq. ft. of Building and greater = \$15,000 plus \$30/1,000 sq. ft. of building area >100,000 sq. ft.
<u>Other</u> \$225 plus \$0.10 per sq. ft. of building	\$15,000

## ALL SKETCH PLANS

All Sketch Plan Submittals and Consultation Prior to Sketch Plan Submittal, including Zoning Reviews. Waiver of Land Development is also included.

Escrow Fee\* - \$2,000  
Sketch Plan Filing Fee - \$100

\* When the balance in the escrow account falls below 25% of the original balance, the applicant is required to deposit additional funds to bring the balance up to the original amount.

# Applicant Request for County Review

This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Municipal staff will electronically file the application with the county, and a notice for the prompt payment of any fees will be emailed to the Applicant's Representative.



Date: \_\_\_\_\_  
 Municipality: \_\_\_\_\_  
 Proposal Name: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Business Phone (required): \_\_\_\_\_  
 Business Email (required): \_\_\_\_\_

## Type of Review Requested:

*(Check All Appropriate Boxes)*

- Land Development Plan
- Subdivision Plan
- Residential Lot Line Change
- Nonresidential Lot Line Change
- Zoning Ordinance Amendment
- Zoning Map Amendment
- Subdivision Ordinance Amendment
- Curative Amendment
- Comprehensive / Other Plan
- Conditional Use
- Special Review\*

*\*(Not included in any other category - includes parking lot or structures that are not associated with new building square footage)*

## Type of Plan:                      Type of Submission:

- Tentative (Sketch)                       New Proposal
- Preliminary / Final                       Resubmission\*

*\* A proposal is NOT a resubmission if A) The proposed land use changes, or B) The amount of residential units or square footage proposed changes more than 40%, or C) The previous submission was over 5 years ago.*

## Zoning:

Existing District: \_\_\_\_\_  
 Special Exception Granted  Yes  No  
 Variance Granted  Yes  No For \_\_\_\_\_

## Plan Information:

Tax Parcel Number(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Location *(address or frontage)* \_\_\_\_\_  
 Nearest Cross Street \_\_\_\_\_  
 Total Tract Area \_\_\_\_\_  
 Total Tract Area Impacted By Development \_\_\_\_\_

*(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)*

Land Use(s)	Number of New		Senior Housing		Open Space Acres*	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

*\*Only indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.*

Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

# Act 247 Fee Schedule

The following fees will apply to each subdivision or land development submitted to the Montgomery County Planning Commission for review:

- Fees will be waived for applications filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private, nonprofit organizations with the exception of volunteer fire companies and ambulance squads.
- For a nonresidential subdivision and land development submitted for the same tract at the same time, only the larger fee will be charged.
- No fee is required for Sketch Plans.

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### Residential Subdivisions and/or Land Developments

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These fees apply to all kinds of residential projects for sale, condominium or rental; any structural type; and either as a subdivision or single-tract land development. No fees are charged for open space lots.

Number of Lots or Dwelling Units ( <i>greater number applies</i> )	Base Fee + Fee per Lot or Dwelling Unit
1 – 3*	\$150 (flat fee)
4 – 10	\$180 + \$32 per unit
11 – 20	\$300 + \$30 per unit
21 – 50	\$500 + \$28 per unit
50 – 100	\$700 + \$26 per unit
101+	\$1,060 + \$20 per unit

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### Nonresidential Land Developments and Conversions

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These fees apply to all projects or sections of mixed projects, which are for new construction of nonresidential uses of any kind for sale, rental, lease or condominium in any type of building on a single tract of land. Conversions from residential to nonresidential uses shall also use this schedule, whether the building area is new or existing.

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq. Ft.
1 – 3,000 Sq. Ft.	\$300 flat fee
3,001 – 10,000 Sq. Ft.	\$400 + \$44 for every 1000 Sq. Ft.
10,001 – 25,000 Sq. Ft.	\$600 + \$42 for every 1000 Sq. Ft.
25,001 – 50,000 Sq. Ft.	\$1,050 + \$40 for every 1000 Sq. Ft.
50,001 – 100,000 Sq. Ft.	\$1,550 + \$32 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$2,580 + \$25 for every 1000 Sq. Ft.

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### Nonresidential Subdivisions

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These fees apply to applications subdividing and conveying land for nonresidential uses.

Number of Lots	Base Fee + Fee per Lot
1 – 3	\$555 flat fee
4 or more	\$555 + \$88 per lot

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### Other Reviews

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- Residential Lot Line Change = \$65
- Nonresidential Lot Line Change = \$260
- Conditional Use = \$260
- Miscellaneous reviews (including parking lots or structures not associated with new building square footage) = \$260
- Private Petitions for Zoning or SALDO Change (not municipal petition) = \$1,000

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### Resubmissions

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These fees apply to each subsequent plan submission after the original submission, if the resubmission is essentially the same plan with only minor revisions. A subsequent plan is NOT a resubmission if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

- Flat fee of \$125 for residential subdivisions/land developments. All resubmissions of 3 lots/units or less no fee required.
- Flat fee of \$190 for all nonresidential subdivisions/land developments. All resubmissions of 3 lot subdivisions or 3,000 square feet development or less no fee required.
- No fee for private Zoning or SALDO resubmissions.

Applicant's representatives will be invoiced electronically (via email) after the municipality submits the proposal to MCPC. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.

# MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

## Act 247 Review Guidelines

For reviews in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as amended

*Effective May 1, 2018*

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### Required Fees and Time Limits

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To determine the applicable fee and review time limit for MCPC reviews, reference the appropriate section of the Pennsylvania Municipalities Planning Code as follows:

	<b>Act 247 Section</b>	<b>Fee</b>	<b>Time Limit (days)</b>
301.3	Comprehensive Plan Amendments	No	45
304	Public Facilities	No	45
305	Public School Facilities	No	45
408	Official Map	No	45
502	Subdivision and Land Developments	Yes	30
505	Subdivision & Land Development Ordinance Amendments	Yes*	30
609	Zoning Ordinance or Map Amendments	Yes*	30
609.1	Curative Amendments	Yes*	30

**\* Fees will be charged for private petitions (developer/landowner) for zoning ordinance/map amendments, SALDO amendments and curative amendments. (See fee schedule)**

- A time limit may be extended if requested by the applicant or by the municipality. If a municipality requests a time extension, it must be in concurrence with the applicant.
- Whenever applications require more than one type of review or otherwise fall under more than one section of the Pennsylvania Municipalities Planning Code, the Montgomery County Planning Commission will attempt to complete all reviews within the shortest official time limit. However, MCPC reserves the right to use the maximum permitted time limit if needed.

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### Application Procedure

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1. The applicant submits the plans and a completed Applicant Request for County Review form to the local municipality.
2. The municipality will submit the application to the county via an online 247 Submission Portal. After the county receives and verifies the submission for accuracy, the county will forward a summary of the application and a request for payment to the applicant's representative.
3. The applicant may pay any county fees online via a credit card or electronic check, or they may choose to send a check or money order to the county made payable to the MONTGOMERY COUNTY TREASURER. More specific instructions for both options will be sent with the application summary.

4. The review time limit is intended to begin when MCPC receives the application from the municipality provided applicable fees and any necessary information are promptly returned. Should payment or requested information go unresolved, the county may suspend or postpone the review time limit.
  5. In the event of a returned check, the MCPC review and its corresponding time limit will stop as of the date we receive notification. MCPC will notify the applicant and municipality. The review process will restart on the date MCPC receives the required fee.
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## Fee Information

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### Resubmissions

The fee schedule and time limits will apply regardless of whether the submitted application is for the review of a tentative sketch, preliminary plan, or final plan. Once the initial fee has been received, MCPC charges a fee for the resubmission of subdivisions and land developments that are essentially the same as the former submission. A flat fee of \$125 is required for all residential subdivisions/land developments. No fee is required for residential subdivisions/land developments of 3 lots/units or less. A flat fee of \$190 is required for the resubmission all non-residential subdivisions/land developments. No fee is required for non-residential subdivisions/land developments of 3 lots or 3,000 square feet or less respectively. A subsequent plan is NOT a resubmission and requires full fee payment if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

### Waiver of Fees

Fees are waived for an application filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private nonprofit organizations except for volunteer fire companies and ambulance squads.

### Refunds

If MCPC fails to complete its review within the required time limits, the fee will be returned to the applicant upon request, except in those instances involving an incorrect fee or incomplete application or when MCPC has been granted a time extension for the review.

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## Informal Reviews and Special Circumstances

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Meetings with MCPC to discuss applications, either prior to or during the formal review process, are encouraged and free of charge. If the applicant requests the meeting, the local municipality will also be invited. Meetings and informal reviews do not replace the official formal review by MCPC. In addition, if a municipality requests any meetings, court appearances, redesigns, or other special events that are related to the MCPC review, no extra fees will be charged. Similar requests by developers will be charged appropriately in accordance with fees for staff services.