



Revised: January, 2012

SUBDIVISION REVIEW APPLICATION

Both sides of this application, plan checklist, and request for modification (if applicable) must be completed by the applicant or his/her agent and submitted with the required number of regular sized plans and 11" X 17" sized plans (11 sets of each) and fee/escrow to the 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.**

- Proof of notice shall be given at the time of application and shall be by certified letter to each abutting landowner of record.
- 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 _____ Phone _____

Address _____

Owner of Record _____

Address _____

Registered Engineer or Surveyor_____

Address_____ Phone_____

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 (5 each) and fee must be submitted for application to the Bucks County Health Department.

Where applicable, has submission been made to the following:

- 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 : Yes___ No___ N/A___
- (Erosion/Sedimentation Control) : Yes___ No___ N/A___

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 believe, 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.

Signature of Applicant

FOR HILLTOWN TOWNSHIP USE ONLY:

CRW File No._____

Date

Date Rec'd_____

Fees Paid_____

Escrows Paid_____

Twp. Escrow Account #_____

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!!!**

SUBDIVISION/LAND DEVELOPMENT FEES AND ESCROWS:

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

A.	<u>Residential</u>	<u>Fee</u>	<u>Escrow</u>
	- Minor (2 lots) or Lot Line Change	\$ 500.00	\$ 2,500.00
	- 3 to 5 Lots	\$1,000.00	\$ 4,000.00
	- 6 to 10 Lots	\$1,500.00	\$ 7,000.00
	- 11 to 25 Lots	\$2,000.00	\$15,000.00
	- 26 to 50 Lots	\$2,500.00	\$25,000.00
	- Over 51 Lots	\$3,500.00	\$40,000.00
B.	<u>Institutional, Commercial & Industrial</u>	<u>Fee</u>	<u>Escrow</u>
	- Minor (2 lots)	\$ 750.00	\$2,500.00
	- 3 to 5 Lots	\$1,000.00	\$5,000.00
	- 6 to 10 Lots	\$1,500.00	\$10,000.00
	- Over 11 Lots	\$2,000.00	\$15,000.00
C.	<u>Escrow for Subdivision/Land Development Sketch Plan Review by Township Professional Staff and Township Staff -</u>		\$1,000.00

TRAFFIC STUDY REVIEW ESCROW - \$2,500.00

The above fee is to be paid in advance for 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 for Traffic Study Review shall be refunded to the applicant if it has not been exhausted during the review process.

FEE IN-LIEU-OF RECREATIONAL FACILITIES

\$2,685.00 per Dwelling Unit

PLANNING CONSULTANT ESCROW

\$2,500.00

The above fee is to be paid by 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 Planning Consultant Review shall be refunded to the applicant, if it has not been exhausted during the review process.

LAND/SITE DEVELOPMENT APPLICATIONS:

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

A.	<u>Residential</u>	<u>Fee</u>	<u>Escrow</u>
-	2 Units	\$500.00	\$ 2,500.00
-	3 to 5 Units	\$1,000.00	\$ 4,000.00
-	6 to 10 Units	\$1,500.00	\$ 7,000.00
-	11 to 25 Units	\$2,000.00	\$15,000.00
-	26 to 50 Units	\$2,500.00	\$25,000.00
-	Over 51 Units	\$3,500.00	\$40,000.00

B.	<u>Institutional, Commercial and Industrial Land Development</u>	<u>Fee</u>	<u>Escrow</u>
-	1 to 2 Units	\$750.00	\$ 3,500.00
-	3 to 5 Units	\$1,000.00	\$ 5,000.00
-	6 to 10 Units	\$1,500.00	\$ 7,000.00
Over	11 Units	\$2,000.00	\$15,000.00

C.	<u>Agricultural Land Dev.</u>	<u>Fee</u>	<u>Escrow</u>
		\$100.00	\$750.00

D.	<u>Land Development</u>		
	<u>Waiver Request</u>	<u>Fee</u>	<u>Escrow</u>
-	Proposed addition/new building less than 200 sq. ft. in area.	\$50.00	\$500.00
-	Proposed addition/new building is 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 thru F5)	\$2,500.00	