

MEMO

TO: Prospective Developers

SUBJECT: Subdivision and Land Development Ordinance Submission and Procedure

The following sets forth the submissions necessary for application to the Subdivision and Land Development Ordinance process in Towamencin Township. All plan submissions should be colorized, with color-coded visual exhibits.

NOTE: The following criteria may allow for exclusion of a project from the land development process by waiver from the Board of Supervisors: (refer to Section 3A, 4A, and 4B for **relief of land development requirements**)

- 1) No increase in impervious surface.
- 2) No significant change to traffic pattern inclusive of egress and ingress.
- 3) Less than a three (3) lot subdivision.
- 4) No major infrastructure or utility extensions.
- 5) No zoning relief or other waivers required.

PLEASE REFERENCE THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE IN CONJUNCTION WITH THE FOLLOWING:

➤ **Sketch Plan**

A sketch plan with a narrative description on the proposed, is strongly recommended for the initial submission of all but the most simple subdivision and/or land development.

For a sketch plan to be placed on a Planning Commission meeting agenda, two (2) full-size sets (+1 set if in Village Overlay District), 11 half-size sets and one (1) electronic copy, must be submitted to the Township, four weeks prior to the scheduled Planning Commission meeting.

See current Fee Schedule for escrow fee required for sketch plan submission. A submission does not start the time period for review as estimated by the Pennsylvania Municipalities Planning Code, as last amended.

The Planning Commission will review and discuss sketch plans in broad scope, conceptual terms, not for specifics relative to the requirements of the Zoning Ordinance, the Subdivision and Land Development Ordinance, or any other ordinances of the Township.

If the Planning Commission recommends major changes to a sketch plan, revised sketch plans must be submitted at least four weeks prior to the next scheduled Planning Commission meeting in order to be placed on the meeting's agenda. The Planning Commission will review and discuss the revised sketch plan at the applicable meeting.

➤ **Preliminary Plan**

- 1) Preliminary plans must conform with the standards and criteria as set forth by the Township Subdivision and Land Development Ordinance, Township Zoning Ordinance, construction requirements for sanitary sewers and appurtenances and detailed drawings for Towamencin Municipal Authority, Stormwater Management ordinance, as last amended, and requirements for obtaining sewage service and dedicating sewer facility within Township's Act 537 Planning Area; Resolution 87-45, as last amended. In addition to the above requirements, all development within the Towamencin Village Overlay District must conform to the requirements of the Township Village Land Use and Design Manual. The Township Reserves the right to reject incomplete plans.

- 2) In order to provide sufficient time for review by all reviewing bodies, a preliminary plan submission must be made to Towamencin Township at least four weeks prior to the Planning Commission meeting.
- 3) Plan submission must include all of the following:
 - A) Initial submission and revised **Planning Commission Submissions**: two (2) full-size sets (+1 set if in VO District), 11 half-size sets, and one (1) electronic copy.
Board of Supervisors Submissions: two (2) full-size sets (+1 set if in VO District), three (3) half-size sets. The Township may request additional copies during the course of the approval process.
 1. All submissions require an electronic copy of all plans and documents including a narrative summarizing the proposed improvements as part of the submission.
 2. Submitted plans must comply with all sections of the Subdivision and Land Development Ordinance and/or Towamencin Village Land Use and Design Manual. Any sections of the ordinance with which the plans are not in compliance must be listed on the plan as a request for waiver, referencing the appropriate section of the Subdivision and Land Development Ordinance and the relevant requirements from which relief is requested. Failure to do this from the onset of plan submission could result in the delay of Preliminary or Final Plan Approval. Should the issue remain undisclosed and, therefore, undiscussed, it could require the return of the plan to the Planning Commission and/or the Board of Supervisors for discussion and for additional vote on the issue by the Board of Supervisors.
 3. Requirements of the Zoning Ordinance for the zoning district in which the development is located, as well as those from other sections of the Zoning Ordinance that are applicable to the development, should be listed on the plan along with the proposed statistic of that plan's compliance with those provisions.
 4. Relief granted by, or sought from, the Zoning Hearing Board from the provisions of any section of the Township Zoning Ordinance should be listed on the plan. Decision of the Zoning Hearing Board should be identified by date and section of the Zoning Ordinance from which relief was granted/sought, and the extent of the relief granted.
 - B) Subdivision and Land Development Identification Information Form.
 - C) Towamencin Township application for Plan Approval, along with applicable subdivision and land development fee per current Township fee schedule and waiver of ninety (90) day review period, if applicable (check payable to Towamencin Township).
 - D) Montgomery County Planning Commission application for plan review. Please complete and submit the MCPC 247 application to the Township. DO NOT SUBMIT MCPC FEES TO THE TOWNSHIP. Towamencin Township will upload the application to the MCPC portal and MCPC will bill the applicant for their review.
 - E) Sewage Facilities Planning Module where applicable. The applicant is responsible for obtaining required signatures from the Montgomery County Planning Commission, the Montgomery County Health Department, and the Towamencin Municipal Authority relative to Sewage Facilities Planning Module Approval and submitting same to Township along with the appropriate DEP resolution form for Planning Module Approval the Board of Supervisors.
 - F) A copy of the deed/deeds of the property to be subdivided/developed.
 - G) A written statement from the property owner giving the right to speak on his/her behalf and the right to make decisions relative to the development of the property/properties to the applicant, if the applicant is not the property owners.

- H) Color photos and a color video of the site inclusive of the following and indexed to a written key to be submitted with the video.
1. All natural features of the site.
 2. Staking of the perimeter of the site.
 3. Staking of all street locations of the development with the ultimate right-of-way and curb line indicated.
 4. Existing roadways abutting the site to be developed.
 5. Staking of perimeter of all open areas to be dedicated to the Township.
 6. Video cover shall extend 500 feet from perimeter of property in all directions and through adjacent properties and on both sides of street where applicable.
- I) A Traffic Impact Study must be submitted for all subdivision of ten (10) or more lots, non-residential land development, and land developments and rezoning request subsequent to the initial discussion of the plans by the Planning Commission unless, upon the recommendation of the Township Engineer, the Planning Commission determined that such a study is not required.
- J) A landscape plan prepared by a registered Landscape Architect must be submitted for all residential land development involving ten (10) or more acres and for all non-residential land development. (ss136-510).
- 4) Plan sets will be forwarded to the following for review:
1. Township Engineer
 2. Township Zoning Officer
 3. Montgomery County Planning Commission
 4. Towamencin Municipal Authority
 5. All Planning Commission Members
 6. Township Emergency Services consultant
 7. Township Fire Chief
 9. Board of Supervisors
 10. Township Traffic Engineer
 11. Township Landscape Architect/Consultant, if deemed necessary by Towamencin Township administration.
 12. Township Sewer Engineer (if applicable)
- 5) Applicant is responsible for sending plans to the Montgomery County Conservation District, the North Penn Water Authority, PA DEP, PennDOT, and other applicable reviewing agencies.
- 6) Applications and plans will be reviewed by the Director of Planning, Zoning and Code Enforcement for completion. Incomplete applications may delay review period. The required ninety (90) day review period for action on an application by the Board of Supervisors begins on the date of the next scheduled Planning Commission meeting, following a complete submission. If the Planning Commission regularly scheduled meeting occurs more than thirty (30) days following a complete submission, then the ninety (90) day period shall be measured from the thirtieth day following the day the complete application was accepted. Officially accepted applications will be reviewed and discussed by the Planning Commission approximately one (1) month later.

The applicant and the applicant's engineer will be sent a meeting agenda and copies of all review letters several days prior to the Planning Commission meeting at which the plans will be reviewed and discussed.

- 7) Per the outcome of No. 6, the number of revised plans in 3A, accompanied by a written statement from the applicant's engineer documenting all changes made to the plans and certifying in that statement that the documented changes are the only alternations to the plan as previously submitted, must be submitted to the Township at last four weeks prior to the next scheduled monthly Planning Commission meeting in order to be placed on the agenda of that meeting. The revised plans will be forwarded to the reviewing bodies by the Township.
- 8) Planning Commission will review/discuss the revised plans. At this point, a motion of recommendation to the Board of Supervisors for approval of the plan, with conditions to be satisfied and with recommendations for or against the granting of the requested waiver/waivers may be voted upon by the Planning Commission, if they feel that further review by them is not necessary. If the Planning Commission wishes further review, and does not make a recommendation, No. 7 must be repeated.
- 9) Subsequent to a vote of recommendation by the Planning Commission, the number or sets in 3A must be provided to the Township to be scheduled for a Board of Supervisors meeting. The applicant and the applicant's engineer will be sent an agenda a few days prior to the meeting.
- 10) If, at this meeting, the Board of Supervisors requests, a resolution for approval of the preliminary plan will be prepared by Township staff to be voted upon at the following Work Session or Regular Monthly meeting of the Board of Supervisors. The applicant will be sent a copy of the resolution several days prior to the meeting.

If the Board does not request that a resolution for Preliminary Plan Approval be prepared, the application is requested to return to another meeting for further discussion/review of the plan with the Board of Supervisors.

Once a resolution is prepared, the Board of Supervisors will vote on the Preliminary Plan Resolution at a Work Session or Regular Monthly meeting.

- 11) If the Board of Supervisors votes to approve the Preliminary Plan Resolution, that resolution of approval must be signed by the applicant within two (2) weeks of the Board's vote or automatic denial of the application and preliminary plan results.

➤ Final Plan

- 1) Per the conditions set forth in the resolution for Preliminary Plan Approval, the applicant's staff prepares revised plans and secures necessary State approval permits. The number of sets listed under 3)A; a narrative on the proposed; an electronic copy of the plans and supporting documentation; the MCPC 247 County Request for review form; are then submitted to the Township for review by staff as to their acceptability as final plans.
- 2) The applicant completes the Sewer Facilities Planning Module (SFPM) for the project by securing all necessary approvals (see 3E). Upon receipt of a complete SFPM by the Township, the Board of Supervisors votes on a resolution to approve the planning module for submission to PA DEP. PA DEP must approve the SFPM prior to the Final Plan Approval.

- 3) Applicant secures development agreement directly from Township Solicitor. The agreement shall include all documents for dedication of streets, open space, easements, and sanitary sewers.
- 4) Three (3) paper copies, plus any copies that applicant wants to keep, of the final plans, signed and notarized by the owner/applicant, must be submitted along with three (3) executed copies of the development agreement, an electronic copy of the record plan, and any escrow agreements, to Township staff at least ten (10) days prior to a Board of Supervisors meeting. A recording fee, all sewer connection fees, all open space fees, and all special contributions are required to be paid at this time.
- 5) Board of Supervisors votes on resolution of Final Plan Approval and, if approved, signs plans and the development agreements.
- 6) Township Solicitor records plans and recording information is forwarded to applicant. Applicant submits an electronic copy of the recorded plan to the Township for their records.
- 7) Township Manager prepares “green light” letter to all staff, identifying the development and that the appropriate permits are allowable, and listing the appropriate fees (traffic impact, open space or special fee) to be collected with each building permit application.
- 8) Township staff will assign mailing addresses for all lots of the development and forward same to applicant/developer and property owner as well as fire and police departments, 911 coordination, Township staff, post office, school district, school district transportation department, phone company, utility companies, cable company, and Montgomery County Board of Assessments. All permits are to be referenced with assigned addresses. (Corner lots to be addressed per street of driveway entrance.)
- 9) Prior to issuing of permits, a pre-construction meeting is required involving the developer, contractor(s), engineers, and Township staff, in order to communicate Township requirements and expectations regarding the proposed public improvements. Grading permits, building and subcontractor permits, are issued following the pre-construction meeting.
- 10) Per the development agreement, escrow funds are periodically released upon phased completion of improvements. Prior to release of funds, the contractor/developer is required to submit a work progress certificate to the engineer for review and approval.
- 11) Inspection by the Township Engineer, of the development to prepare a punch list of items to be completed prior to offer for dedication. Once the punch list is completed a one and one half (1 ½) year maintenance bond is prepared for roadways and other public improvements.
- 12) Board of Supervisors accepts dedication of streets and easements by resolution and, if acceptable, will be recorded at the Montgomery County Court House by Township staff.

SUBDIVISION / LAND DEVELOPMENT IDENTIFICATION INFORMATION

1) NAME OF SUBDIVISION / LAND DEVELOPMENT: _____

2) LOCATION OF PROPERTY: _____

3) OWNERSHIP: ☐ Own ☐ Equitable Owner

Name: _____ Phone #: _____

E-mail: _____ Fax #: _____

Address: _____

4) APPLICANT/DEVELOPER:

Name: _____ Phone #: _____

E-mail: _____ Fax #: _____

Address: _____

Applicant's interest in property: ☐ Legal Owner ☐ Equitable Owner ☐ Tenant

☐ Other (Specify): _____

Official Spokesperson for Applicant: _____

Address and Phone # (if different from above) _____

5) ATTORNEY

Name: _____ Phone #: _____

E-mail: _____ Fax #: _____

Address: _____

6) CIVIL ENGINEER

Name: _____ Phone #: _____

E-mail: _____ Fax #: _____

Address: _____

7) TRAFFIC ENGINEER

Name: _____ Phone #: _____

E-mail: _____ Fax #: _____

Address: _____

**TOWAMENCIN TOWNSHIP
MONTGOMERY COUNTY, PENNSYLVANIA
PLAN APPROVAL APPLICATION**

Name of Subdivision / Land Development: _____

Application is here by submitted for approval by the Board of Supervisors for the following: Please check only **one** that applies and also provide a narrative on the proposed submission and clearly identify the specific relief, approval or action being requested:

- ☐ A) Sketch Plan Review
- ☐ B) Preliminary Plan Review
- ☐ C) Final Plan Review
- ☐ D) Waiver of Land Development request

Nature of Plan Submission:

- ☐ 1) Residential subdivision or land development.
- ☐ 2) Non-Residential land development
- ☐ 3) Non-Residential subdivision
- ☐ 4) Minor plan of subdivision or land development

Submitted with this application is _____ full sets of plans including the record plan and construction improvement plan. The applicant deposits herewith the sum of \$ _____ for the application fee.

Additionally, the applicant deposits herewith the sum of \$ _____ with the Township for any and all reasonable engineering, legal, or administrative costs and charges incurred in review of the plans. This fund shall be replenished when requested by the Township; failing which the Township shall have the right to terminate its review.

Applicant does _____, does not _____, waive the ninety (90) day time period, required under Act 247, within which the Township Board of Supervisors is either to approve or disapprove this Preliminary Plan.

In the event the applicant wishes to have the review by the Township discontinued, written notification will be made to the Township and processing of the review will be terminated upon receipt of such written notification by the Township, it being understood that all bills accrued to the date of termination will be paid from the escrow and the balance, if any, will be returned to the applicant.

Number of Lots _____ Acreage _____

Source of Water: _____ Sewage: _____

Township Official: _____ Date Received: _____

SAMPLE LETTER (if necessary)
WAIVER OF TIME LIMITATION – NO LIMIT

Date

Township Manager
Towamencin Township
1090 Troxel Rd
Lansdale, PA 19446.

RE: SUBDIVISION / LAND DEVELOPMENT of _____

Dear _____:

On, _____ I/we submitted for official filing of the referenced Land Development.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning code or the Towamencin Township Code, this letter will serve as notice to Towamencin Township that the requirement that action be taken on this proposal within (90) ninety 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, you are hereby assured that we will give Towamencin Township (30) thirty days prior notice if I/we should determine that limiting the time of the review process becomes necessary.

Sincerely,

2026 PLANNING COMMISSION MEETING SCHEDULE

Applicant Submission Date	Review Letters Due	Packet Distribution	Planning Commission Meeting Dates
12/15/25	1/5/26	1/9/26	1/12/26
1/5/26	1/26/26	1/30/26	2/2/26
2/2/26	2/23/26	2/27/26	3/2/26
3/9/26	3/30/26	4/3/26	4/6/26
4/6/26	4/27/26	5/1/26	5/4/26
4/24/26	5/22/26	5/26/26	6/1/26
5/29/26	6/26/26	6/30/26	7/6/26
6/26/26	7/24/26	7/28/26	8/3/26
7/31/26	9/4/26	9/8/26	9/14/26
8/28/26	9/25/26	9/29/26	10/5/26
9/25/26	10/30/26	11/3/26	11/9/26
10/30/26	11/23/26	12/1/26	12/7/26