



TOWNSHIP OF NEW BRITAIN

Bucks County, Pennsylvania
Founded: 1723

BOARD OF SUPERVISORS

Eileen M. Bradley
Township Manager

Helen B. Haun
John A. Bodden, Sr.
William B. Jones, III
A. James Scanzillo
Gregory T. Hood

NEW BRITAIN TOWNSHIP SUBDIVISION & LAND DEVELOPMENT APPLICATION

1. Date of Application _____ 2. Date of Plan or Revision _____
3. Application for: _____ Fee Paid
 - Subdivision Sketch Plan _____ Lot Line Change _____
 - Formal or Informal (Circle One)
 - Land Development Preliminary Plan _____ Minor Subdivision _____
 - Final Plan _____
4. Name of Subdivision or Land Development _____
5. Location _____
6. Tax Parcel No. _____ Total Acreage Gross _____ Net _____
7. Net Buildable Site Area (from Section 2401) _____
8. Zoning Requirements: District _____ Minimum Lot Size _____
Maximum Density _____ Yards: Front _____ Side _____ Rear _____
9. Number of Lots or Dwelling Units _____
10. Equitable Owner of Record of Land _____
Address _____ Phone _____
11. Applicant _____
Address _____ Phone _____
12. Registered Engineer or Surveyor _____
Address _____ Phone _____

This is to certify that I have read Article V of the New Britain Township Subdivision and Land Development Ordinance and that the accompanying plan meets the requirements of that Article to the best of my knowledge.

Signature of Applicant

Signature of Registered Engineer or Surveyor



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NEW BRITAIN TOWNSHIP SUBDIVISION & LAND DEVELOPMENT PLAN SUBMISSION CHECKLIST

Date of Application _____

Subdivision/Land Development Name _____

Address of Property _____

Owner(s) Name _____

Applicants Name _____

Tax Map Parcel Number _____

Plan Sets – Folded to 8½ x 11: (18 Total)

_____ NBT Planning Commission – 7 copies

_____ NBT File – 3 copies

_____ NBT Board of Supervisors – 5 copies

_____ Township Engineer – 2 copies

_____ Fire Marshal – 1 copy

Plan Sets for Outside Agencies – Folded to 8½ x 11: The applicant must show proof of submission to the outside agencies listed below (stamped copy or cover letter and copy of application form). The following plan sets are subject to the requirements of the outside agency and ***must be submitted to the outside agency by the applicant.***

_____ Bucks County Planning Commission (1 copy)

_____ Bucks County Conservation District (1 copy)

_____ Water Authority – North Penn, North Wales, Aqua (1 copy)

_____ Chalfont New Britain Joint Sewer Authority (3 copies)

OR

_____ Bucks County Department of Health (1 copy)

APPLICATION FORMS & FEES TO BE SUBMITTED TO THE TOWNSHIP. All Applications must include these items or the application will be considered administratively incomplete and returned to the applicant.

- _____ New Britain Township Subdivision and Land Development Application (1 signed original)
- _____ Filing Fee according to the most current Fee Schedule adopted by Resolution
- _____ Escrow Fee according to the most current Fee Schedule adopted by Resolution
- _____ Contract for Professional Services Agreement (3 signed originals)
- _____ Application to Bucks County Planning Commission (provide proof of submission)
- _____ Application to Bucks County Conservation District (provide proof of submission)
- _____ Applicant Plan Submission Checklist (it is recommended that this item be completed by the applicant's professional engineer or land surveyor)
- _____ Stormwater Management Report (2 copies)
- _____ PADEP Sewage Facilities Planning Module Application/Mailer (Original and 2 copies)
- _____ If applicable – Traffic Impact Study (2 copies)
- _____ If applicable PADOT Highway Occupancy Permit Plan/Application (2 copies)
- _____ If applicable – Community Impact Assessment Report (4 copies)

Reviewed By _____
New Britain Township Zoning Officer

Date _____

All fees or contribution in lieu of shall be payable to New Britain Township. All plan sets, applications and forms shall be submitted directly to New Britain Township.

The attached checklist is provided for the applicant as a guideline to assist in the submission process. All applications must include these items or the application will be considered administratively incomplete and returned to the applicant.

APPLICANT'S CHECKLIST AND SUBMISSION PROCEDURES

IMPORTANT: *It is recommended that this item be completed by the applicant's professional engineer or land surveyor.*

Please use the following checklist as a guideline for application submission. If applicable, the Township and Township Engineer will look for these items in your application. Failure to provide an applicable item may delay acceptance of the application and plan approval. Please be advised that final approval will not be granted by the Township unless final approvals are granted by the appropriate water and sewer authorities.

Note: Maximum Record Plan Sheet Size 24" x 36"

Item	Code*	Applicant Comments
Type of Water Supply (Public or Private)		
Type of Sewage Disposal Facilities (Public or Private)		
PADEP Sewage Facilities Planning Module Application/Mailer		
List of Waivers/Variations/Special Exceptions on Record Plan		
Letter of Requested Waivers with Justification		
Provide 5 Signature Lines on the Record Plan for Board of Supervisors		
Indicate Zoning Data Chart on Record Plan (required and proposed dimensions)		
Indicate Parking Requirements on Record Plan (required and proposed spaces)		
Indicate proposed Use Designation on Record Plan		
Indicate Site Capacity Calculations on Record Plan		
Adjoining Property owner names and Tax Map Parcel Numbers		
Soil Erosion and Sediment Control Plan		
Utility Plan		
Landscape and Lighting Plan (show street trees, buffer plantings, lighting locations, isolux lines)		
Stormwater Management Plan		
Wetlands Certification on Record Plan		
PADOT Permit Application/Plan		
Existing and Proposed Easement, Right-of-Way or Other restrictions on the Property		

*A-Noted on Application P-Noted on Plan Sheet N/A – Not Applicable W – Noted on List of Waivers



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New Britain Township Subdivision and Land Development Procedures Information for Applicants

Applications:

All formal applications must be submitted to the Township Zoning Office during regular office hours at least ten (10) days prior to the next scheduled New Britain Township Planning Commission meeting.

All required plans, fees and accompanying documentation must be submitted to the Township in accordance with the New Britain Township Plan Submission Checklist (attached). No application shall be considered complete without this information.

If the application is found to be incomplete, The Zoning Officer will advise the applicant, in writing, of the deficiencies within five (5) business days.

If the application is found to be complete, the application will be date-stamped and a letter will be forwarded to the applicant with the anticipated application processing dates and scheduled Planning Commission and Board of Supervisors' meeting dates. The application will then be distributed for review to the Township professional staff, boards, commissions and professional consultants.

If for any reason the Planning Commission does not meet within 30 days of the initial application filing approval date of the Township Zoning Officer, the Municipalities Planning Code (MPC) timetable for plan review processing will then automatically begin, unless waived by the applicant.

Review Process:

Upon receipt of the Township Engineer's review letter, it is recommended that the applicant conference with Township staff and/or the Township Engineer prior to the scheduled Planning Commission meeting when the Planning Commission would consider the application for a recommendation. During the conference, if it is determined that the application will require substantial revisions for compliance with Township ordinances, the Township staff and/or engineer will advise the applicant of an appropriate course of action for revising the application. An extension to the 90-day time limit, as set forth by the MPC, may be necessary to allow sufficient time for the applicant to make necessary plan revisions and for Township staff and its engineer to review the revised application.

All revised applications must be resubmitted directly to the Township Zoning Office. It shall be the responsibility of the applicant to submit the same number of revised plans to the Township as with the original application.

Recommendations and Plan Decisions:

The Planning Commission in its review shall consider the comments, if submitted, of the Bucks County Planning Commission, Bucks County Conservation District and Township professional staff and consultants. At their anticipated monthly meeting, the Planning Commission may do any of the following:

- Recommend that the applicant address plan deficiencies or unresolved planning issues with Township staff.
- Recommend to the Board of Supervisors that the plan be approved with conditions and specifically list such conditions.
- Recommend to the Board of Supervisors that the plan be denied and specifically list the reasons for such a recommendation.

The Board of Supervisors shall take official action on all applications, after receiving the Township engineer's report and the recommendation by the Planning Commission and within the 90-day time limit, unless the applicant grants a time extension. The action of the Board of Supervisors shall be in writing and communicated to the applicant by mail within five (5) days following the date of the official action.

Record Plans:

Final record plans to be recorded must be submitted *directly to the Township Engineer* for review and execution prior to approval by the Board of Supervisors. The plans must include three (3) mylars and four (4) paper copies of the record plan(s). **All record plans must bear the original seal and signature and title of the professional engineer or surveyor responsible for preparation of the plans and bear the notarized signature of the land owner(s).** At the time of record plan submission, five (5) complete paper sets of the construction drawings should be submitted to the Township engineer to be stamped approved for construction.

No final record plans shall be recorded for any project unless all of the following have been satisfied:

- All conditions of final approval have been met (including water and sewer approvals/agreement) and approved by Township Solicitor and Engineer.
- All required outside agency approvals/permits have been obtained.
- All Township legal, engineering, planning and administrative costs relative to the plan submission have been paid in full.
- The required financial security and developer's agreements have been executed and the construction escrow has been posted with the Township.

The Township Zoning Officer will record all final record plans at the Bucks County Courthouse. The Township will notify the applicant when the copies of the recorded plans are available to be picked up at the Township Zoning Office.

Contract for Professional Services Agreement and professional Escrows:

The applicant shall be responsible for maintaining the original escrow balance relative to the escrow account established with the Township for the payment of Township incurred costs and fees on behalf of the applicant per the Contract for Professional Services Agreement. The Township shall forward an invoice to the applicant setting forth the amount deducted from said escrow account for payment of costs and fees. Within fourteen (14) days of the date of the invoice, the applicant shall remit the amount of the invoice to the

Township, thereby bringing the balance of the escrow back to the original amount. In the event the applicant's escrow account balance falls below the original amount, the Township may direct its professionals and consultants to cease work on the applicant's submission until such time as the escrow account balance is restored to its original amount.

Any applicant who desires to meet with the Township's professionals or consultants prior to submitting a plan application shall execute a Contract for Professional Services Agreement with the Township and post an escrow amount to be determined therein to cover any costs incurred by the Township associated with the aforementioned consultations.

The applicant should also be advised that the Township has enacted a "Disclosure Ordinance No. 2001-09-01" which mandates that the seller of any lot divulge certain information to the purchaser of the lot prior to settlement.

**These guidelines may be amended from time to time, as needed.*



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NEW BRITAIN TOWNSHIP 90-DAY REVIEW PERIOD WAIVER

I/We, the applicant, understand that the time necessary for adequate review of this application and plans for compliance with current Zoning and Subdivision and Land Development Ordinances, including reviews of any revised plans, may exceed the 90-day review period stipulated under the Municipalities Planning Code.

In recognition of the above, I/we hereby waive the 90-day review period, with the understanding that I/we may revoke this waiver at any time in the future, upon 30-day written notice to the New Britain Township Zoning Office.

Signature of Applicant _____

Date _____

Signature of Applicant _____

Date _____