



# NEW BRITAIN TOWNSHIP

207 Park Avenue • Chalfont, PA 18914 • Telephone: (215) 822-1391

## SUBDIVISION & LAND DEVELOPMENT APPLICATION

		<b>TOWNSHIP USE ONLY</b>	
FÈ	Date of Application: _____	Date Recieved: _____	
GÈ	Date of Plan or Revision: _____	Payment: _____	
HÈ	Application for (check all that apply): Sketch Plan _____ Preliminary _____ Final _____ Prelim/Final _____	Check #: _____	
I È	Name of Subdivision or Land Development: _____	Receipt #: _____	
Í È	Location: _____	Escrow Amt: _____	
Î È	Tax Map Parcel #: 26-_____ Total Acreage: _____ Gross _____ Base Site Area _____	PSA #: _____	
Ï È	Net Buildable Site Area (from Section 2401): _____		
Ì È	Zoning Requirements: Zoning District _____ Minimum Lot Size _____ Maximum Density _____ Front Yard _____ Side Yard _____ Rear Yard _____		
9.	Number of Lots or Dwelling Units: _____		
10.	Equitable Owner of Record of Land: _____ Address: _____ Phone: _____ E-mail: _____		
11.	Applicant: _____ Address: _____ Phone: _____ E-mail: _____		
12.	Owner: _____ Address: _____ Phone: _____ E-mail: _____		
13.	Registered Engineer or Surveyor: _____ Address: _____ Phone: _____ E-mail: _____		
14.	Type of Water & Sewer:	Public Water Public Sewer	Private Water Private Sewer
15.	Proposed Use: _____		

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

## SUBDIVISION & LAND DEVELOPMENT PLAN SUBMISSION CHECKLIST

Date of Application: \_\_\_\_\_

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

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

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

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

Tax Map Parcel Number: \_\_\_\_\_

### **Plan Sets for New Britain Township - Folded to 8 1/2 x 11: (9 Full Size, 5 11x17)**

NBT Board of Supervisors (Full Size) - 5 Copies	NBT Planning Commission (11x17) - 2 Copies
Township Engineer (Full Size) - 1 Copy	NBT File (Full Size) - 2 Copies
Fire Marshal (Full Size) - 1 Copy	Digital Submission - Email or File Sharing Service

**Application Forms & Fees to be Submitted to the Township:** *All applicants include these items or the application will be considered administratively incomplete and returned to the applicant. **Please also submit digital copies of all applicable forms/reports.***

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)

Proof of Submission to Bucks County Planning Commission

Proof of Submission to Bucks County Conservation District

Proof of Submission to Water Authority (North Penn/North Wales/Aqua), if applicable

Proof of Submission to Chalfont New Britain Joint Sewer Authority **OR** Buck County Department of Health

Stomwater Management Report (2 Copies) (Digital Acceptable)

PADEP Sewage Facilities Planning Module Application/Mailer approved by Sewer Authority or SEO (Original & 2 Copies)

Traffic Impact Study, if applicable (2 Copies) (Digital Acceptable)

PADOT Highway Occupancy Permit Plan/Application, if applicable (2 Copies)

Community Impact Assessment Report, if applicable (4 Copies)

Affidavit of Mailing Notification, Mailing Content & Post Property of SLD Application (§ 22-401.8 General Procedures)

Township Road Opening Permit, if applicable

Water Resource Impact Study, if applicable (2 Copies) (Digital Acceptable)

Waiver Request Letter with Justification

Reviewed By: \_\_\_\_\_  
Township Representative

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

*\*All fees or contributions 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 applicants must include these items or the application will be considered administratively incomplete and returned to the applicant.\*\**



# **NEW BRITAIN TOWNSHIP SUBDIVISION & LAND DEVELOPMENT PROCEDURES INFORMATION FOR APPLICANTS**

## **Applications:**

All formal applications must be submitted to the Township Zoning Officer during regular office hours.

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 Supervisor's 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/waiver to the 90-day limit (attached to SALDO Application), 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 Officer. 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 applicant is responsible for posting the property, notifying property owners within 1000ft (or adjoining owners for minor plans), and submitting an affidavit of mailing & the mailings content to the Township five days prior to the plans appearing before the Township Planning Commission (§ 22-401.8 General Procedures).

The Planning Commission in its review shall consider the comments, if submitted, of the Bucks County Planning Commission, Fire Marshal, 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/waiver. 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 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 land 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 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 Solicitor 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.***



**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 & 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 Officer.

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

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

