

**LOWER POTTS GROVE TOWNSHIP
SUBDIVISION AND LAND DEVELOPMENT PROCEDURE AND POLICY
INSTRUCTIONS FOR APPLICANTS**

1. Application Submission and Plans Required

- a. All documents and fees shall be received at the Lower Pottsgrove Township Municipal Building, 2199 Buchert Road, Pottstown, PA 19464. Township staff will stamp the date of acceptance on each copy of the plan.
- b. Subdivision and Land Development applications shall be made in writing at least thirty (30) days prior to the next scheduled Lower Pottsgrove Planning Commission meeting. Application shall be submitted on the Lower Pottsgrove Township application form with the following required documents:

	Attached (✓)
Five (5) 24" x 36" sets of the subdivision or land development plans	
Five (5) 11" x 17" sets of the subdivision or land development plans	
Two (2) copies of the Stormwater Management Report	
Two (2) copies of the Erosion and Sedimentation Control Report	
Two (2) CDS/DVDS or Flash Drive containing all plans in the submission set in PDF.	

- c. An erosion and sedimentation control plan, landscaping plan, PADOT plan (if applicable) and lighting plan must be included with all subdivision and land development plans.
- d. One (1) original of the Lower Pottsgrove Township Contract for Professional Services Agreement, signed and dated by the applicant(s), shall be submitted at time of application.

2. Cursory Examination of Plan

- a. A cursory examination of the application will be conducted to ensure basic compliance with the Township's plan submission requirements.
- b. Incomplete applications shall be returned to the applicant with a statement of the reason(s) for rejection.

3. Fees (Paid at Time of Application)

- a. Township Fees are calculated in accordance with the current Lower Pottsgrove Township Fee Schedule. Checks should be made payable to Lower Pottsgrove Township for Township review fees, traffic impact fees and escrows.
- b. Montgomery County review fees are calculated in accordance with the current Montgomery County Planning Commission Fee Schedule. The Township will electronically upload all documents to the Montgomery County Planning Commission. Upon receipt, the Applicant will receive an e-mail notification from the County which will include the review fees, and payment information.

4. Permits and Approvals

It shall be the applicant’s responsibility to obtain the following permits and/or approvals (if applicable):

HIGHWAY OCCUPANCY PERMIT	Completed (✓)
State of Pennsylvania	
Lower Pottsgrove Township	

LOWER POTTS GROVE TOWNSHIP AUTHORITY	Completed (✓)
Connection	
Extension	
Overall Plan of Development	

PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION	Completed (✓)
Sewage Planning	
Water quality management permit	
Stream encroachment permit	
National Pollutant Discharge Elimination System permit	
Any other permits or approvals required under the jurisdiction of the PADEP	

OTHER AGENCIES/PARTIES	Completed (✓)
Montgomery County Conservation District	
Public Water Utility Company Approval (if applicable)	

5. Lower Pottsgrove Township Planning Commission Presentation

- a. The applicant and/or authorized representative shall attend the Planning Commission meetings to present their proposal. The Planning Commission meets on the 3rd Monday of each month at 6:30 p.m. Meetings are held at the Township Municipal Building.
- b. All required submissions to outside agencies must be completed as stated in the Subdivision and Land Development Ordinance (SALDO). A copy of the letter and/or transmittal for each submission must be sent to the Township as well as the Township Engineer.
- c. It is the policy of the Township Planning Commission not to receive a revised site plan the night of the scheduled Township Planning Commission meeting. **The Lower Pottsgrove Planning Commission will only discuss the same plan that has been reviewed by the staff and consultants.**

- d. When recommended by the Planning Commission for approval, the applicant will be placed on the Board of Commissioners' agenda once the plan is deemed ready for preliminary and/or final approval.
6. **Lower Pottsgrove Board of Commissioners Consideration and Approval**
- a. The Board of Commissioners will consider the plan for approval at a public meeting. Once the Board approves a resolution granting preliminary and/or final approval of the plan, the applicant will be provided with the resolution for signature.
 - b. The applicant must return the signed resolution to the Township within five (5) days of its execution.
7. **Recording of Approved Plan and Agreements**
- a. Eight (8) Paper copies of the record plan must be submitted to the Township for final recording. **All plans need to be rolled and not folded.**
 - b. The applicant has ninety (90) days to record the final plan after the Board of Commissioner's approval and satisfaction of the resolution. If the plan is not recorded with 90 days, an extension will be required.
 - c. All outstanding fees (engineering, legal invoices, etc.) must also be paid prior to recording of the final plan.
 - d. An Improvement & Maintenance Agreement (IM), Financial Security Agreement (FS), Stormwater Operation and Maintenance Agreement (SM) as well as an escrow are also submitted to the Township for review and approval. The record plan, easements (storm, sewer etc.), deeds of dedication and the FS agreement must be recorded at the same time.
 - e. Once the plan is recorded, a pre-construction meeting must occur prior to any site improvements beginning.
8. **Financial Security and Escrow Required**
- a. A form of financial security (cash, bond or letter of credit) is submitted to the Township for review and approval.
 - b. A separate legal and construction observation escrow is posted and managed by the Township.
 - c. During the construction process, periodical escrow release requests may occur. The requests are to be made by red-lining the most recent escrow spreadsheet.
9. **Building Permits and Inspections**
- a. Applicant shall submit all building permit applications to the Township Building Code Official for approval.

- b. Building permits shall be picked up and paid for prior to the commencement of construction.
- c. Applicant shall contact the Township office to schedule all required inspections during construction of the project.
- d. Once the project is completed, a request for a final inspection must be made in writing to the Township. The Township's consultants will make a site inspection and a written report of this inspection is provided to the Township and the applicant.
- e. Once all items have been satisfactorily addressed, a final release may occur. Dedications occur at this time, if required

10. Maintenance Bond

- a. Maintenance bond is posted for eighteen (18) months for the public improvements and landscaping.
- b. An inspection occurs after the eighteen (18) months. Once all items are satisfactorily completed, maintenance bond is returned.

Subsequent to confirmation received from the Township consultants that all improvements are completed and thirty (30) days after no activity on the project, the financial security will be returned. Project is then deemed closed.