



**LOWER POTTS GROVE TOWNSHIP**  
*Subdivision/Land Development Application*

**FOR TOWNSHIP USE ONLY**

Date Received: \_\_\_\_\_  
Application No: \_\_\_\_\_  
App. Fee Paid: \_\_\_\_\_  
Escrow Fee Paid: \_\_\_\_\_  
90 Day Start: \_\_\_\_\_  
90 Day End: \_\_\_\_\_

**SUBDIVISION & LAND DEVELOPMENT APPLICATION**

**PROJECT NAME:** \_\_\_\_\_

Plan ID: \_\_\_\_\_ Plan Date: \_\_\_\_\_ Rev. Date: \_\_\_\_\_ No. Pages: \_\_\_\_\_  
\_\_\_\_\_

**TYPE OF APPLICATION**

Check one:     Subdivision                       Lot Consolidation                       Lot Line Change                       Land  
Development

Check one:     Sketch Plan                       Preliminary Plan                       Final Plan                       Minor/Plan  
Amendment

**APPLICANT INFORMATION**

**Applicant Name/Title/Company/Address:** \_\_\_\_\_

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Applicant's interest in the property in question, or relationship to property owner:

Legal Owner (owner on deed)                       Equitable Owner (*property under agreement of sale*)

Lessee

Authorized Agent:     Attorney                       Engineer                       Architect                       Other: \_\_\_\_\_

**PROPERTY INFORMATION**

**Property Owner Name/Title/Company/Address (*if different from the Applicant's*):** \_\_\_\_\_

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address/location of property involved in the application: \_\_\_\_\_

Name of subdivision or land development (if any): \_\_\_\_\_



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

Zoning District(s): \_\_\_\_\_

Total acreage of lot(s): \_\_\_\_\_ Acreage to be developed: \_\_\_\_\_

Existing Bldg Coverage (%): \_\_\_\_\_ Proposed Bldg Coverage (%): \_\_\_\_\_

Existing Impervious Coverage in sq. ft.: \_\_\_\_\_ and %: \_\_\_\_\_

Proposed Impervious Coverage in sq. ft.: \_\_\_\_\_ and %: \_\_\_\_\_

No. of existing lots: \_\_\_\_\_ No. of new lots: \_\_\_\_\_ Total No. of Lots: \_\_\_\_\_

Existing total gross floor area (s.f.): \_\_\_\_\_ Proposed total gross floor area: \_\_\_\_\_

Total gross floor area [existing + proposed] (s.f.): \_\_\_\_\_

Proposed use of property (elaborate in the narrative):

Residential  Commercial  Industrial  Institutional  Other: \_\_\_\_\_

Proposed use permitted by:

Right  Special Exception  Conditional Use  Other: \_\_\_\_\_

Have appropriate Public Utilities been consulted?  Yes  No

Current Water Supply:  Public  Other (specify) \_\_\_\_\_

Proposed Water Supply:  Public  Other (specify) \_\_\_\_\_

Current Sewage Disposal:  Public  Other (specify) \_\_\_\_\_

Proposed Sewage Disposal:  Public  Other (specify) \_\_\_\_\_

Improvements to be dedicated to the Township or Township Authority:

Street or Right-of-Way  Streetlights  Sanitary Sewer Line  Easements

Stormwater  Other: \_\_\_\_\_

Are easements required with adjacent property owners?  Yes  No

If yes, are easement agreements in place?  Yes  No (*elaborate if not secure*)

**PROJECT INFORMATION**

Submit a brief narrative summary of the project. The narrative must describe:

1. current use and condition of the property;
2. the proposed use of the site and, if appropriate, how it will differ from the existing use;
3. existing natural features and how they will be persevered;
4. number of lots to be consolidated or created and/or proposed development of the site;
5. any variances or waivers requested or previously granted for the plan; and
6. any additional information that may be pertinent to the reviewing parties.



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Plans and studies included with this submission (check all that apply – continues on next page):

- Site Plan       Natural Features Conservation       Landscaping       Grading and Utilities
- Stormwater       Architectural Elevations and Floor Plan       Profiles and Details       Lighting
- Traffic       Sedimentation and Erosion Control       Impact Analysis
- Other: \_\_\_\_\_

Approvals from outside agencies (*For Final Plan reviews, Applicant must demonstrate that necessary approvals are either in place or being sought*).

Agency	Required?	Date of Approval
PA Dept of Environmental Protection (GP, NPDES)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
PA DEP (Sewage Facilities Planning Module)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
PA Dept of Transportation	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Montgomery Co. Conservation District (NPDES, E&S)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Montgomery County Health Dept	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Pottstown Borough Authority	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Other: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**PROJECT CONTACT INFORMATION**

Will the Applicant be the point of contact for Township correspondence about this plan?  Yes  No

If no, who is the main contact? \_\_\_\_\_

*The Township will make every effort to communicate with the appropriate person(s) with regard to the project. Any changes to the contacts shall be made in writing to the Township by the Applicant and/or Owner of the project.*

**Project Engineer Name/Title/Company/Address**

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Project Attorney Name/Title/Company/Address**

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_



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**Other Professional Contact Name/Title/Company/Address**

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Billing Information: Name/Title/Company/Address**

Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICATION SUBMISSION AND PLAN REQUIREMENTS**

All of the items outlined below are required at the time of submittal for an application to be considered “complete” and to avoid unnecessary delays in the review process. Application determined to be incomplete at the time of submission will not be accepted. Applicant will be notified if an application is determined to be incomplete after submission, but prior to the start of the Township’s 90-day review period. The 90-day review period, as set forth in the Pennsylvania Municipalities Planning Code (MPC), begins on the date of the next regularly scheduled meeting of the Planning Commission following the date of submission of a *complete* application.

1. 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.
2. 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 (usually the third Monday of the month at 6:30 p.m.).

Application shall be submitted on the Lower Pottsgrove Township application form with the following required documents:

	<b>Attached (✓)</b>
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 or JPEG format.	



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3. 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.
4. 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.

**See Subdivision and Land Development Procedure and Policy Instructions for Applicants for additional information.**

Applicant should contact the Township to determine how many copies should be submitted for a for each additional plan submission. Each plan submission must be accompanied by a cover letter explaining the revisions made to the new submission and the actions being requested by the applicant on the new submission. Applicant should allow 30 days for the review of each submission. All plan sets, with the exception of the record plans, must be individually folded to fit in an 8.5 x 11 standard accordion file folder.

**SANITARY SEWER SYSTEM CONVEYANCE CAPACITY**

Recent reviews of the Lower Pottsgrove Township Authority (LPTA) sanitary sewer system show that its conveyance capacity is exceeded during wet weather. LPTA is working to correct the causes of this problem. Initial results indicate that the system may be hydraulically overloaded, requiring LPTA to develop a Corrective Action Plan (CAP) to establish actions to reduce the hydraulic overload and provide needed conveyance capacity.

This CAP limits the number of sewer connections available to the Township and may cause delays in subdivision and/or land development projects until the LPTA completes identifiable benchmarks in the CAP. A policy to distribute available connections to property owners in the Township will be developed by LPTA as part of the CAP.

I, the undersigned, have read and acknowledge that the above information may have an impact on approvals for my project.

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Applicant Signature

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Date



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**CERTIFICATION**

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I, the undersigned (Applicant), understand that all plans will be sent to outside consultants including, but not limited to: attorneys, engineers, geologists, land surveyors, architects, landscape architects, and planners to be reviewed for compliance with the Township's Subdivision & Land Development, Stormwater Management, and Zoning Ordinances. Applicant agrees to post an escrow, as defined in the Schedule of Fees, for Lower Pottsgrove Township to use for all consulting fees and administrative costs related to the above Subdivision and Land Development Plan. In the event that these costs exceed, or are expected to exceed, the amount deposited, Applicant agrees to deposit an additional sum to pay expenses and maintain a balance for future review fees and costs (Review and complete Agreement for Professional Plan Review Services). Applicant understands that failure to deposit additional money in the established escrow fund will result in a stoppage of work on the project until fees are paid.

I understand that the Township's Zoning, Stormwater, and Subdivision & Land Development Ordinances may require additional reviews by the Zoning Hearing Board, Township Sewer Authority, Pottstown Area Regional Planning Committee, and/or other Township-appointed review agencies. The Township will notify me if such reviews are necessary.

I agree to allow Township staff, consultants, and members of the reviewing bodies to visit the site for the purposes of inspecting and measuring, surveying, photographing, testing or sampling the property for the purpose of obtaining the information required in order to review the plan as requested by the applicant, while the application is before them.

I agree, at my own expense, to conspicuously post notice of application on all public frontages of the subject property(ies) on a sign no smaller than 36" x 24" at least 48 hours prior to sketch plan or other first-time submission review by the Lower Pottsgrove Township Planning Commission. I agree to maintain said sign for the duration of the subdivision or land development process and provide proof of posting by way of affidavit and dated photograph of the erected notice to the Township Secretary at least 24 hours prior to sketch plan or other first-time submission review by the Township's Planning Commission.

I agree to post financial security through a letter of credit or escrow account in an amount sufficient to cover the cost of all public improvements before recording the final approved plan. I understand that no grading or building permit will be granted for the project until all approvals have been received, agreements have been executed, and a final plan is recorded. I also understand that any amendments to an approved plan will require formal review under the Township's Subdivision and Land Development and Zoning Ordinances.

I understand that the Township review parties may take 30 days to review each submission I make with regard to this application throughout the land development process.



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I certify that the statements made in this Application are true, correct, and complete and agree to the terms listed above.

APPLICANT: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Representative Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant's Representative Signature

\_\_\_\_\_  
Date

PROPERTY OWNER (if different from Applicant): \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date



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**NOTICE OF APPLICATION**

Applicants are required to conspicuously post notice of application on all public frontages of the subject property(ies) on a sign no smaller than 36" x 24" at least 48 hours prior to sketch plan or other first-time submission review by the Lower Pottsgrove Township Planning Commission. Applicants are required to maintain the sign(s) for the duration of the subdivision or land development process and provide proof of posting by way of affidavit and dated photograph of the erected notice to the Township at least 24 hours prior to sketch plan or other first-time submission review. The dated photograph and signed affidavit may be delivered to the Township office or emailed, so long as they are received at least 24 hours prior to the first Planning Commission meeting.

THIS PROPERTY SUBJECT TO THE  
SUBDIVISION/LAND DEVELOPMENT  
PROCESS OF  
LOWER POTTS GROVE TOWNSHIP  
[WWW.LOWERPOTTS GROVE.ORG](http://WWW.LOWERPOTTS GROVE.ORG)  
(610) 323-0436

The Township has a limited number of signs available for purchase. If the signs are returned in usable condition at the end of the land development process, the applicant may receive a refund for the sign.