

**Lower Salford Township
379 Main Street
Harleysville, PA 19438
215-256-8087
215-256-4869 (FAX)**

Subdivision and Land Development Filing Requirements

The Lower Salford Township Planning Commission meets the fourth Wednesday of every month at 7:30 p.m. **The deadline for plan submission is four Wednesdays prior (28 days) to the meeting date by 4:30 p.m.** Scheduling will be on a first come first serve basis. When a **complete** application has been filed on time, for either a new or revised application, the applicant will be scheduled on the Planning Commission agenda. Please contact Mary L. West, Assistant Township Manager, to be scheduled on the agenda. **It is the responsibility of the applicant to contact Lower Salford Township Authority at 215-256-8676 to discuss the availability of sewers.**

Tentative Sketch Plans

- No fees required
- Completed Subdivision and Land Development Application Form
- 12 copies of folded plans (**in accordance with Article III, Section 142-11 Tentative Sketch Plan Requirements, Chapter 142 Subdivision and Land Development**)

Note: Sketch plans are reviewed by the Montgomery County Planning Commission and Lower Salford Township Planning Commission only (no review fee required). If the applicant desires a review by the Township Engineer, 3 additional plans and an escrow fee according to Chapter 84, Article I (Township Fee Schedule) will be required.

Preliminary Plans

- Check payable to Lower Salford Township for Township Application Fee (Chapter 84, Article 1)
- Check payable to Lower Salford Township for Preliminary Review Escrow Deposit (Chapter 84, Article 1)
- Check payable to Montgomery County Treasurer for MCPC review (MCPC Fee Schedule)
- Completed Subdivision and Land Development Application Form
- 21* copies of folded plans (**in accordance with Article III, Section 142-13 Preliminary Plan Requirements, Chapter 142 Subdivision and Land Development**). **NOTE: All requested plan waivers must be noted in the plan legend. (*includes 6 full sets and 15 record plans)**
- Township Extension of Time form, waiving 90-day review requirement, signed and on file with Township no later than the next Planning Commission meeting
- Four copies of the Stormwater Management and Erosion Control Reports
- Copies of deeds, recorded easements and rights-of-way may be required
- Copies of previous subdivision or land development plans may be required
- Copies of previous zoning decisions associated with the parcel may be required

Plan Revisions

-If the revised plan is recommended to go back to the Planning Commission for review, five folded copies of the full set of plans and ten folded copies of the record plan along with the Subdivision and Land Development Application form must be submitted to the township by the above referenced submission date. **Plans are not automatically scheduled from month to month.**

-If the revised plan is recommended to go to the Board of Supervisors for consideration, one copy of the full set of plans and reports must be submitted to the Township and three copies of the full sets of plans and reports must be submitted to the Township Engineer two weeks before the Board of Supervisors meeting. When all the plan recommendations are satisfied, the Township Engineer will advise the Township to schedule the plan for final approval before the Board of Supervisors.

Final Plans (for recording purposes)

-4 mylar and 5 paper copies of the final plan (one Mylar and one paper copy will be returned to applicant after recording is done by Township). **Please include the MCPC File # on the final plan.**

Note: Plans will be recorded after all the required legal documents are filed with the Township, all required escrow monies have been posted, and all legal and engineering invoices are paid up to date.

Form #SLD101 (8/28/08)

