

**BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA**

**SUBDIVISION AND LAND DEVELOPMENT
APPLICATION PROCEDURES**

1. All development applications shall be made to the Borough planner at least thirty (30) days prior to the Planning Commission meeting (the Planning Commission meets the third Tuesday of the month).
2. All plan submissions must include the following:
 - a. Fourteen (14) copies of the Subdivision and Land Development Application Form.
 - b. Fourteen (14) sets of all plans, reports and calculations, signed and sealed by a licensed professional.
 - c. One (1) copy of the completed Borough Subdivision and Land Development Checklist.
 - d. Borough filing and review fees and executed escrow agreement (see attached fee schedule).
 - e. County review fees (if applicable).
3. Within ten (10) days of receipt of an application the Borough Planner will complete a “review for completeness”. Applications deemed incomplete will be returned to the applicant with plan or submission deficiencies indicated in writing.
4. Applications deemed complete will be distributed to the following individuals:
 - a. Planning Commission Members (5)
 - b. Community Development and Zoning Officer (1)
 - c. Borough Solicitor (1)
 - d. Borough Planner (1)
 - e. Borough Engineer (1)
 - f. Borough Code Official (1)
 - g. Fire Marshall (1)
 - h. Police Department (1)
 - i. County Planning Commission (1)
 - j. Borough Files (1)
5. Pursuant to section 508 of the Pennsylvania Municipalities Planning Code all applications “deemed complete” for preliminary or final land development or subdivision will be acted upon by the governing body no later than 90 days following the date of the regular meeting of the Planning Commission next following the date the application was deemed complete or, if the next regular meeting should occur more than 30 days following the filing of the application, the said 90 day period shall be measured from the 30th day following the day a complete application has been filed.
6. In the event additional time is required to properly review a project, the applicant will be requested to sign the “waiver of time limit” section of the Borough Subdivision and Land Development Application and furnish the Borough with sufficient time to complete the review of the project.
7. Upon receiving plan approval from Conshohocken Borough Council, the Borough Solicitor shall prepare a land development agreement identifying all conditions of approval. **No building or construction permits or certificates of occupancy will be issued until such time that all conditions in the land development agreement have been met and any and all outstanding filing or review fees have been paid.**

BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA
APPLICATION FOR SUBDIVISION/ LAND DEVELOPMENT

Submission Information:

File Number: _____ Date Received: _____
Project Title: _____ Date Complete: _____
Received By: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> Land Development | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Zoning Officer Referral |
| <input type="checkbox"/> Tentative Sketch Plan | <input type="checkbox"/> Tentative Sketch Plan | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Minor Land Development | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Preliminary Major Land Development | <input type="checkbox"/> Preliminary Major Subdivision | |
| <input type="checkbox"/> Final Major Land Development | <input type="checkbox"/> Final Major Subdivision | |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Amended | |

Applicant Information:

Name: _____
Address: _____

Phone: _____
Fax: _____
E-Mail: _____

Property Owner Information:

Name: _____
Address: _____

Phone: _____
Fax: _____
E-Mail: _____

Project Information:

Location (Street Address): _____
Tax Assessment Parcel No. _____ County Deed Book No. _____ Page No. _____
Total Tract Acreage: _____ Project Acreage _____

Project Description:

Architect/Planner: _____
Address: _____

Phone/Fax: _____
Engineer/Surveyor: _____
Address/Phone: _____

Phone/Fax: _____
Proposal Narrative: _____

Zoning District _____ Existing Lots: _____ Proposed Lots: _____

Proposed Land Use: Single-Family Detached Single-Family Semi-Detached
 Single-Family Attached Multi-Family Commercial Industrial Office

Other (Describe): _____

Existing Sewer Flows: _____ Proposed Sewer Flows: _____

List of Requested Variances, Special Exceptions and Waivers:

Section/Requirement:

Relief Requested:

_____	_____
_____	_____
_____	_____
_____	_____

Certification:

The undersigned represents that to the best of his/her knowledge and belief, all the above statements are true, correct and complete:

Signature of Applicant

Signature of Property Owner

Date

Date

Waiver of Time Limit:

The undersigned acknowledges that proper consideration of the subject application may require a longer period than the 90 days mandated by the Pennsylvania Municipalities Planning Code and hereby waives this requirement and grants the Borough of Conshohocken an extension of _____ days to complete the review of the subject application.

Borough Use Only:

_____ Filing Fee	Amount \$ _____	Check No. _____
_____ Review Escrow	Amount \$ _____	Check No. _____
_____ County Review Fee	Amount \$ _____	Check No. _____

Decision Information:

Approval _____ Disapproval _____ Decision Date: _____

Comments/Conditions:

BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA
SUBDIVISION/ LAND DEVELOPMENT CHECKLIST

Instructions: This form must be completed by the applicant and submitted as part of any plan submission or land development proposal. The applicant shall complete all portions of the checklist which pertain to the proposal.

Provided Not Applicable Waiver

TENTATIVE SKETCH PLAN (*Part 3 Section 23*)

- | | | | | |
|-----|-----|-----|-----|--|
| ___ | ___ | ___ | 1. | The sketch plan is legibly drawn. |
| ___ | ___ | ___ | 2. | Name of subdivision or land development. |
| ___ | ___ | ___ | 3. | Name and address of applicant and land owner. |
| ___ | ___ | ___ | 4. | Name and address of architect, planner, engineer or surveyor. |
| ___ | ___ | ___ | 5. | North point and scale. |
| ___ | ___ | ___ | 6. | Tract boundary and all existing and proposed property lines. |
| ___ | ___ | ___ | 7. | Location and layout of existing and proposed buildings, structures and parking. |
| ___ | ___ | ___ | 8. | Existing and proposed streets. |
| ___ | ___ | ___ | 9. | Significant topographic or physical features, including steep slopes and wetlands. |
| ___ | ___ | ___ | 10. | All watercourses and proposed drainage facilities. |

MINOR SUBDIVISION PLAN (*Part 3 Section 24*)

- | | | | | |
|-----|-----|-----|-----|---|
| ___ | ___ | ___ | 1. | Plan is clearly and legibly drawn. |
| ___ | ___ | ___ | 2. | Plan scale does not exceed one (1) inch equals fifty (50) feet. |
| ___ | ___ | ___ | 3. | Dimensions are in feet and decimals and bearings in degrees, minutes and seconds. |
| ___ | ___ | ___ | 4. | Sheet size shall be 24" X 36". |
| ___ | ___ | ___ | 5. | A key map has been provided when there are two or more sheets. |
| ___ | ___ | ___ | 6. | Name and address of the subdivider, engineer or surveyor. |
| ___ | ___ | ___ | 7. | Name of the subdivision and the municipality. |
| ___ | ___ | ___ | 8. | Location of the project in terms of significant roads. |
| ___ | ___ | ___ | 9. | The date of preparation (or revision) of the plan. |
| ___ | ___ | ___ | 10. | Entire tract boundary name of subdivision or land development. |
| ___ | ___ | ___ | 11. | Layout and dimensions of all lots and net lot area of each. |
| ___ | ___ | ___ | 12. | A key map relating the subdivision to at least three (3) intersecting streets. |
| ___ | ___ | ___ | 13. | A legend sufficient to indicate clearly between existing and proposed conditions. |
| ___ | ___ | ___ | 14. | A schedule of all zoning requirements. |
| ___ | ___ | ___ | 15. | A list of all requested variances, waivers or special exceptions. |

Within 100 feet of any part of the land being subdivided, the plan shall show:

- | | | | | |
|-----|-----|-----|-----|---|
| ___ | ___ | ___ | 16. | Property lines, existing buildings, present use and current owners. |
| ___ | ___ | ___ | 17. | The location, names and width (both cartway and right-of-way) of existing and proposed streets and alleys. |
| ___ | ___ | ___ | 18. | The location and size of all watercourses and boundaries of floodplains. |
| ___ | ___ | ___ | 19. | Man-made structures and natural features, such as steep slopes. |
| ___ | ___ | ___ | 20. | Areas subject to deed restriction or easements. |
| ___ | ___ | ___ | 21. | Other information deemed necessary by Borough Council. |

Within the land to be subdivided the plan should show the following:

- | | | | | |
|-----|-----|-----|-----|--|
| ___ | ___ | ___ | 22. | Location and character of buildings located on the land to be demolished or retained. |
| ___ | ___ | ___ | 23. | Location, names and widths of proposed streets and alleys, including distance to nearest intersection. |
| ___ | ___ | ___ | 24. | Location and size of all watercourses. |
| ___ | ___ | ___ | 25. | Man-made structures and natural features which may limit the layout of lots and buildings. |
| ___ | ___ | ___ | 26. | Areas subject to deed restriction or easements. |
| ___ | ___ | ___ | 27. | Lands reserved for future road widening or other common use. |
| ___ | ___ | ___ | 28. | Location and size of all soil types. |
| ___ | ___ | ___ | 29. | Location and size of on-site sewage facilities. |
| ___ | ___ | ___ | 30. | Tentative sketch of future street and lot layout. |
| ___ | ___ | ___ | 31. | Other information deemed necessary by Borough Council. |
| ___ | ___ | ___ | 32. | Statement of conformity with flood plain ordinance requirements. |

MINOR LAND DEVELOPMENT PLAN (Part 3 Section 27)

- | | | | | |
|-----|-----|-----|-----|---|
| ___ | ___ | ___ | 1. | The plan is clearly and legibly drawn. |
| ___ | ___ | ___ | 2. | Scale not to exceed 1" = 50'. |
| ___ | ___ | ___ | 3. | Dimensions are in feet and decimals and bearings in degrees, minutes and seconds. |
| ___ | ___ | ___ | 4. | Sheet size is 15" X 18", 18" X 30", 24" X 36" |
| ___ | ___ | ___ | 5. | A key map has been provided where two or more sheets are used. |
| ___ | ___ | ___ | 6. | The name and address of the developer and the registered engineer and surveyor. |
| ___ | ___ | ___ | 7. | Development name and location in terms of significant bounding roads. |
| ___ | ___ | ___ | 8. | The date of preparation (or revision) of the plan, scale and north point. |
| ___ | ___ | ___ | 9. | The entire tract boundary with bearings and distances and tract size. |
| ___ | ___ | ___ | 10. | Layout of all structures on the parcel and the net lot area of the parcel. |
| ___ | ___ | ___ | 11. | A key map relating the development to at least three (3) intersecting streets. |

Within 100 feet of any part of the land to be developed, the plan shall show:

- | | | | | |
|-----|-----|-----|-----|--|
| ___ | ___ | ___ | 12. | Property lines, existing buildings present and current owners. |
| ___ | ___ | ___ | 13. | Location, names and width of existing and proposed streets and alleys. |
| ___ | ___ | ___ | 14. | The location and size of all watercourses and boundaries of flood-prone areas. |
| ___ | ___ | ___ | 15. | Man-made structures and natural features, such as steep slopes. |
| ___ | ___ | ___ | 16. | Areas subject to deed restrictions or easements. |
| ___ | ___ | ___ | 17. | Other information deemed necessary by Borough Council. |

Within the parcel to be developed, the plan shall show:

- | | | | | |
|-----|-----|-----|-----|---|
| ___ | ___ | ___ | 18. | Location and character of existing buildings to be demolished and retained. |
| ___ | ___ | ___ | 19. | Right-of-way and cartway widths, names, tie-in distances, and curb lines of existing streets. |
| ___ | ___ | ___ | 20. | Location and size of all watercourses and boundaries of floodplain areas. |
| ___ | ___ | ___ | 21. | Man-made structures and natural features which limit potential layout of buildings. |
| ___ | ___ | ___ | 22. | Areas subject to deed restriction. |
| ___ | ___ | ___ | 23. | Lands to be dedicated for roadway widening or other public use. |
| ___ | ___ | ___ | 24. | Location and size of soil types. |
| ___ | ___ | ___ | 25. | Location and size of on-site sewage disposal. |
| ___ | ___ | ___ | 26. | Tentative sketch of future street layout. |
| ___ | ___ | ___ | 27. | Other information deemed necessary by Borough Council. |
| ___ | ___ | ___ | 28. | Statement of conformity with floodplain ordinance. |

PRELIMINARY MAJOR SUBDIVISION/LAND DEVELOPMENT (Part 3, Section 25)

- | | | | | |
|-----|-----|-----|-----|---|
| ___ | ___ | ___ | 1. | The plan is clearly and legibly drawn. |
| ___ | ___ | ___ | 2. | Plan scale does not exceed 1" = 50' |
| ___ | ___ | ___ | 3. | Dimensions shall be in feet and decimals; bearings in degrees, minutes and seconds. |
| ___ | ___ | ___ | 4. | Courses and distances of the boundary line of the entire tract. |
| ___ | ___ | ___ | 5. | 15" X 18", 18" X 30", 24" X 36" sheet size and sheets numbered. |
| ___ | ___ | ___ | 6. | Key map provided for two or more sheets. |
| ___ | ___ | ___ | 7. | A title consisting of the name and address of the developer, engineer or surveyor. |
| ___ | ___ | ___ | 8. | Project name, location in terms of bounding streets and municipality. |
| ___ | ___ | ___ | 9. | Date of preparation (or revision) of the plan, scale and north point. |
| ___ | ___ | ___ | 10. | Entire tract boundary with bearings and distances and tract size. |
| ___ | ___ | ___ | 11. | Layout and dimensions of all lots and net lot area of each lot. |
| ___ | ___ | ___ | 12. | A key map relating the subdivision to at least three intersecting streets. |
| ___ | ___ | ___ | 13. | A legend defining existing and proposed conditions. |
| ___ | ___ | ___ | 14. | A schedule of zoning requirements, variances and special exceptions. |

Within 400' of any part of the land to be developed, the plan shall show:

- | | | | | |
|-----|-----|-----|-----|---|
| ___ | ___ | ___ | 15. | Property lines, existing buildings, present use and current owners. |
| ___ | ___ | ___ | 16. | The location, names, rights-of-way and cartway width of existing and proposed streets and alleys. |
| ___ | ___ | ___ | 17. | The location and size of all watercourses and boundaries of flood-prone areas. |
| ___ | ___ | ___ | 18. | The location of existing and proposed flood or erosion protective facilities. |
| ___ | ___ | ___ | 19. | The location of size of existing and proposed sanitary sewers, manholes, storm sewers and inlets. |
| ___ | ___ | ___ | 20. | The location and size of existing and proposed above and below ground utilities. |
| ___ | ___ | ___ | 21. | Man-made structures and natural features which may affect layout of lots and buildings. |
| ___ | ___ | ___ | 22. | Areas subject to deed restriction and easement. |
| ___ | ___ | ___ | 23. | Other information deemed necessary by Borough Council. |

Within the land to be developed:

- ___ 24. The location and character of existing and proposed buildings.
- ___ 25. The locations, names, right-of-way and cartway widths, centerline courses, distances and curve data, curb lines, curb radii at intersections and tie-ins to the nearest intersection for existing and proposed streets.
- ___ 26. For proposed streets, the plan shall show tentative grades to an existing street at a point four (400) hundred feet beyond the boundaries of the site.
- ___ 27. Measured distance from the centerline of existing and proposed streets to existing and proposed trees and plantings, and to control points and monuments.
- ___ 28. All building setback lines with distances from the right-of-way line.
- ___ 29. The location and size of existing and proposed sanitary sewers, manholes, storm sewers and inlets.
- ___ 30. The location and size of all watercourses and boundaries of flood-prone areas.
- ___ 31. Contour lines at vertical intervals of five (5) feet, except for flood-prone areas which shall be shown at intervals of two (2) feet.
- ___ 32. The location and size of above and below ground utilities.
- ___ 33. Man-made structures or natural features which limit the potential layout of buildings and lots.
- ___ 34. The location and size of all soil types if requested by the Planning Commission.
- ___ 35. The location and size of any area to be used for open space/recreation purposes.
- ___ 36. Areas subject to deed restriction or easements or reserved for future road widening.
- ___ 37. The location of any lots or areas which shall contain a use other than residential.
- ___ 38. When a preliminary plan covers only a part of the owner's entire holding, a tentative sketch shall be submitted of the prospective street and lot layout for the remaining tract.
- ___ 39. Documentation of approval by Borough Sewage Enforcement Officer of proposed on-site sewage facilities.
- ___ 40. The depth of the water table and location of test borings, where applicable, and curve data, curb lines, curb radii at intersections and tie-ins to the near.
- ___ 41. Statement of conformity with Borough Flood Plain Ordinance for flood-prone areas.
- ___ 42. Measured distance from the centerline of existing and proposed streets to existing and proposed trees and plantings, and to control points and monuments.
- ___ 43. Signatures of the subdivider, developer and builder certifying to their adoption of the plan.
- ___ 44. Signatures of the Borough Secretary certifying that Borough Council has approved the plan.
- ___ The location and size of existing and proposed sanitary sewers, manholes, storm sewers and inlets.

For a land development plan all information required for Minor Land Development Plan and the following additional information must also be provided:

- ___ 45. The zoning classification and applicable requirements.
- ___ 46. Man-made structures for use of two or more prospective occupants.
- ___ 47. The lot size, floor area and/or gross leasable area as applicable.
- ___ 48. The density and/or intensity of use including bedroom mix, if applicable.
- ___ 49. The total building coverage and the area of the tract devoted to each use.
- ___ 50. The location and placement of accessory structures and buildings.
- ___ 51. All roads, parking facilities and pedestrian ways.
- ___ 52. Areas of common open space or facilities.
- ___ 53. Conceptual site utilization layout defining the general location of all proposed uses and activities.
- ___ 54. Specifications for required improvements and changes to be effected upon existing terrain or existing structures thereon.
- ___ 55. All covenants, deed restrictions or easements relating to the use of the property.
- ___ 56. Other information deemed necessary by Borough Council.
- ___ 57. The density and/or intensity of use including bedroom mix, if applicable.
- ___ 58. The total building coverage and the area of the tract devoted to each use.
- ___ 59. The location and placement of accessory structures and buildings.
- ___ 60. All roads, parking facilities and pedestrian ways.
- ___ 61. Areas of common open space or facilities.
- ___ 62. Conceptual site utilization layout defining the general location of all proposed uses and activities.

FINAL MAJOR SUBDIVISION/LAND DEVELOPMENT - RECORD PLAN (Part 3, Section 26)

In addition to all information required for Preliminary Plan submission, the Final Plan must include the following:

- | | | | | |
|-----|-----|-----|-----|---|
| --- | --- | --- | 1. | Courses and distances sufficient for the legal description of lines on the plans. |
| --- | --- | --- | 2. | Error of closure not exceeding one part in 10,000. |
| --- | --- | --- | 3. | The names of abutting owners. |
| --- | --- | --- | 4. | Names, locations and widths of all roads, including centerline courses, distances and curve data of ultimate right-of-way so that a single deed may be drawn to the appropriate authority for dedication of roads by the developer. |
| --- | --- | --- | 5. | Evidence of conformity with Borough Zoning Ordinance and other applicable regulations. The total building coverage and the area of the tract devoted to each use. |
| --- | --- | --- | 6. | The location and placement of accessory structures and buildings. |
| --- | --- | --- | 7. | Tentative sketch plan of adjoining lands under same ownership not currently being developed. |
| --- | --- | --- | 8. | Location, material and size of all monuments. |
| --- | --- | --- | 9. | Building setback lines with distance from ultimate right-of-way line. |
| --- | --- | --- | 10. | Specifications for required improvements and changes to be effected upon existing terrain or existing structures thereon. |
| --- | --- | --- | 11. | Restrictions in deeds affecting the subdivision or development of the property. |
| --- | --- | --- | 12. | The location of all floodplains and steep slopes over 15%. |
| --- | --- | --- | 13. | Signature of registered engineer or surveyor certifying they made the plan and that the monuments shown thereon exist as located; and that the dimensional and geodetic details are correct. |
| --- | --- | --- | 14. | Signature of the developer certifying their adoption of the plan. |
| --- | --- | --- | 15. | Signature of the Borough Secretary certifying that Borough Council approved the plan on the date shown. |

In addition to the foregoing an Improvement Plan must be provided indicating the following:

Horizontal Plan indicating the following:

- | | | | | |
|-----|-----|-----|-----|---|
| --- | --- | --- | 16. | Beginning and end of construction. |
| --- | --- | --- | 17. | Stations corresponding to profiles. |
| --- | --- | --- | 18. | Curb elevations at tangent points or horizontal curves. |
| --- | --- | --- | 19. | Location and size of sanitary sewers and lateral connections. |
| --- | --- | --- | 20. | Location, type and size of curbs and paving. |
| --- | --- | --- | 21. | Location and species of all shade trees, fire hydrants and street lights. |

Profiles indicating the following:

- | | | | | |
|-----|-----|-----|-----|---|
| --- | --- | --- | 22. | Profiles and elevations of the ground along the center lines of the proposed roads. |
| --- | --- | --- | 23. | Profiles of sanitary showing manholes. |
| --- | --- | --- | 24. | Profiles of storm drains showing manhole and inlet locations. |

Cross-Sections indicating the following:

- | | | | | |
|-----|-----|-----|-----|---|
| --- | --- | --- | 25. | The location of the road and width of paving in the road. |
| --- | --- | --- | 26. | The type, depth and crown of paving. |
| --- | --- | --- | 27. | The type and size of curb. |
| --- | --- | --- | 28. | The location, width, type, depth of sidewalks. |
| --- | --- | --- | 29. | The typical location, size and depth of sewers and utilities. |

**BOROUGH OF CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA
ESCROW AGREEMENT
FOR SUBDIVISION/LANDDEVELOPMENT
PROFESSIONAL REVIEW FEES**

The undersigned hereby agrees to post an escrow to cover the costs of the review of subdivision and land development applications by the Borough Planner and Engineer. The amount of said escrow shall be according to the attached "Schedule of Fees" and shall be posted at the time of initial submission of an application to the Borough. Said fees shall be placed in an escrow account and any balance remaining shall be returned to the applicant subsequent to the receipt of final approval.

The applicant is advised that the "Schedule of Fees" represents only an estimate of the costs associated with plan review. The completeness and quality of the submission, the complexity of the project, the number of revisions and other factors may cause costs to exceed the established escrow amounts. If during the course of a subdivision/land development review an escrow amount falls to 10% of the original escrow amount or \$250.00, whichever is greater, the Borough may require the posting of additional escrow.

NOTE: NO FINAL APPROVALS, CONSTRUCTION, BUILDING OR OCCUPANCY PERMITS SHALL BE ISSUED UNTIL ALL OUTSTANDING PROFESSIONAL REVIEW FEES HAVE BEEN SATISFIED.

Signed _____ Date _____
Applicant