

township of

Phone: 215-348-9915 • Fax: 215-348-8729  
Website: www.doylestownpa.org



doylestown

425 Wells Road • Doylestown, PA 18901

**TOWNSHIP OF DOYLESTOWN  
APPLICATION FOR REVIEW OF  
SUBDIVISION OR LAND DEVELOPMENT PROPOSAL**

Please **PRINT**; all information **MUST** be filled out completely.

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

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

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Agent/Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Proof of Ownership or Proof of Ownership in Equity (i.e. Deed or Agreement) - Please attach.**

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

Address: \_\_\_\_\_

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

Registered Architect, Engineer or Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

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

Existing Zoning: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_ Lineal Feet of New Street: \_\_\_\_\_

Water Supply: Public \_\_\_\_\_ Private \_\_\_\_\_ Sewer System: Public \_\_\_\_\_ Private (on lot): \_\_\_\_\_

Total Number of Dwellings Units: \_\_\_\_\_ Average D.U. Size (square feet): \_\_\_\_\_

Total Number of Individual Commercial or Industrial Buildings: \_\_\_\_\_

Average Size of Commercial/Industrial Buildings (square feet): \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_ Proposed Use of Building: \_\_\_\_\_

Include fees as per Application and Township Fee Schedule: \_\_\_\_\_

This is a: Sketch Plan \_\_\_\_\_ Preliminary \_\_\_\_\_ Final \_\_\_\_\_

\_\_\_\_\_ Yes, I want the township professional staff to review my **sketch plan**. I have enclosed a check for \$1,000.00 to cover escrow review. If the review costs exceed \$1,000.00, I will be responsible to reimburse the township for costs incurred. If the costs are lower, the township will refund the balance.

\_\_\_\_\_ No, I do not want the township professional staff to review the **sketch plan**. Review by Township Planning Commission only.

## SUBDIVISION AND LAND DEVELOPMENT FEES

The applicant or owner submitting plans for a subdivision or land development shall pay the following application filing fees made payable to Doylestown Township at the time of application and plan submission:

### **1. Preliminary Plan – Major Subdivision or Land Development**

A. Residential Subdivision	\$1,600.00 plus \$50.00 per lot
B. Residential Land Development	\$2,100.00 plus \$50.00 per unit
C. Commercial/Institutional/Industrial Subdivision	\$2,600.00 plus \$50.00 per lot
D. Commercial/Institutional/Industrial Land Development	\$3,100.00 plus \$50.00 per 1000 sq. ft. of building area

### **2. Final Plan – Major Subdivision or Land Development**

A. Residential Subdivision	\$950.00 plus \$40.00 per lot
B. Residential Land Development	\$1,600.00 plus \$40.00 per unit
C. Commercial/Institutional/Industrial Subdivision	\$2,100.00 plus \$40.00 per lot
D. Commercial/Institutional/Industrial Land Development	\$2,600.00 plus \$40.00 per 1000 sq. ft of building area

### **3. Final Plan – Minor Subdivision or Lot Line Change - \$1,000.00**

### **4. Revised Plans – Subject to one-half of the above noted rates.**

### **5. Sketch Plans - \$1,000.00 - Escrow for review by Professional Staff**

### **6. Professional Services Agreement – Fee depends upon project (maximum \$3000.00)**

**ESCROW FUNDS - (PLAN REVIEW):** In addition to application filing fees, the applicant shall be required to furnish an escrow fund to pay the professional fees and other costs incurred in reviewing the plans and processing the application. Applicant further agrees that the Township charges six percent (6%) of the amount of any engineering, legal or other service bills rendered to the Township in connection with the project as a cost of administering said funds and processing the application.

The amount of the escrow fund for residential and commercial development will be:

<b>Minor Subdivision or Lot Line Change</b>	<b>\$5,000.00</b>
<b>Major Subdivision</b>	<b>\$10,000.00</b>

Upon completion of the review, whether the application is approved or rejected, any monies not expended in the review shall be refunded to the applicant. Fees in excess of the escrow fund will be charged to the applicant.

**STORMWATER DETENTION BASIN FUND:** All applicants submitting plans for a subdivision or land development on which a detention basin that is offered for dedication to the Township is proposed or required shall contribute to the Township's Detention Basin Maintenance Fund. The Township shall have the option to accept the detention basin or to refuse to accept its dedication. If the Township accepts the detention basin, a contribution to the Basin Fund shall be made which shall be equal to \$5,000.00 for every acre or portion thereof in the detention basin. The minimum contribution for any basin, regardless of size, shall be \$10,000.00. The contribution shall be in addition to that required under Section 803.

**DOYLESTOWN TOWNSHIP**  
**SUBDIVISION/LAND DEVELOPMENT PROCESSING GUIDELINES**

**SUBDIVISION/LAND DEVELOPMENT PLANS**

All applicants must meet all requirements set forth in Chapter 153 of the Doylestown Township Subdivision and Land Development Ordinance and Chapter 175 of the Doylestown Zoning Ordinance. A copy of these ordinances may be accessed on the Township website: [www.doylestownpa.org](http://www.doylestownpa.org) (free) or purchased at the Township Administrative Offices, located at 425 Wells Road, Doylestown, PA 18901-2717.

In order to clarify procedural requirements for reviewing any subdivision or land development plans in Doylestown Township, the following guidelines were established to assist applicants. It shall be understood that this document has been prepared to assist applicants in processing their plans. If there is a conflict between this document and the Township Subdivision and Land Development Ordinance or Zoning Ordinance, or the Pennsylvania Municipalities Planning Code, the latter shall take precedence.

**TOWNSHIP PLANNING COMMISSION**

1. The submission of sketch plans is encouraged. This affords the applicant the opportunity to consult informally with the Township Planning Commission before preliminary and/or final plans are prepared and submitted to the Township. Comments from the Township Planning Commission will be included in the formal Minutes of the Township Planning Commission, and the Minutes will be provided to the Township Board of Supervisors for informational purposes.

If an applicant is interested in having a sketch plan reviewed by Township professional staff, an application and fee will be required to cover costs incurred in the review of the sketch plan. Sketch plans are not subject to the 90-day review period restrictions imposed on Townships by the Pennsylvania Municipalities Planning Code (Act 247).

2. Each sketch, preliminary or final plan shall be filed separately. A submission of a revised plan shall constitute a new application. Plans must be submitted to the Township at least fifteen days in advance of a scheduled Planning Commission Meeting in order to be placed on an agenda. The attached checklist must accompany all submissions.
3. Applicants shall provide such additional information as may be required by the Township Planning Commission.
4. The Township Planning Commission will review reports received from the Bucks County Planning Commission, the Bucks County Conservation District, the Township Engineer, DTMA Engineer (if applicable), Township Planning Consultant, Environmental Advisory Council, Park and Recreation Board, Chief of Police, Fire Marshal, Building Code Official,

and Traffic Engineer with the applicant. Before a recommendation for approval or disapproval of a plan is made by the Planning Commission, a written statement from the applicant or his designated representative will be required indicating his response to the requests made by the Township Engineer in his report. Said response shall include a statement as to why the applicant cannot comply with any or all of the requests.

The applicant shall submit the plan last reviewed by the Township Planning Commission with his written statement which he provided to the Commission to the Township Board of Supervisors at the time at which the Supervisors first review the applicant's plans.

### **DOYLESTOWN TOWNSHIP BOARD OF SUPERVISORS**

#### **PRELIMINARY PLANS FOR MAJOR SUBDIVISION AND LAND DEVELOPMENT**

1. Before considering any preliminary subdivision/land development plan, the Board of Supervisors will require the applicant to meet all requirements set forth in Chapter 153, The Doylestown Township Subdivision and Land Development Ordinance and Chapter 175, The Doylestown Township Zoning Ordinance.
2. The Board of Supervisors will require the following reports prior to considering or acting on a preliminary plan:
  - a. Review comments and recommendation from the Township Planning Commission.
  - b. Detailed report from the Township Engineer and Planning Consultant. Review comments from the Environmental Advisory Council, Park and Recreation Board, Township Engineer, Planning Consultant, Building Code Official, and Traffic Engineer (if applicable).
  - c. Review comments from the Bucks County Health Department on any proposed on-site sanitary sewer facility.
  - d. Review comments from the Pennsylvania Department of Transportation on any proposed road or facility which abuts or is on property owned by the Pennsylvania Department of Transportation.
  - e. Review comments from the Bucks County Planning Commission.
  - f. Review comments from the Bucks County Conservation District.
  - g. Review comments from the Doylestown Township Municipal Authority (if applicable).

- h. Review comments from the Township Fire Marshal after consultation with the appropriate fire company.
- i. Review comments from the Township Police Chief concerning traffic conditions which may be affected by the proposed subdivision or land development.

***\*Note: All reports and comments referenced under letters (a) through (i) above must be received in writing and must become part of the Township's Official Preliminary Subdivision/Land Development file for the particular application.***

### **FINAL MAJOR SUBDIVISION AND LAND DEVELOPMENT**

- 1. Before considering any final subdivision/land development plan, the Board of Supervisors will require the applicant to meet all requirements set forth in Chapter 153, the Doylestown Township Subdivision and Land Development Ordinances and Chapter 175, the Doylestown Township Zoning Ordinance.
- 2. The Board of Supervisors will require the following reports prior to considering or acting on the preliminary plan:
  - a. Detailed report from the Township Engineer.
  - b. Detailed report from the Planning Consultant.
  - c. Comments and a recommendation from the Township Planning Commission.
  - d. Comments from the Bucks County Planning Commission.
  - e. Comments from the Bucks County Conservation District.
  - f. Receipt of final comments if applicable from the agencies under guidelines for submitting preliminary plans.
  - g. Confirmation that adequate public water and or sewer is available for the proposed development if applicable.

***\*Note – All reports and comments referenced under letters (a) through (e) above must be received in writing and shall become part of the Township's Official Final Subdivision /Land Development file for the particular application.***

- 3. Receipt of any and all required public permits for the proposed land development/subdivision when applicable, including but not limited to the following:
  - a. Pennsylvania Department of Transportation Permit for any roadway or facility that will encroach on PennDOT's Rights of Way.
  - b. Bucks County Health Department permits for any proposed on-site sanitary sewer system. (The Township will cooperate with the applicant to assist in obtaining the required permits.)
  - c. Public Water and Sewer Connection permits from any entity providing public water and sewer to a proposed subdivision or land development.

- d. Department of Environmental Resources permits for stream encroachment, earth disturbance, waterway obstruction and water quality management.

***\*Note – Copies of permits must be provided to the Township prior to final plan approval.***

4. Execution and funding of development agreements guaranteeing the completion of public improvements where applicable, in a form approved by the Township Solicitor and in an amount approved by the Township Engineer shall be posted with the Township prior to linens being signed by the Township Board of Supervisors and the plans being recorded by the Township Solicitor.

#### **MINOR SUBDIVISION PLANS & LOT LINE CHANGES**

1. If subdivision qualifies as a minor subdivision, see requirements for final major subdivision/land development. *Note: A lot line change will qualify as a minor subdivision.*

**SKETCH PLAN** reviews by the Bucks County Planning Commission through the Assistance for Better Communities Program. Although the Township cannot mandate a review under this program the Township strongly suggests that plans meeting the following criteria be received by the Bucks County Planning Commission under the Assistance for Better Communities Program:

- a. Residential Developments proposing 10 lots or more.
- b. All Multi-Family Dwelling Developments
- c. Any commercial development which would require Land Development approval pursuant to the Municipalities Planning Code.
- d. All Institutional and Industrial Development Proposals



**THE DOYLESTOWN TOWNSHIP SUBDIVISION/LAND DEVELOPMENT**  
**PROCESSING GUIDELINES**

All applicants submitting plans for review by the Doylestown Township Planning Commission and Board of Supervisors must submit copies of the plans directly to the following agencies.

1. The Bucks County Planning Commission  
Located: The Almshouse  
Neshaminy Manor Center  
1260 Almshouse Road  
Doylestown, PA 18901
  
2. The Bucks County Conservation District  
Located: 4259 Swamp Road  
Doylestown, PA 18901
  
3. The Bucks County Board of Health  
Located: The Almshouse (for any proposed on-site sewer facility)  
Neshaminy Manor Center  
1260 Almshouse Road  
Doylestown, PA 18901
  
4. PA Department of Transportation  
Located: Engineering District 6-0 (if applicable)  
7000 Geerdes Boulevard  
King of Prussia, PA 19406-1525

**TRAFFIC CONTROL**

The Township Engineer will review all subdivision and land development plans submitted to the Township for compliance with PennDOT 215 regulations for traffic control detail. All applicants that submit a subdivision and land development plan to the Township shall include a traffic control plan as part of the submission. The traffic control detail shall show the specific location affected by the subdivision or development.

As a condition of approval by the Board of Supervisors, applicants shall be required to apply for, and receive, a Road Occupancy Permit from the Township for the work within existing township road rights of way prior to the execution of linens.

Applicants for subdivision and land development are reminded of their obligation to install the traffic control signage at the same time they install silt fence, etc. In all cases, the Traffic Control Plan is to be in place prior to heavy equipment being brought to the construction site.

Applicants should be advised that the Township Police Department will have a copy of the Traffic Control Plan for all subdivision and land development under construction in the Township. The Police Department will enforce the Traffic Control Plan along with the Road Occupancy permit in addition to the Township Engineer's inspectors.

Incorporated on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Secretary

**Doylestown Township  
Plan Review Checklist**

*Please print information:*

Plan Name: \_\_\_\_\_

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

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

Date submitted to Township: \_\_\_\_\_

Number of Sheets: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Applicant or his representative must complete the checklist to confirm that all required information has been submitted.

Name of person certifying the completeness of the application and plan set:

\_\_\_\_\_  
**Print**

\_\_\_\_\_  
**Signature**

Signature of Applicant or representative certifying that all information has been submitted:

\_\_\_\_\_  
**Print**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Applicant must submit two separate checks to cover the application fee and the escrow fee. Please call the Township to verify the amounts.

Architectural elevations are required for certain types of development. These must be in the form of colored renderings which shall be presented at the Planning Commission meeting the first time the applicant appears.

Doylestown Township  
Checklist for Preliminary Plans  
Preliminary Subdivisions or Land Development

**Number of copies required: 9 sets of plans plus 1 PDF copy on a disc or flash drive**

<b>INFORMATION REQUIRED BY APPLICANT</b>	<b>(1) WHERE REQUIRED INFORMATION IS PROVIDED:  Application form or sheet in the plans submitted (indicate plan sheet number)</b>	<b>(2) IF INFORMATION NOT PROVIDED, PLEASE INDICATE REASON:  (1) Not Applicable (explain) (2) Waiver is requested: Must be on the waiver list.</b>
Proposed name of subdivision or land development		
Tax Map Parcel Number		
Name and address of the owner		
Name and address of the applicant, if different		
Name and address of persons preparing the plan (engineer, surveyor, architect, etc.)		
Name and address of representative for the project (lawyer, other)		
Proof of any variance or special exception granted		
Zoning requirements – applicable requirements for the district and how proposed development complies; lot size, yards, open space, impervious surface (amount and ratio) buffer yards, height, resource protection standards, site capacity calculations		
Date plan was prepared and revision dates		
Location Map – showing all areas within 1000 feet of the proposed site		
Names, Tax Parcel numbers, and mailing addresses for all adjacent property owners		
Proposed use, as defined by Zoning Ordinance		
Zoning Classification		
North Arrow and scale		
Type of sewage facilities proposed, with necessary isolation distances		
Type of water supply proposed, with necessary isolation distances		
Restrictions affecting the property: deed restrictions, utility easements, rights-of-way. Copies of all easements must be submitted		
Survey of outbounds		

<b>INFORMATION REQUIRED BY APPLICANT</b>	<b>(1) WHERE REQUIRED INFORMATION IS PROVIDED:</b>  <b>Application form or sheet in the plans submitted (indicate plan sheet number)</b>	<b>(2) IF INFORMATION NOT PROVIDED, PLEASE INDICATE REASON:</b> <b>(1) Not Applicable (explain)</b> <b>(2) Waiver is requested: Must be on the waiver list.</b>
<b>Site Acreage</b>		
Existing buildings – location, proposed use or disposition		
Existing monuments - location		
Roads – location, width, name and existing and ultimate right-of-way of all bordering streets		
Existing topography at 2-foot intervals. Datum to which contour elevations refer.		
Slopes: Areas of 15-25% slope Areas of 25% + slope Total area within slope categories Area proposed to be disturbed (show on plans and in tabular)		
Underground utilities: location, size, ownership		
Features within 400 ft: location of streams, watercourses, wells, septic systems, storm water management facilities, similar features		
Natural Resources		
- Trees standing alone – location, size, species		
- Woodlands		
- Wetlands, marshes, springs, lakes and ponds		
- Soils on site: Soil descriptions and building restrictions due to wet soils; high water table shall be shown.		
-Limits of disturbance of resources and amount of disturbances proposed		
- Natural Resources Protection Plan and Site capacity calculations - §175-27 of Zoning Ordinance		
Location of any: Landfill areas Quarries		
Nonresidential Group Development --All required items in §175-29.B(8) of the Zoning Ordinance - Site Layout - Driveways -Parking Areas -Waste Disposal -Features within 200 feet of site -Architectural Plans -Description of proposed operations - Proposed shifts to be worked and number of employees -Traffic Impact Study		

<b>INFORMATION REQUIRED BY APPLICANT</b>	<b>(1) WHERE REQUIRED INFORMATION IS PROVIDED:  Application form or sheet in the plans submitted (indicate plan sheet number)</b>	<b>(2) IF INFORMATION NOT PROVIDED, PLEASE INDICATE REASON:  (1) Not Applicable (explain) (2) Waiver is requested: Must be on the waiver list.</b>
<b>PROPOSED IMPROVEMENTS</b>		
Lot/ building layout proposed dimensions, use and lot numbering		
Building setback lines Resource setback lines – metes and bounds		
Zoning District Boundary		
Lots sizes: gross and net for each lot		
Layout of all open spaces and recreation areas Land dedicated for public use		
Cross sections and centerline profiles for all proposed or improved streets. Existing streets to be shown 400 feet off property		
Grades of streets – 400 feet beyond property		
Stormwater Management Plan – 4 copies and calculations for stormwater management Total drainage area and runoff characteristics		
Provide a detailed post construction maintenance schedule for stormwater BMP facilities.		
Soil erosion and sediment control plan		
Location and size of all utilities: - sanitary sewers - on-site sewage - gas mains - water mains - fire hydrants - street lights - underground utilities		
Easements and rights-of-way created		
Monuments proposed including all easements to be monumented: location		
Grading Plan		
Plan for water supply – provider, location of water mains, or location of on-site supply; Location of fire hydrants		
Lighting Plan – proposed street/site light locations and types; proposed lighting for new development, showing location and types (Full cut-off shielded down lighting)		
Parking plan – layout, calculation of parking spaces needed, required landscaping		

<b>INFORMATION REQUIRED BY APPLICANT</b>	<b>(1) WHERE REQUIRED INFORMATION IS PROVIDED:</b>  <b>Application form or sheet in the plans submitted (indicate plan sheet number)</b>	<b>(2) IF INFORMATION NOT PROVIDED, PLEASE INDICATE REASON:</b> <b>(1) Not Applicable (explain)</b> <b>(2) Wavier is requested: Must be on the waiver list.</b>
Utility plan for other utilities: gas, electric		
Landscape Conservation Plan		
Sewage facilities Plan and Planning Modules – <i>Submit at time of application for minor subdivisions or during preliminary plan review period for major subdivisions and all land developments</i>		
Traffic Impact Study – Required for all residential developments of more than 20 units and all nonresidential developments – <b>9 copies required</b>		
Improvement Construction Plans See §153-20F of Subdivision/Land Development Ordinance		
Signs – Location and drawings of proposed signs		
Modifications Requested/Waivers - If any of these items are not provided, applicant must submit a wavier request in accordance with the Subdivisions/Land Development ordinance, which must be in writing and must explain the hardship or reason for not complying		
Accessible features of the site that comply with the PA UCC (Pennsylvania Uniform Construction Code) requirements. The plan is to state that it will comply with the “PA UCC”		
Please ensure the statement as required by Twp. Code Sec. 153-31A(5) is included on the plan notes. “There shall be no planting or construction within the rights-of-way or easements and the plans shall so indicate these restrictions by note on the plans.”		
Who will be responsible for post construction stormwater maintenance after dedication?		
Who will be responsible for post-construction maintenance of any proposed monument or other site identifying signage?		

**PENNSYLVANIA RIGHT TO KNOW LAW**

All copyrighted drawings/plans/materials are protected under the Federal Copyright Law of 1997. By signing below, you grant Doylestown Township permission to provide copies of your Subdivision/Land Development Plans and associated documents to Doylestown Township officials, staff, consultants and any public or persons who might request copies under the Pennsylvania Right to Know Law.

You further agree that Doylestown Township is not violating any Copyright Infringement Laws when providing said information under the Pennsylvania Right to Know Law requirements.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_