



BUCKS COUNTY
Planning Commission

Subdivision and Land Development
Review Application

1260 Almshouse Road Neshaminy Manor Center
Doylestown, Pa 18901 Phone 215/345-3400 FAX 215/345-3886

This application must be completed by the applicant or his/her agent and submitted along with one copy of the plan and required fee (see fee schedule on back) for subdivision and land development reviews mandated by the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended.

Municipality _____

Name of Proposal _____

Location _____

Tax Parcel No. _____ **Total Acreage** _____

Applicant _____ **Telephone** _____

Address _____

Owner of Record _____

Address _____

Present Land Use _____

Proposal

Residential 1) Number of lots or units _____ *Nonresidential* 1) Number of lots or leaseholds _____
2) Proposed new building area _____ Gross square feet (floor area)

Water Supply Public Community On-site Individual On-lot
(check one)

Sewerage Public Community On-site Individual On-lot
(check one)

The following documentation is required for every plan submission at the applicable level in addition to a completed application form. Please check appropriate state of plan submission.

| | |
|--|--|
| <input type="checkbox"/> Sketch Plan <i>or</i> | <input type="checkbox"/> One copy of plan |
| <input type="checkbox"/> Revised Sketch Plan | |
| ----- | |
| <input type="checkbox"/> Preliminary Plan <i>or</i> | <input type="checkbox"/> One copy of preliminary plan/revised preliminary plan |
| <input type="checkbox"/> Revised Preliminary Plan | <input type="checkbox"/> Review of fee (see schedule on back) |
| | <input type="checkbox"/> Proof of variances, special exceptions, conditional uses, or other agreements |
| | <input type="checkbox"/> Sewage Facilities Planning Module |
| | <input type="checkbox"/> Transportation Impact Study |
| ----- | |
| <input type="checkbox"/> Final Plan <i>or</i> | <input type="checkbox"/> One copy of final plan/revised final plan |
| <input type="checkbox"/> Revised Final Plan | <input type="checkbox"/> Review fee (see schedule on back) |
| | <input type="checkbox"/> Conditions of preliminary approval |

If proposal is made by applicant or agent directly to the Bucks County Planning Commission (BCPC), the following certification is required to assure that all plans submitted to the BCPC are also submitted to the municipal government for review.

I hereby certify that this plan has been submitted for review to the Township/Borough of _____ and that, if the plan is withdrawn from consideration by the municipality, it will also be withdrawn from the BCPC review process via written notification.

Members of the BCPC and staff are authorized to enter land for site inspection if necessary.

Print Name of Applicant

Signature of Applicant

Date

| BCPC USE ONLY | |
|----------------------|-------|
| BCPC File No. | _____ |
| Date Received | _____ |
| Review Date | _____ |
| Fee Paid | _____ |

BUCKS COUNTY PLANNING COMMISSION FEE SCHEDULE FOR REVIEWS

The following fees will be charged by the Bucks County Planning Commission for subdivision and land development reviews as authorized by Act 194 amending Act 247, the Pennsylvania Municipalities Planning Code. These fees are effective January 1, 2004. Plans will not be accepted for review without the appropriate fee and completed application form. If you need assistance in calculating application fee(s), please call us at 215-345-3400.

Residential subdivisions, land developments, and conversions (Including Tentative Planned Residential Development Plans)

| | | | | Base Fee | + | | |
|-----|-------|---------------|---|----------|---|------|----------------------------|
| - | 2 | lots or units | = | \$150 | | | |
| 3 | - 10 | lots or units | = | \$100 | + | \$60 | for each lot/unit over 2 |
| 11 | - 25 | lots or units | = | \$600 | + | \$40 | for each lot/unit over 10 |
| 26 | - 50 | lots or units | = | \$1,200 | + | \$35 | for each lot/unit over 25 |
| 51 | - 100 | lots or units | = | \$1,800 | + | \$15 | for each lot/unit over 50 |
| 101 | + | lots or units | = | \$2,400 | + | \$10 | for each lot/unit over 100 |

Nonresidential land developments

| | | | | Base Fee | + | | |
|-------|---------|---------|---|---------------|---|--------|---|
| 0 | - 5,000 | sq. ft. | = | \$300 | + | \$40 | for every 1,000 gross sq. ft. of floor area |
| 5,001 | + | sq. ft. | = | (no base fee) | | \$0.10 | per square foot not to exceed \$4,500 |

Nonresidential subdivisions

| | | | | |
|----|------|---------------|---|---------------|
| - | 2 | lots or units | = | \$200 |
| 3 | - 10 | lots or units | = | \$100 per lot |
| 11 | + | lots or units | = | \$95 per lot |

Curative Amendments (not municipal curative amendments) \$1,500

Private Petitions for Zoning Change (not municipal petition) \$1,000

For the purposes of this Fee Schedule the definitions in Article II of the Pennsylvania Municipalities Planning Code of subdivision and land development shall be used.

There is **no fee** for review of a sketch plan or final plan (unless otherwise noted below) submission.

All fee charges are intended to cover the entire review process from preliminary to final stages **except** as follows:

- 1) **Each resubmission of a preliminary or final plan with minor revisions** shall be subject to an additional fee not to exceed the required fee listed in the tables above or \$200.00, whichever is less. A subdivision which proposes no more than two lots may be resubmitted with minor revisions one time without a charge for the review.
- 2) **Each resubmission of a preliminary or final plan involving a major revision or change in program** from the original submission shall be required to pay an additional fee as required in the tables above. A major revision or change in program may include but is not limited to a change in use, dwelling type, density, lot layout, or street layout.
- 3) **Each plan submitted for review two years after the first submission** shall be subject to an additional fee not to exceed the required fee listed in the tables above or \$150.00, whichever is less, if the plan contains only minor revisions. If there are major revisions to the plan, the submission will require a fee in accordance with the fee schedule above.
- 4) **Proposals submitted which contain a mix of uses** will be subject to the appropriate fee for each use.

MEETINGS WITH THE STAFF of the Bucks County Planning Commission to discuss applications either prior to or during the formal development application are encouraged and are free of charge. Appointments can be made by contacting 215/345-3400.

SIGNING OF PLANS FOR RECORDING: We require one paper copy of a final plan with municipal signatures when mylars/plans are brought in to the Bucks County Planning Commission for signing.

REQUESTS FOR ADDITIONAL COPIES OF REVIEW

Copies of the Bucks County Planning Commission review of this proposal will be sent to the applicant, municipality, and municipal engineer. If you wish to have copies sent to other persons, please type names and addresses below:

Engineer/Architect/Surveyor:

Other:

Joseph J. Szafran, Jr.
Recorder of Deeds
55 East Court St
Doylestown Pa, 18901
Phone 215-348-6209
Fax: 215-340-8157
www.buckscounty.org



January 15, 2015

Dear Municipal Officials:

The Office of the Bucks County Recorder of Deeds, in conjunction with the Bucks County Planning Commission, is implementing a system of recording subdivision plans electronically.

Electronic recording of record plans will begin on February 1, 2015. This change will simplify the process of having plans filed and recorded, will move the County closer to the goal of complete electronic recording, and will eliminate the requirement of carrying paper and mylar copies of plans to the County Planning Commission office for signatures.

This change will require some adjustments for the municipalities and for engineers submitting plans. Once the plan is approved and ready to be recorded, a digital version will be submitted to the Recorder of Deeds office, which will send the digital file to the County Planning Commission for the required signing. If a record plan is submitted on paper, it will be scanned and then sent to the Planning Commission. Because the County Planning Commission will digitally sign the record plans, paper copies will not be required for the Planning Commission or the Recorder of Deeds. The plan will be recorded as an electronic file.

The process of review at the municipal level does not need to change. You will continue to submit paper copies of each plan submission to the County Planning Commission, and you may keep paper copies of the plans you sign.

All plans must have the signatures of the municipal officials before they go to the Recorder of Deeds and the Planning Commission. If there are no municipal signatures, they cannot be processed and recorded.

The plans at the Bucks County Planning Commission are stored and retrievable by a BCPC number which is assigned to each plan when it is submitted for review. We will require the final recordable plan to contain the BCPC number. Most engineers already note the BCPC number on the record plan now, and this will be a requirement in the future for all electronic recording.

We understand that this is a major change, and we will work with you to make this an easy transition to a digital environment.

A handwritten signature in black ink, appearing to read "Joseph Szafran".

Joseph Szafran
Recorder of Deeds

A handwritten signature in black ink, appearing to read "Lynn Bush".

Lynn Bush
Bucks County Planning Commission