



HATFIELD TOWNSHIP

SUBDIVISION / LAND DEVELOPMENT APPLICATION

Instructions for filing the Subdivision/Land Development Application.

PART I – Location of Property – Property Information.

PART II thru IV – Complete these sections

PART V – Signature & Fees - If Applicant is not the owner of the property; a notarized statement indicating the owner's approval of the proposed Subdivision/Land Development request must be submitted with the application.

GENERAL INFORMATION

MEETINGS:

Board of Commissioners Workshop: Second Wednesday commencing at 7:00 PM

Board of Commissioners: Fourth Wednesday commencing at 7:00 PM

Planning Commission: Third Tuesday commencing at 7:00 PM

TYPE OF PLANS

1. Sketch Plans
2. Minor Subdivision
3. Minor Land Development Plan
4. Preliminary Land Development or Subdivision Plan
5. Final Land Development or Subdivision Plan

INITIAL SUBMISSION

A. Two (2) paper copies and one (1) CDs/DVD or Flash Drive with plans in pdf form to be submitted to the Township Building with:

- 1) Subdivision/Land Development Application
- 2) Hatfield Township Subdivision & Land Development Fee
- 3) Escrow Fee
- 4) Sanitary Sewer Request for Review
- 5) Subdivision Approval Extension
- 6) Montgomery County Request for Review and Fee

B. Copies will be distributed as follows:

- 1) Planning File - Electronic copy of any reports, studies, documentation,
- 2) Hatfield Township Municipal Authority – electronic copy
- 3) Planning Commission – electronic copy
- 4) Board of Commissioners - electronic copy
- 5) Township Engineer – 1 paper copy with 1 copy of any reports, studies, documentation
- 6) Montgomery County Planning Commission - electronic copy with application and fees
- 7) Fire Marshal - electronic copy
- 8) Township Solicitor – electronic copy
- 9) Zoning Officer - electronic copy
- 10) Township Manager – electronic copy
- 11) Police Department - electronic copy
- 12) Environmental Advisory Committee & Shade Tree Commission – 1 paper copy
- 13) Township Traffic Engineer- electronic copy
- 14) Township Landscape Architect- electronic copy

C. Applicant is responsible for forwarding plans to Montgomery County Conservation District, North Penn Water Authority, PA D.E.P., PennDot, PECO, PP&L and other utilities or agencies having jurisdiction.

D. ***INITIAL SUBMISSION ONLY*** - Applicant must submit mailing labels for all property owners within 500 feet of the subject property. These property owners will be notified by first class mail that an application has been received for review.

E. Application is officially accepted by Planning Commission at first meeting following submission of complete application and plans. Note, incomplete applications and plans may delay acceptance. Ninety (90) day review period begins.

F. Plan reviewed and discussed by Planning Commission at a meeting following receipt of County Planning Commission review letter.

G. Plan reviewed by Township Engineer and Zoning Officer.

- H. Applicant revises plans pursuant to Planning Commission, Township Engineer, Zoning Officer and other comments. Revised plans must be submitted fourteen (14) business days prior to meeting. Revised plans are distributed in same form as initial submission.
- I. Planning Commission recommendation made and forwarded to Board of Commissioners. Conditions often attached.
- J. Board of Commissioners approves/disapproves plan with conditions at regular bi-weekly meeting.
- K. Applicant forwards one (1) hard copy and one (1) electronic copy of corrected, signed and notarized plans to Township.
- L. **FINAL SUBMISSION ONLY** – Applicant submits to Township Engineer two (2) sets of plans revised to reflect conditions of approval with copies of descriptions, deeds, cost estimates and other documentation required. Township Engineer reviews plans for completeness and reviews descriptions.
- M. **FINAL SUBMISSION ONLY** – Township Engineer directs applicant to submit six (6) paper copies of Record Plan.
- N. **FINAL SUBMISSION ONLY** – Township Solicitor prepares the necessary Deeds of Dedication, Covenants, Easements, Restrictions and Construction Escrow Agreements; forwards to applicant for signature.
- O. **FINAL SUBMISSION ONLY** – Township Records Plans, Deeds, Covenants, etc. as required. Copies are sent to Applicant, Solicitor, Engineer, and Township Files.
- P. **FINAL SUBMISSION ONLY** – Applicant is required to apply for all necessary permits prior to starting any construction.

Responsibility of Applicant

- 1. PA DOT Permit
- 2. Montgomery County Highway Occupancy Permit
- 3. Montgomery County Conservation District Review
- 4. Hatfield Township Municipal Authority
 - a) review and approval
 - b) connection fees
 - c) capital contribution fees
 - d) sewer permits
- 5. North Penn Water Authority
 - a) letter of availability of water services or capacity to serve
 - b) main extension agreements
- 6. Water Quality Permits from D.E.P.
 - a) Planning Modules for Land Development
 - b) Water Quality Extension Permit
 - c) 401 certification

7. Wetlands Permits from U.S. Army Corps of Engineers
8. Insurance Certificates
9. Fees for Township Solicitor's preparation of documentation for recording
10. Fees for recording of documentation
11. Construction Permits, Review and Use & Occupancy Fees

SCHEDULE OF FEES

(Resolution 24-20)

Subdivision and Land Development Fees.

Filing Fees.

- | | | | |
|----|------------------------|------------------|--|
| A. | Sketch Plan: | No filing fee. | |
| B. | Subdivision Plan: | Residential: | \$400.00 for each plan in which one (1) lot is subdivided into two (2), and for every subdivision of lots above (2), \$100.00 for each lot thereafter. |
| | | Non-Residential: | \$550.00 for each plan in which one (1) lot is subdivided into two (2), and for every subdivision of lots above two (2), \$200.00 for each lot thereafter. |
| C. | Land Development Plan: | | \$550 per lot plus \$15.00 per 1,000 gross square feet of building area |

Escrow Requirements.

1. Escrow Requirements. Before Hatfield Township will accept any subdivision or land development plans for review there will be a required escrow account for legal, engineering and other professional fees incurred by the Township. All interest acquired from the escrow monies will go to the benefit of Hatfield Township. The amount of the escrow account shall be as follows:
 - a. For minor subdivisions/minor land developments and sketch plans \$1,500.00
 - b. For all other subdivision or land development applications, \$5,000.00

The amount of any bills received by the Township for professional services related to the application will be deducted from escrow account, with copies of all such deductions sent to the applicant. Should the escrow balance fall below \$1,000.00, the applicant will be required to replenish the account to its original amount. The balance of the escrow fee will be returned upon request of the developer/applicant at such times as development agreements have been fully executed and required financial security has been posted and approved by the Township Solicitor.
2. A ten percent (10%) administrative charge will be added to the first \$1,000.00 of all invoices. Any invoices in excess of \$1,000.00 shall carry a flat administrative charge of \$150.00

FOLLOWING ATTACHMENTS

1. Hatfield Township Subdivision and Land Development Application
2. Hatfield Township Subdivision and Land Development check list & certifications
3. Sanitary Sewer Request for Review
4. Subdivision Approval Extension Form
5. Montgomery County Request for Review and Fee Schedule

HATFIELD TOWNSHIP

Application for Subdivision/Land Development

I - LOCATION OF PROPERTY

Address: _____ City: _____

Zoning District: _____ Parcel #: 35-00 _____ Lot: _____ Block: _____

County Deed Book # _____ Page # _____ Total Acreage _____

Name of Subdivision/Land Development: _____

II - PROCESS

Date Application and Plans Submitted _____

Sketch _____ * Preliminary _____ * Final _____

III - IDENTIFICATION – To be completed by all applicants

PROPERTY OWNER Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

APPLICANT Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

DESIGN PROFESSIONAL Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

IV – TYPE OF DEVELOPMENT OR LAND USE

- | | |
|--|--|
| ___ Single-Family Detached | ___ Garden Apartment |
| ___ Single-Family, Semi-Detached (Twins) | ___ Mobile Home District |
| ___ Single-Family Attached (Townhouses) | ___ Multi-Family (Elderly) |
| ___ Light Industrial (Floor Area _____) | ___ Heavy Industrial (Floor Area _____) |
| ___ C - Commercial (Floor Area _____) | ___ Shopping Center (Floor Area _____) |
| ___ Limited Professional Office | ___ Institution |

No. of Units: _____

Brief Description of the Proposed Subdivision/Land Development: _____

V – SIGNATURE & FEES

- a) ___ Hatfield Township Application Fee (\$_____) b) ___ Montgomery County Planning Commission Fee
Payable To: Montgomery County Treasurer
- c) ___ *Escrow Agreement Funds* (\$_____) (\$_____)

I hereby agree to comply with all rules, regulations of Hatfield Township and agree to be responsible for the payment of all engineering and legal fees associated with this application. I further authorize representatives of Hatfield Township to enter the subject property in order to verify existing conditions.

SIGNATURE OF APPLICANT

ADDRESS

DATE

HATFIELD TOWNSHIP
SUBDIVISION/LAND DEVELOPMENT PLANS CHECK LIST

This form must be completed by owner's engineer and submitted as part of Subdivision/Land Development Application.

LEGEND

P	=	Preliminary Plans
F	=	Final Plans
S	=	Shown
NA	=	Not Applicable

PROJECT NAME: _____

APPLICANT: _____

Note: Fill in all blocks with **S** or **NA** as is appropriate

A. Location and Identification

1. Title consisting of
 - (a) name of subdivision or land development _____
 - (b) name and address of owner _____
 - (c) name and address of registered engineer _____
 - (d) date of plan and revised dates _____
 - (e) plan scale shown graphically & in equation form _____
 - (f) north point _____
2. Location map _____
3. Tract boundary with bearings and distances _____
4. Total tract area _____
5. Zoning classification and Data _____

B. Drafting Standards

1. Plan sizes: 18" x 30" or 24" x 30" _____
2. Scales (minimum)
 - (a) plan: 1" = 100' _____
 - (b) profiles - horizontal: 1" = 40' _____ vertical: 1" = 4' _____
3. Dimensions
 - (a) approximate _____
 - (b) feet and decimals _____
4. Bearings - degrees, minutes, and seconds _____
5. Legend of existing and proposed features _____

6. Sheets numbered _____

C. Existing Feature of the Land

1. Abutting streets - location, name, right-of-way, width, cartway or paving width, curb or paving location _____
2. Existing streets - center line courses and distances, right-of-way radii at intersections, curve data, and curb line radii _____
3. Existing rights-of-way and easements _____
4. Property lines _____
5. Water courses _____
6. Location and size of existing utilities, (sanitary sewers, storm drainage facilities, electric, gas, water, etc.) _____
7. Location of existing fire hydrants _____
8. Location and character of:
 - (a) existing buildings _____
 - (b) species and size of trees over 10' in diameter standing alone _____
 - (c) limit wooded areas _____
 - (d) limit marshlands and quarries _____
 - (e) limit of 100-year flood plain _____
 - (f) existing contour lines (intervals not to exceed 2' for grades of 5% or less and 5' intervals for grades over 5%) _____
 - (g) datum for topography indicated on plan (use sanitary sewer datum, when available) _____
 - (h) existing survey monuments, pipes and pins _____
9. Measured distances from center line of streets to existing structures which are to remain _____
10. Indication of buildings to be demolished _____
11. Property line tie-in by courses and distances to the nearest intersection of existing street _____

D. Proposed Street, Lot Layout and Improvements

1. Boundary line survey of land to be subdivided or developed _____
2. Layout of proposed streets _____
 - (a) names _____
 - (b) right-of-way widths _____
 - (c) Cartway widths _____
 - (d) center line courses and distances _____
 - (e) curve data _____
 - (f) right-of-way radii _____
 - (g) curb line radii _____
 - (h) typical cross section of proposed road and road widening including type, depth and crown of paving; type and size of curb, grading of sidewalk area; and slope of cut and fill extended beyond the right-of-way _____
 - (i) profile of proposed streets showing existing ground elevation and proposed paving elevation _____

- (j) proposed curb grades, elevations, and stations of top of curb at grade intersections, and at points of horizontal curves _____
3. Lot layout and lot numbering _____
4. Lot areas _____
- (a) preliminary plan - approximate _____
- (b) final plan - computed _____
5. Building set back lines _____
6. Reference to land to be dedicated for public use _____
7. Rights-of-way and easements _____
8. Preliminary layout of sanitary sewage facilities _____
9. Final layout of sanitary facilities _____
10. Profiles of sanitary sewers showing existing and finished elevations over pipe, manhole locations and stations, invert elevations at manholes, pipe sizes, material, and grades _____
11. Preliminary layout of storm drainage facilities _____
12. Final layout of storm drainage facilities _____
13. Profile of storm sewers showing existing and finished elevations over pipe, manhole locations, and stations, inlet locations, headwall locations, invert elevations at manholes, inlets and headwalls and pipe sizes, material and grades _____
14. Hydrologic computations _____
15. Preliminary design of bridges, culverts, headwalls, channels and other structures _____
16. Final design of bridges, culverts, headwalls, channels and other structures _____
17. Survey monuments _____
18. Location and size of water mains, fire hydrants, and gas main. _____
19. Erosion and Sedimentation Control Plan _____
20. Erosion and Sedimentation Control permit application if required by D.E.P. _____
21. Storm water Management Facilities _____
22. Application submitted to D.E.P. for Planning Module and Land Development _____
23. Appropriate D.E.P. Modules and transmittal letter completed and submitted to the Township _____
24. D.E.P. permit application and supporting data for stream encroachment _____
25. Percolation tests and other data sufficient to establish that on-site sanitary system can be provided within the requirement of State and local laws _____
26. Letter from an appropriate officer of the Hatfield Township Municipal Authority indicating that capacity is available in conveyance lines and the sewage treatment plan _____
27. Deeds of Dedication for proposed roads, road widening, sanitary sewer easements and land to be dedicated to the Township _____
28. Estimate of quantities and costs for all public improvements, both on-site and off-site _____
29. Applicant to prepare the revisions for supplement to the official Township sewage Facilities Plan and complete modules _____

E. Certifications

1. Certification of owner certifying his adoption of plan including signature
of owner and notarization by Notary Public _____
2. Certification of the Hatfield Township Planning Commission _____
2. Certification for approval by the Board of Commissioners of
Hatfield Township _____
4. Seal and signature of registered engineer who prepared the plans _____
5. Certification for data for the recording of plan with the Recorder
of Deeds _____

Signature of Owner's Engineer _____ Date _____

HATFIELD TOWNSHIP MUNICIPAL AUTHORITY

3200 ADVANCE LANE, COLMAR, PA 18915

DATE: _____

SUBJECT: SANITARY SEWER REVIEW - PROPOSED SUBDIVISION/LAND
DEVELOPMENT

FROM: HATFIELD TOWNSHIP ON BEHALF OF

Applicant: _____

Address: _____

Telephone: (____) _____

Plan Name _____ Plan No. _____

We do hereby request the Hatfield Township Municipal Authority to review the Subdivision/Land Development Plan referenced above which is submitted herewith.

Applicant _____ Date _____

REMARKS OF MUNICIPAL AUTHORITY:

APPROVAL EXTENSION

TO: Scott A. Hutt / Asst. Township Manager
Hatfield Township Administration Building
1950 School Road
Hatfield, PA 19440

RE: SUBDIVISION / LAND DEVELOPMENT of _____

Dear Mr. Hutt,

On, _____ I/we submitted for official filing of the referenced Preliminary Plan of Subdivision.

Please be advised that not withstanding any contrary provision of the Pennsylvania Municipalities Planning code or the Hatfield Township Code, this letter will service as notice to Hatfield Township that the requirement that action be taken on this proposal within (90) ninety days, is hereby waived, without limitation as to time. This waiver is granted to permit us to make such adjustments or revisions to the plans as may be required during a plan review process.

Furthermore, you are hereby assured that we will give Hatfield Township (30) thirty days prior notice if I/we should determine that limiting the time of the review process becomes necessary.

Sincerely,

_____ Date _____



Safety and Code Enforcement Department

Requirements For Emergency Vehicle Access to Buildings and Facilities

Fire Apparatus Access Road: A road that provides fire apparatus access from a fire station to a building, facility or portion thereof. This is a general term inclusive of all other terms such as fire lane, alley, public or private street, roadway or highway.

Emergency Access: A means for emergency vehicles to access buildings, developments, cul-de-sacs or similar areas if the main travel route was obstructed.

Driveway: is a type of private road for local access to one or a small group of structures, and is owned and maintained by an individual or group.

Approved: Approved by the Hatfield Township Fire Marshal and other township authorities as needed.

Fire Apparatus Access Roads

- Approved fire apparatus access roads shall be provided in accordance with the requirements of Hatfield Township and the International Fire Code.
- Fire apparatus access roads shall be provided within 150 of all portions of a building or facility, measured by an approved route around the exterior of the building or facility. (See detail on page 2)
- Fire apparatus access roads shall have a minimum unobstructed width of 20 feet.
- Fire apparatus access roads shall have a minimum unobstructed vertical clearance of 13 feet 6 inches.
- Fire apparatus access roads shall not exceed 10% in grade.
- Fire apparatus access roads shall have a paved all-weather surface and be designed and maintained to support the imposed loads of fire apparatus, (80,000 lbs).
- The fire apparatus access road requirements will apply to all buildings other than 1 and 2 family dwellings.

Emergency Access

- Approved emergency access shall be provided in accordance with the requirements of Hatfield Township and the International Fire Code.
- Emergency access shall have a minimum unobstructed width of 20 feet.
- Emergency access shall have a minimum unobstructed vertical clearance of 13 feet 6 inches.
- Emergency access shall not exceed 10% in grade.
- Emergency access shall be surfaced to provide all-weather driving capabilities and designed and maintained to support the imposed loads of fire apparatus, (80,000 lbs).

Driveways for One and Two Family Dwellings

- Approved driveways shall be provided in accordance with the requirements of Hatfield Township and the International Fire Code.
- Portions of driveways 150 feet or less from any exterior wall of a dwelling shall have a minimum unobstructed width of 12 feet.
- Portions of driveways more than 150 feet from any exterior wall of a dwelling shall have a minimum unobstructed width of 16 feet.
- Portions of driveways more than 150 feet from any exterior wall of a dwelling shall have a minimum unobstructed height of 13 feet 6 inches.
- Portions of driveways more than 150 feet from any exterior wall of a dwelling shall have a minimum turning radius within fire apparatus capabilities.
- Portions of driveways more than 150 feet from any exterior wall of a dwelling shall not exceed 10% in grade.
- Portions of driveways including any bridges, culverts and similar features more than 150 feet from any exterior wall of a dwelling shall have a paved all-weather driving surface and be designed and maintained to support the imposed loads of fire apparatus, (80,000 lbs).
- A single driveway shall not serve more than 2 dwelling units.
- Hatfield Township may modify these requirements as needed in the interest of public safety.