

SALFORD TOWNSHIP

subdivision procedures

Planning Commission

Mark Freeborn, Chairman

Donald R. Lodge, Jr., Vice Chairman

Michael Lease, Secretary

Barbara McMonagle, Member

Barbara Lynch, Member

Commission Meets Last Wednesday of Month

Municipal Building
139 Ridge Road, Tylersport

7:30 p.m.

Municipal Office - 215-257-5664

SUBDIVISION PROCEDURES

This information is issued as a guide to explain in abbreviated form the steps involved in the subdivision or land development process. It is intended as an aid to those considering the subdivision of property, or the development of a parcel of land.

This information is abstracted from the Salford Township Subdivision and Land Development Ordinance (Ordinance #61); from the Township Zoning Ordinance (Ordinance #54); and from various state laws and regulations. It is, therefore, extremely sketchy in nature. Nothing contained in this pamphlet shall be considered legally binding upon either the Township or the applicant. Applicants for subdivision or land development are specifically advised to obtain copies of the various ordinances and regulations, and to follow the procedures and requirements therein, rather than relying on this brochure for detailed information.

The following rather brief definitions may be helpful:

1. ***Subdivision*** is the process of dividing a parcel of land into two (2) or more separate parcels, for the purpose of sale, lease, or other use. Division of land in 10 acres or larger parcels for agricultural purposes is exempt from review by the Township. However, division of land in order to sell it, or otherwise, transfer title, is not considered division "for agricultural purposes".

2. ***Land Development*** is the improving of land by the erection of buildings or other structures, whether erection of single-family residences and their associated accessory buildings, such as garages, utility sheds, etc., on individual lots is not considered Land Development, and is not subject to review.

The chronological steps in Subdivision or Land Development are outlined below:

1. ***Sketch Plan***. The Planning Commission has found in the past that they are often able to help a prospective subdivider work out an intelligent plan for his proposal that is to his benefit. All applicants are, therefore, encouraged to discuss their proposals in sketch form with the Commission. This is also a good way for the applicant to acquaint

himself with the legal requirements he must meet for an actual subdivision.

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Formal plans or blueprints are not required. What is needed is sufficient information for the Commission to give the applicant intelligent help. Applicant may bring existing plot plans, photographs, or anything else he feels will be of help in discussing his land. We repeat: this step is optional, but many of our friends and neighbors who have subdivided land can attest to its benefits.

2. **Sewage Tests and "Planning Module"**. Prior to submission of plans to the Township Planning Commission, applicant should have sewage tests made on all proposed lots which do not have an existing septic system. Contact the Montgomery County Health Department. Addresses and phone numbers are posted on the bulletin board in the Township vestibule.

During the Sewage Test process, applicant, or his engineer or surveyor, should complete the required four (4) copies of the Department of Environmental Resources form "Planning Module for Land Subdivision". These are obtainable from Montgomery County Health Department. (See Step 3) Note that approval of Sewage Permit, or at a minimum, of the Planning Module, is required prior to Township Plan approval. (See Step 5).

3. **Preliminary Plan** There are two (2) alternative procedures for submitting a Preliminary Plan. If the subdivision has five (5) lots or less, (including the original parcel) and does not require the construction of new streets, or other improvements, it may be treated as a Minor Subdivision. See paragraph 3.1. If more than five (5) lots, or if improvements must be built, it must be submitted as described in paragraph 3.2.

1.) **Minor Subdivision**. If the subdivision meets all of the requirements of the Subdivision and Land Development Ordinance for a Minor Subdivision, applicant may submit a complete plan, meeting all requirements of the Subdivision and Land Development Ordinance for a Preliminary and a Final Plan, and ask that the plan be reviewed in a single step as a Final Plan. See Township Subdivision and Land Development Ordinance. Note that if a previous Minor Subdivision has taken place on a tract, the Minor Subdivision procedure may not be used for subsequent subdivisions on the same parcel.

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2.) **Preliminary Plan.** If a plan does not qualify to be reviewed as a Minor Subdivision, it must go through a two step procedure, beginning as a Preliminary Plan. Preliminary plans shall be submitted to the Township Planning Commission at a regularly scheduled meeting. Four (4) paper copies of the plan are required. No linen copies are required at this time. Plans must contain all the items required by Section 404 of the Subdivision and Land Development Ordinance. If common sewer or septic facilities are planned, engineering reports must be submitted.

3.) **Township Planning Commission** will examine plan for completeness, and may refuse to consider it if not complete. Where only small discrepancies exist, however, the Planning Commission may waive these irregularities, on condition that they be corrected before a final Commission action. Planning Commission will note on a standard form any corrections which must be made and applicant will receive a copy. Planning Commission will forward plan to Montgomery County Planning Commission, and to other appropriate agencies, for review. Applicant shall at this time pay fee to County for review. Township will forward fee to County.

4.) **Planning Commission Action on Preliminary Plan.** Montgomery County Planning Commission has 30 days to review the Plan. Upon receipt of the County comments, or on the expiration of the review period without County response, the Township Planning Commission will notify applicant of County's comments, if any. Applicant shall make these corrections, and corrections previously noted by Township Planning Commission on the plans. (If County review proceeds quickly, applicant may be able to return to Township Planning Commission at its next monthly meeting. More likely, applicant will return the second month following acceptance of his plan.)

5.) **Board of Supervisors Action on Preliminary Plan.** At the next regularly scheduled Board meeting (generally held the 2nd and 4th Thursday of each month), applicant will present plans with Planning Commission recommendation. Applicant should also bring evidence of approval of Sewage Permit or Planning Module from County Health Department.

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Board of Supervisors will approve or disapprove plan. They may also approve plan subject to certain conditions. Applicant will pay subdivision fee at this time.

Approval of Preliminary Plan constitutes a board approval of the general design and approach. This plan will not be recorded, and it does not authorize the sale of lots or building of improvements.

If a Final Plan is not submitted to Township within three (3) years from date of Preliminary Plan approval, Preliminary Plan approval becomes null and void.

6.) ***Final Plan.*** Final Plan is submitted for review; a) following approval of a Preliminary Plan; or b) if applicant's plan qualifies as a Minor Subdivision and is accepted as a Final Plan. It shall be submitted to the Township Planning Commission at a regularly scheduled meeting, and the review procedure will be the same as that described for a Preliminary Plan. Fees, and the times at which they are paid, will also be the same as for Preliminary Plan.

7.) *Action by Planning Commission and Board of Supervisors on FINAL PLAN.*

Following all required reviews, recommendations by the Planning Commission and action by the Board of Supervisors will proceed as described for a Preliminary Plan.

Applicant will submit two (2) linens or Mylar and six (6) paper copies for action to Planning Commission.

8.) ***Recording of Final Plan.*** One linen copy of Plan will be retained by Township for their records, along with (4) paper copies. Within ninety (90) days after the date of final approval, applicant shall record one linen or Mylar copy of the Final Plan in the office of the Recorder of Deeds of the County. Prior to recording, applicant will file one paper copy of the Plan with County Planning Commission. County Planning Commission will place a receipt stamp on the Recorder of Deeds copy. Within ten (10) days thereafter, the subdivider or developer shall furnish the Township Zoning Officer a copy of the Recorder's Certificate

that the Plan is properly recorded. Plans not recorded within ninety (90) days will be null and void.

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(1) **Sewage Permit**. Apply to the County Health Department for issuance of the actual sewage permit, based upon the previously submitted "Module for Land Subdivision" and system design. Sewage permit may be issued as soon as County Health Department receives a notice of subdivision approval from applicant. Sewage permit is a prerequisite for Zoning Permit issuance.

(2) **Permit to Build**. Apply to Zoning Officer for Zoning Permit, prior to beginning construction.

