

## **PROCEDURE SHEET FOR NEW SINGLE FAMILY DWELLINGS**

Site development plans must be presented for all new single-family dwellings as follows:

\_\_\_\_\_ **THREE (3)** sets of site development plans (must show contour for grading, 1<sup>st</sup> floor or basement elevation or slab on grade, water and sewer lines, etc.) and **TWO (2)** sets of building plans must be presented with building application.

\_\_\_\_\_ Permission to connect property to sewer and water must accompany above plans.

\_\_\_\_\_ **ONE (1)** signed "Contract for Professional Services".

\_\_\_\_\_ Manufactured Home Certificate of Compliance (**IF APPLICABLE**).

**TOWNSHIP FILING FEE - - - \$ 30.00 (APPLICATION FEE)**

**ESCROW DEPOSIT - - - \$ 750.00 (TOWNSHIP ENGINEERING SERVICES)**

**APPLICATION WILL NOT BE ACCEPTED OR  
PROCESSED WITHOUT THE ABOVE INFORMATION**

UPON SUBMISSION OF ABOVE, PLANS WILL BE REVIEWED BY THE BUILDING, PLANNING & DEVELOPMENT DEPARTMENT AND THE TOWNSHIP ENGINEER. IF CHANGES ARE REQUIRED TO ORIGINAL SUBMISSION, THEY MUST BE DONE BEFORE FURTHER ACTION IS TAKEN.

BALANCE OF BUILDING FEE WILL BE PAYABLE PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

**REVISED: APRIL 28, 2016**

**Township of Bristol**  
**Department of Building, Planning & Development**  
2501 Bath Road, Bristol, PA 19007  
(215) 785-3680 Fax: (215) 788-8541

**Zoning Determination Application**  
(please print or type)

- 1) Property in Question (address): \_\_\_\_\_
- 2) Business/Homeowner Name: \_\_\_\_\_
- 3) Applicant Name: \_\_\_\_\_
- 4) Address: \_\_\_\_\_ Phone: \_\_\_\_\_
- 5) Property/Building Owner Name: \_\_\_\_\_
- 6) Address: \_\_\_\_\_ Phone: \_\_\_\_\_
- 7) Tax Map Parcel #: \_\_\_\_\_
- 8) Present Use: \_\_\_\_\_
- 9) Intended Use: \_\_\_\_\_
- 10) Details of Intended Use: \_\_\_\_\_

11) Height of New Structure or Addition, (if applicable), from grade plane to roof or peak (include stories and/or feet): \_\_\_\_\_

- \*) AN IMPERVIOUS SURFACE CALCULATION SHEET MUST BE FILLED OUT COMPLETELY AND ACCOMPANY THIS FORM FOR REVIEW.
- \*) PECO MUST BE NOTIFIED IF NEW STRUCTURE OR ADDITION WILL INFRINGE ON ANY ALLOWABLE DISTANCES TO ANY POWER LINES. IT IS YOUR RESPONSIBILITY TO HAVE POWER LINES MOVED OR REDESIGN YOUR INTENDED STRUCTURE TO COMPLY WITH THESE DISTANCES. CALL PECO FOR NECESSARY INFORMATION.
- \*) THIS APPLICATION MUST BE FILLED OUT COMPLETELY FOR ACCEPTANCE FOR REVIEW.

>) SIGNATURE OF APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY BELOW:**

Zoning District: \_\_\_\_\_ Zoning Approved \_\_\_\_\_ Zoning Not Approved \_\_\_\_\_

Comments: \_\_\_\_\_

Zoning Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Check #: \_\_\_\_\_ Fee: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

# MAXIMUM IMPERVIOUS SURFACE AND MAXIMUM BUILDING COVERAGE CALCULATION SHEET

ALL PERMIT APPLICATIONS (RESIDENTIAL AND COMMERCIAL) FOR BUILDING ADDITIONS, SHEDS, POOLS, OR OTHER ACCESSORY STRUCTURES MUST BE ACCOMPANIED BY A PLOT PLAN INDICATING ALL STRUCTURES AND IMPERVIOUS SURFACES THAT EXIST ON THE PROPERTY, INCLUDING PROPOSED ADDITION.

PLEASE COMPLETE THE FOLLOWING, WHERE APPLICABLE:

- A. TOTAL SQUARE FOOTAGE OF FOOTPRINT OF HOUSE/BUILDING: \_\_\_\_\_
- B. SQUARE FOOTAGE OF FOOTPRINT OF CARPORT OR GARAGE: \_\_\_\_\_
- C. SQUARE FOOTAGE OF CONCRETE AROUND POOL: \_\_\_\_\_
- D. SQUARE FOOTAGE OF SHED AND/OR ACCESSORY BUILDING: \_\_\_\_\_
- E. SQUARE FOOTAGE OF COVERED OR ENCLOSED PORCH: \_\_\_\_\_
- F. SQUARE FOOTAGE OF FOOTPRINT OF PROPOSED ADDITION: \_\_\_\_\_
- G. TOTAL SQUARE FOOTAGE OF BUILDING COVERAGE:  
(A + B + C + D + E + F = G) \_\_\_\_\_
- H. SQUARE FOOTAGE OF DRIVEWAY/PARKING LOTS: \_\_\_\_\_
- I. SQUARE FOOTAGE OF WALKWAYS/SIDEWALKS: \_\_\_\_\_
- J. SQUARE FOOTAGE OF PATIO OR UNENCLOSED PORCH: \_\_\_\_\_
- K. TOTAL SQUARE FOOTAGE OF IMPERVIOUS COVERAGE:  
(G + H + I + J = K) \_\_\_\_\_
- TOTAL SQUARE FOOTAGE OF LOT: \_\_\_\_\_

NOTE: IMPERVIOUS SURFACE – Surfaces which do not absorb water, including all buildings and paved or hard surfaces. In addition, other areas determined by the Township Engineer to be impervious within the meaning of this definition shall also be classified as impervious. For purposed of this definition, that area of a swimming pool located inside the coping (concrete) shall not be classified as impervious.

CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between BRISTOL TOWNSHIP, Bucks County, Pennsylvania (hereinafter referred to as "Township") and \_\_\_\_\_ the Bristol Township Solicitor, and \_\_\_\_\_ Township Engineer (hereinafter referred to as "Professional Staff", and (hereinafter referred to as "Developer").

W I T N E S S E T H :

WHEREAS, the Developer is the applicant and/or legal or equitable owner of certain real estate bearing tax parcel number \_\_\_\_\_ located or described and consisting of \_\_\_\_\_ acreage as follows:

WHEREAS, the Developer has presented to the Township plans for proposed subdivision, land development, building development or other plans for the use of their land for review by the Township, or has applied for a building permit from the Township;

WHEREAS, the Developer has filed with the Township such plans and/or has requested approval for permits to build, or requested approval of any such plans to make use of its property, which plans are hereby incorporated by reference and made a part hereof;

WHEREAS, the Developer has requested the Township to review said plans and other requests which review will require Township Professional Staff review, the costs and expenses of which Professional Staff review shall be paid by Developer.

NOW THEREFORE, the parties agree as follows:

1. The Developer and Township here authorize and direct the Township's Professional Staff to review the application and plans and to make such recommendations and determine such specifications as may be necessary with respect to such plans, as required by the Township pursuant to its ordinances or codes.

2. The Developer shall pay

(a) the Engineer's charges and fees for review of and/or preparation of the plans;

(b) reasonable legal fees for review by the Township Solicitor, or other legal consultants relating to the application for approval of plans or building permits, occupancy permits or such other permits and reviews as are necessary;

(c) administrative costs and expenses which the Township may incur by reason of this Contract.

All charges and fees shall be paid in advance by the Developer as required by the Township and in accordance with paragraph 3 set forth herein.

3. The Developer hereby agrees to deposit with the Township the sum of as security deposit for the payment of all costs and expenses, charges and fees as set forth in paragraph 2 above, within five (5) days of the date of this Agreement. It is agreed and understood by the parties that neither the Township, its Solicitor nor Engineer shall commence processing this application until the security deposit has been deposited with the Township. In the event the balance of the escrow account at any time shall be below twenty-five (25%) percent of the original escrow deposit, and it appears that costs will be in excess of the remaining balance, the Township shall require an additional escrow deposit sufficient to restore the account balance to the original escrow amount. This additional escrow amount shall be paid by the Developer when requested and no further review of the proposed development will occur until receipt of such payment by the Township.

4. In the event that Township shall expend or become liable for engineering, legal or administrative costs and expenses in an amount in excess of the deposit required in

paragraph 3 hereof, Developer agrees to promptly deposit such additional sum with the Township

as necessary and shall be provided with a detailed statement of account from the Township upon request.

5. The Township agrees to render services to the Developer and to authorize services to be rendered from its Engineer and its Solicitor in accordance with the review procedures established herein and by the Township. Plans shall not be reviewed nor shall any permits be issued until the security deposit has been paid in this Agreement. Developer further agrees not to commence any work or construction whatsoever on and about the subject property for which the permits or plan approvals are required until execution of this Agreement and the posting of the security deposit herein required. Should any construction take place prior to execution of this Agreement, Developer hereby agrees that he or it shall be required to remove any and all materials thus previously constructed or installed, prior to any review or approval by Township.

6. It is further agreed by the Township and the Developer that the Developer shall pay all engineering fees for supervision and inspection during construction alteration, or other work as shall be required by the Township.

7. The Developer shall pay all reasonable fees and recording costs which the Township may incur by reason of or in connection with the improvements, construction or other work on its property which require permits and which require approval by the Township as required by the plans as submitted.

8. The Developer further agrees to pay and shall pay for the supervision and inspection of all work required to be performed by the Township of its Engineer.

9. The Developer shall pay any and all legal fees charges by the Solicitor for the preparation of legal documents, review of any legal documents or plans, or any other legal work authorized by the Township relating to the performance of any of the construction as applied for by the Developer.

10. The Developer agrees and shall pay any and all engineering and legal costs incurred by the Township for the reviews and inspections which may be required for the purpose of ensuring compliance with the plans as filed or the application for permits and to ensure that the work to be performed complies in all respects with the ordinances and Codes of the Township and any other laws and regulations of the Commonwealth of Pennsylvania, of

the United States or any other regulations or laws required for the work to be performed at Developer's property.

11. The Developer and the Township further agree that should any special professional services be required in addition to those services detailed herein in review of the plans or approval of building permits, inspections or occupancy permits, the cost of such additional services shall be paid by the Developer.

12. The Developer and the Township further agree that any fees or costs arising out of this Agreement or any fee schedule in effect in Bristol Township shall be paid prior to the issuance of any occupancy permit for the use of any such building which is the basis of the plan submitted and which relates to this Agreement. The Developer agrees and acknowledges that no occupancy permit will be issued until all of the fees and costs outstanding as of that date shall have been paid and any further escrows required to be deposited shall have been deposited pursuant to this Agreement.

13. The Developer may, at any time, terminate all further obligations under this Agreement by giving written notice to the Township that it does not desire to proceed with the work upon which it is requiring a permit or upon which plans have been filed, and upon receipt of such notice by the Township, the Developer shall then be liable to the Township only for costs and expenses incurred to the date and time of the Township's receipt of such notice. The Township shall use its best efforts to advise the Developer of the impending likelihood that estimated fees and costs will exceed the required security deposit in advance of the costs exceeding said sum.

14. The Developer and the Township acknowledge that this Agreement represents their full understanding and that they each intend to be legally bound hereby.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties have caused their respective signatures to be affixed and have affixed their hands and seals hereto the day and year first above written.

DEVELOPER:

Attest:

If A Corporation:

By: \_\_\_\_\_

President

\_\_\_\_\_  
Corporation Secretary

If An Individual or Partnership:

By: \_\_\_\_\_

THE TOWNSHIP OF BRISTOL

\_\_\_\_\_  
Township Solicitor

\_\_\_\_\_  
Township Engineer



ACKNOWLEDGEMENT

We, \_\_\_\_\_, Township Engineer in Bristol Township,  
and \_\_\_\_\_, Solicitor for Bristol Township,  
acknowledge that in the event that the named Developer fails to make payments in full  
required pursuant to the terms of this Agreement, that no cause of action will be instituted  
against the Township of Bristol by either of them, but that all claims by them or each of  
them will be brought against the Developer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bristol Township Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bristol Township Solicitor



# MANUFACTURED HOME CERTIFICATE OF COMPLIANCE

## CERTIFICATION

I certify that the manufactured home referenced on this form is assembled and installed in accordance with the approved designs provided by the manufacturer. I further certify that I will provide a copy of this completed form to the purchaser, code official and DCED as required by the Act of November 29, 2004 (P.L. 1282, No. 158) know as the Pennsylvania Manufactured Housing Improvement Act.

\_\_\_\_\_  
Installer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Installer Name

\_\_\_\_\_  
DCED ID#

## HOME INFORMATION

Purchaser (if applicable): \_\_\_\_\_

Address of home installation: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Installation: \_\_\_\_\_

Manufacturer Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Retailer Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Date of Manufacturer (from data plate): \_\_\_\_\_

Construction Code Official: \_\_\_\_\_

Municipality: \_\_\_\_\_

County: \_\_\_\_\_

### DCED USE ONLY

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Recorded Shipment Report: Label Number(s): \_\_\_\_\_