

TOWNSHIP OF BRISTOL

DEPARTMENT OF BUILDING, PLANNING & ZONING

**PROCEDURE SHEET FOR SUBDIVISION PETITIONS**

1. Twenty (20) complete packets including:
  - (a) Subdivision Application
  - (b) Subdivision Plans prepared according to Ordinance #99-02
2. Checks made out to "Township of Bristol" as per attached Fee Schedule  
Separate check for general Township filing fee and separate check for Security Deposit  
Escrow a/c fee (this includes both fees for Township Engineer and Township Solicitor)
3. One (1) **SIGNED** Contract for Professional Services
4. One (1) Bucks County Planning Commission application along with a check made out to "Bucks County Planning Commission" as per their fee schedule
5. One (1) **SIGNED** "Waiver of Time Limit for Township Action".

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Upon submission of above, plans will be distributed to necessary agencies for review and they will send reports to proper parties.

Bristol Township Planning Commission Work Sessions are held the third (3<sup>rd</sup>) Wednesday of each month. In order for them to review your submission, you must submit same prior to the 15<sup>th</sup> of the preceding month. This procedure will allow ample time for all agencies to review the project in a timely fashion and enable Bristol Township Planning Commission to make their decision.

The Council meeting (actual decision making meeting), will be scheduled when all requirements are satisfied. Applicant will be notified of the date of the meeting by mail.

**NOTE: REVISED PLANS MUST BE SUBMITTED TWENTY (20) DAYS PRIOR TO THE COUNCIL MEETING IN ORDER FOR THEM TO REVIEW YOUR SUBMISSION. ANY PLANS SUBMITTED AFTER THAT WILL BE SCHEDULED FOR THE FOLLOWING MONTH. NO EXCEPTIONS!**

Rev. 03/01/06

Date of Application: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
Receipt #: \_\_\_\_\_

Application for: Tentative Sketch Review \_\_\_\_\_  
Preliminary Review \_\_\_\_\_  
Final Review \_\_\_\_\_

- 1. Location of property: \_\_\_\_\_  
Tax Parcel #: \_\_\_\_\_
- 2. Owner of record of land: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_
- 3. Applicant: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_
- 4. Agent or Attorney, (if any): \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_
- 5. Registered Engineer or Surveyor: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_
- 6. Name of Subdivision or Development: \_\_\_\_\_
- 7. Where deed is recorded: Book #: \_\_\_\_\_ Page #: \_\_\_\_\_
- 8. # of Lots or Dwelling Units: \_\_\_\_\_
- 9. Average Lot Size or Density: \_\_\_\_\_
- 10. Area to be developed or subdivided: \_\_\_\_\_
- 11. Water supply: Public System \_\_\_\_\_ On lot System \_\_\_\_\_
- 12. Sewerage System: Public System \_\_\_\_\_ On lot System \_\_\_\_\_
- 13. List of all Encumbrances:

Amount	Name and Address of Person or Firm	Book #	Page #

- 14. Proposed use of land: \_\_\_\_\_
- 15. Zoning classification of subject land: \_\_\_\_\_
- 16. Lineal feet of new streets: \_\_\_\_\_
- 17. Copy of all restrictions, covenants, etc., if any, under which lots are to be sold. Attached \_\_\_\_\_ None \_\_\_\_\_

18. Improvements to be made by applicant to subject land with appropriate estimated cost of each:

Unit Cost    # of Units    Total

- a. Curb..... \_\_\_\_\_
- b. Sidewalks..... \_\_\_\_\_
- c. Widening of Existing Streets..... \_\_\_\_\_
- d. Park Land..... \_\_\_\_\_
- e. Street Lighting..... \_\_\_\_\_
- f. Storm Drainage..... \_\_\_\_\_
- g. Water Supply and Fire Hydrants... \_\_\_\_\_
- h. Sewage Disposal..... \_\_\_\_\_
- i. Monuments..... \_\_\_\_\_
- j. Etc..... \_\_\_\_\_

19. Statement fixing period requested for completion of all items in Par. 18 above:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 20. A copy of the description of land as set forth in deed shall be attached.
- 21. On separate sheet, list package contents to be submitted with this application (drawings, letters, documents, etc.). TWENTY COPIES OF EVERYTHING SUBMITTED MUST ACCOMPANY FEES (INDIVIDUAL PACKAGES).

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

**RESOLUTION 13-2006**

**A RESOLUTION AMENDING RESOLUTION 01-2004, FILING FEES AND ESCROW AMOUNTS FOR APPLICATIONS INVOLVING SUBDIVISION, LAND DEVELOPMENTS, PETITIONS FOR CHANGE OF ZONING, CURATIVE AMENDMENTS, CONDITIONAL USE APPLICATIONS, ZONING HEARING BOARD APPEALS, GOVERNING BODY APPEALS, AND ESTABLISHING CERTAIN ADMINISTRATIVE PROCEDURES AND POLICIES WITH RESPECT TO APPLICATION PROCEDURES, ADMINISTRATIVE FEES, AND RESOLUTION OF FEE DISPUTES**

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Council of the Township of Bristol, County of Bucks, Commonwealth of Pennsylvania:

**SECTION 1. ADMINISTRATION**

- A. All applications must be filed with the License and Inspections Department and be stamped with the application date. Any application (other than those pertaining to Subdivisions and Land Developments) that is deemed incomplete by the License and Inspections Department will not be accepted for review by the Township. When an application is rejected, the applicant shall be informed of the specific deficiencies of the application and instructed in fulfilling the application requirements.
- B. A filing fee and escrow deposit are payable at the time of submission of each application, excluding final subdivision and land development plans where fees and escrows were established with the preliminary plan application. Separate checks shall be submitted by the applicant to cover the amounts of the filing fee and escrow deposit. In general, the filing fee will reimburse the Township for indirect and overhead expenses incurred during the review process for a particular application. The escrow deposit will reimburse the reasonable and necessary expenses of postage, advertising, stenographic services, legal and engineering services, traffic design, site design, landscape architecture and other consulting services which the Council and/or Zoning Hearing Board deem necessary for the examination of subdivision, land development or other applications.
- C. A five percent (5%) administrative fee will be added to all applicable charges invoiced to the escrow account. This fee will be added to the total of each Township invoice and be deducted forthwith from the escrow account.
- D. Applicants will receive periodic statements of the charges and fees deducted from their escrow accounts by the Township.

- E. Upon submission of an application, the applicant will be required to sign an agreement to reimburse the Township for all reasonable and necessary expenses incurred by reason of the application in excess of the sums deposited with the Township. In the event that the escrow amount falls below fifty percent (50%) of the original escrow deposit, and it seems likely that costs will run in excess of the unused portion, the Township reserves the right to require an additional escrow deposit to restore the account to the amount of the original deposit. This additional escrow deposit is subject to the five percent (5%) administrative fee and shall be paid when requested and before further review of the application by the appropriate Township boards and/or commissions.
- F. Upon the recording of a subdivision plan with the Recorder of Deeds, or upon final action by the Council or Zoning Hearing Board, or upon withdrawal of an application by the applicant, and after payment of all advertising, engineering, legal and other expenses incurred by the Township, the balance of the escrow amount will be refunded to the applicant. Funds held in the escrow account will not be refunded until all Township invoices and expenses have been paid in full by the applicant.

SECTION 2. SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS,  
INCLUDING CHANGES IN LOT LINES WHERE NO NEW LOTS ARE  
CREATED.

- A. Upon submission of a preliminary plan application, or a final plan application where no preliminary plan had been submitted, the applicant shall pay filing fees and deposit escrow amounts in accordance with the schedule established hereinbelow.
- B. In the R-1, R-2, R-3, and R-4 zoning districts, and for all other residential zoning districts or uses, subdivision and/or land development filing fees and escrow amounts shall be established as hereinbelow set forth. Where the number of lots and number of dwelling units are not the same, the filing fee and escrow amount shall be calculated on the basis of the greater number and the applicant shall pay and deposit the greater amount.

Filing Fees

Sketch Plan	\$500.00
2 lots or dwelling units	\$500.00
3 or more lots or dwelling units	\$500.00 plus \$50.00 per lot or dwelling unit over two (2)

Escrow Amounts

Sketch Plan	\$1,000.00
2 lots or dwelling units	\$800.00
3 to 10 lots or dwelling units	\$1,500.00
11 to 20 lots or dwelling units	\$3,000.00
21 to 40 lots or dwelling units	\$4,000.00
41 to 60 lots or dwelling units	\$5,000.00
61 to 80 lots or dwelling units	\$6,000.00
81 or more lots or dwelling units	\$7,000.00

- C. In all other zoning districts, subdivision and/or land development filing fees and escrow amounts shall be fixed as follows:

<u>Filing Fees</u>		<u>Escrow Amounts</u>
\$750.00 plus \$150.00 per tenant/ leasehold or per acre of gross site area, whichever results in the greater fee and escrow amount	0.0 – 0.5 acres	\$2,000.00
	0.6 – 1.0 acre	\$3,000.00
	1.1 – 2.0 acres	\$4,000.00
	2.1 – 5.0 acres	\$5,000.00
	5.1 – 10 acres	\$7,000.00
	10 acres or more	\$8,000.00

- D. Applicants submitting amended final plan applications or requesting changes to existing lot lines, where no new lots or parcels are created, shall pay the minimum fee and escrow amounts established in Section 2, B or Section 2, C above. The per lot charge shall not apply.

SECTION 3. SCHEDULE OF FEES FOR REVIEW OF APPLICATIONS, REPORTS  
AND INSPECTION OF IMPROVEMENTS.

- A. The applicant and/or developer shall reimburse the Township from the escrow

account for the reasonable and necessary expenses incurred for review of applications, reports, and the inspection of improvements by the Township's professional consultants and/or engineer. Such expenses shall be reasonable and in accordance with the ordinary and customary fees charged by the Township Engineer or consultant for work performed for similar services in the community, but in no event shall the fees exceed the rate or cost charged by the engineer or consultant to the Township when fees are not reimbursed or otherwise imposed on applicants.

1. In the event the applicant disputes the amount of any such expense in connection with review of applications, reports and the inspection of improvements, the applicant shall, within fourteen (14) working days of the applicant's receipt of the bill, notify the Township that such expenses are disputed as unreasonable or unnecessary, in which case the Township shall not delay or disapprove a subdivision or land development application or any approval or permit related to development due to the applicant's request over disputed engineering or consultant fees. In the event that the Township and the applicant cannot agree on the amount of review/inspection fees which are reasonable and necessary, then the applicant and the Township shall follow the procedure for dispute resolution set forth in Section 510(g) of the Pennsylvania Municipalities Planning Code, as amended, provided that the professionals resolving such dispute shall be the same profession or discipline as the consultants whose fees are being disputed.

B. Rates for all other professional consulting and engineering services are available upon request from the Managing Director's Office

#### SECTION 4. ZONING HEARING BOARD APPEALS

A. An escrow deposit of \$1,000.00 shall be submitted for all commercial, industrial, manufacturing or more than one residential dwelling/lot applications.

B. An escrow deposit of \$700.00 shall be submitted for all single residential dwelling/lot applications.

*Note\* These escrow fees would be used to pay for such items as the court stenographer, solicitor, advertising, etc.*

C. No application for a hearing before and by the Bristol Township Zoning Hearing Board, hereinafter referred to as "Board", shall be considered by said Board for hearing, decision or such other disposition as shall come within the purview of the

duties of said Board under the ordinances of Bristol Township, the First Class Township Code, or the Pennsylvania Municipalities Planning Code unless the applicant, at the time of the filing of his/her application, pays to Bristol Township a fee and escrow deposit as prescribed hereinbelow according to the relief sought by the applicant and/or his/her application.

D. Zoning Hearing Board application fees shall include compensation for the secretary, notice and advertising costs and necessary administrative overhead connected with the hearing. Such fees, however, shall not include legal expenses of the Board, expenses for engineering, architectural or other technical consultants or expert witness costs.

E. The Zoning Hearing Board or the hearing officer, as the case may be, shall keep a stenographic record of the proceedings. The appearance fee for a stenographer shall be shared equally by the applicant and the Board. The cost of the original transcript shall be paid by the Board if the transcript is ordered by the Board or hearing officer, or shall be paid by the person appealing from the decision of the Board if such appeal is made. In either event, the cost of additional copies shall be paid by the person requesting such copy or copies. In other cases, the party requesting the original transcript shall bear the cost thereof.

F. The fee schedule for Zoning Hearing Board applications shall be as follows:

1. If the relief sought is a substantive challenge to the validity of any land use ordinance, except those brought before the Board,

the fee shall be	\$2,500.00
the escrow amount shall be	\$1,500.00

2. If the relief sought is a challenge to the validity of a land use ordinance raising procedural questions or alleged defects in the process of enactment or adoption which challenges are raised by an appeal taken within thirty (30) days after the effective date of said ordinance,

the fee shall be	\$2,000.00
the escrow amount shall be	\$1,000.00

3. If the relief sought is for a variance or special exception involving an existing or proposed single family dwelling,

the fee shall be	\$300.00
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4. If the relief sought is for a variance or special exception involving more than one single family dwelling or one or more multi-family dwelling,  

the fee shall be \$400.00
5. If the relief sought is for a variance or special exception involving a commercial lot or building,  

the fee shall be \$550.00
6. If the relief sought is a variance or special exception involving more than one commercial lot or building,  

the fee shall be \$650.00
7. If the relief sought is a variance or special exception involving an industrial or manufacturing lot or building,  

the fee shall be \$750.00
8. If the relief sought is a variance or special exception involving more than one industrial or manufacturing lot or building,  

the fee shall be \$850.00
9. For all other appeals to the Zoning Hearing Board, including appeals from a determination by the Township Engineer or the Zoning Officer with reference to the administration of a flood plain or flood hazard ordinance or such provisions within a land use ordinance; applications for variances from the terms of the flood hazard ordinance or such provisions within a land use ordinance; applications for special exceptions under the flood plain or flood hazard ordinance or such provisions within a land use ordinance; and appeals from the determination of the Zoning Officer or Township Engineer in the administration of any land use ordinance or provisions thereof with reference to sedimentation and erosion control and stormwater management insofar as the same relate to development not involving Article V (subdivision and land development) of the Pennsylvania Municipalities Code.  

the fee shall be \$570.00

SECTION 5. APPEALS, PETITIONS AND HEARINGS BEFORE THE COUNCIL OF  
BRISTOL TOWNSHIP

- A. No application for a hearing before and by the Bristol Township Council, hereinafter referred to as "Council", shall be considered by said Council for hearing, decision or such other disposition as shall come within the purview of the duties of said Council under the ordinances of Bristol Township, the First Class Township Code or the Pennsylvania Municipalities Planning Code unless the applicant, at the time of the filing of his application, pays to the Township of Bristol a fee and escrow deposit as prescribed hereinbelow. Fees and charges shall conform to the requirements set forth in Section 4, B&C of this Resolution, where applicable.
1. The filing fee for conditional use applications shall be \$250.00; and the escrow amount, which shall be deposited with the Township, shall be \$750.00.
  2. The filing fee for applications for curative amendments to the Zoning Ordinance shall be \$3,500.00 and the escrow amount, which shall be deposited with the Township, shall be \$2,500.00.
  3. The filing fee for all petition for amendments to land use ordinances, pursuant to the procedures set forth in Section 609 of Pennsylvania Act 170 (1988), shall be \$1,250.00; and the escrow amount, which shall be deposited with the Township, shall be \$1,000.00.
  4. The filing fee for appeals from the determination of the Zoning Officer or the Township Engineer in the administration of any land use ordinance or provisions thereof with reference to sedimentation and erosion control and stormwater management insofar as the same relate to an application for subdivision or land development, shall be \$575.00; and the escrow amount, which shall be deposited with the Township, shall be \$750.00.

SECTION 6. NEW CONSTRUCTION/BUILDING GRADING PLAN REVIEW AND  
INSPECTIONS FOR RESIDENTIAL BUILDING

- A. For review of the site grading plan for a new residential building and inspections of construction work in progress, the escrow deposit amount shall be \$750.00.

SECTION 7. NEW CONSTRUCTION/BUILDING GRADING PLAN REVIEW AND INSPECTIONS FOR COMMERCIAL BUILDING.

- A. For review of the site grading plan for a new commercial industrial or manufacturing building and inspection of construction work in progress, the escrow deposit shall be \$1,000.00.

SECTION 8. PETITIONS TO VACATE STREETS AND RIGHT-OF-WAY

- A. The filing fee for petitions to vacate streets and rights-of-way shall be \$250.00. The amount of \$750.00 shall be deposited with the Township in escrow. The cost of any survey required to prepare legal descriptions shall be paid in full by the applicant.

SECTION 9. FEES FOR PRELIMINARY OPINIONS, PURSUANT TO SECTION 916.2 OF PENNSYLVANIA MUNICIPALITIES PLANNING CODE, AND CERTIFICATIONS BY THE ZONING OFFICER

- A. The fee for obtaining preliminary opinions or certifications from the Zoning Officer shall be \$50.00 for residential properties and \$100.00 for all other districts.

SECTION 10. LAND ALTERATION APPLICATION FEE, PERMIT AND ESCROW.

- A. In residential districts, the land alteration application fee shall be \$30.00, the permit fee shall be \$150.00 and the escrow deposit shall be \$750.00.
- B. In all other zoning districts, the land alteration application fee shall be \$75.00, the permit fee shall be \$250.00 and the escrow deposit shall be \$1,500.00.

SECTION 11. REPEAL OF CONFLICTING RESOLUTIONS

- A. Any resolution, or part of resolution, conflicting with this Resolution is hereby repealed insofar as the same affects this Resolution.

SECTION 12. SEVERABILITY

- A. The provisions of this Resolution are severable. If any particular fee, section, clause, sentence, part or provision of this resolution shall be held illegal, invalid or unconstitutional by a Court of competent jurisdiction, such decision of the Court shall not affect or impair any of the remaining fee schedules, sections, clauses, sentences, parts or provisions of this Resolution. It is hereby declared to be the intent of the Council of Bristol Township that this Resolution would have been adopted if such illegal, invalid, or unconstitutional section, clause, sentence or part of a provision had not been included herein.

SECTION 13: EFFECTIVE DATE

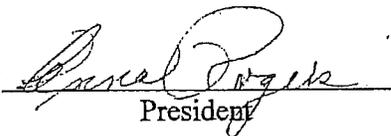
- A. This Resolution shall become effective on March 1, 2006.

RESOLVED THIS 15<sup>TH</sup> DAY OF FEBRUARY, 2006.

BRISTOL TOWNSHIP COUNCIL, BUCKS COUNTY, PENNSYLVANIA

Attest:

  
Secretary

BY:   
President

**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").

WITNESSETH:

**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 Sub-division, 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 fifty percent (50%) 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 the 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 the 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 permits and which require approval by the Township as required by the plan 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 charged 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 ordinance 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:

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

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

Attest:

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 the named Developer fails to make payments in full  
required pursuant to the terms of this Agreement, that no cause of action will be in-  
stituted 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

Rev. 01/08

WAIVER OF TIME LIMIT FOR TOWNSHIP ACTION ON  
PRELIMINARY PLAN

The Pennsylvania Municipalities Planning Code requires that the municipality make and communicate its decisions on applications for approval of preliminary and final subdivision plans within ninety (90) days of the date of a complete application submission. From time to time, circumstances arise which prevent the municipality from giving full consideration to an application within the specified time limits. Those circumstances have arisen in this case due to inadequate information presented to the Township or for other reasons beyond the control of the Township. It is therefore requested that this waiver of time limit be executed.

THE APPLICANT IS ADVISED THAT THIS WAIVER NEED NOT BE SIGNED AND THE TOWNSHIP WILL HAVE TO ACT ON THE APPLICATION BY EITHER APPROVING OR DISAPPROVING THE APPLICATION WITHIN THE SPECIFIED TIME LIMITS. The signing of this document signifies a knowing and willing waiver by the applicant.

I/We acknowledge and agree to extend the ninety (90) day time limitation for an additional ninety (90) days to be computed from the date of signing of this document.

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Applicant

WAIVER OF TIME LIMIT FOR TOWNSHIP ACTION ON

FINAL PLAN

The Pennsylvania Municipalities Planning Code requires that the municipality make and communicate its decisions on applications for approval of preliminary and final subdivision plans within ninety (90) days of the date of a complete application submission. From time to time, circumstances arise which prevent the municipality from giving full consideration to an application within the specified time limits. Those circumstances have arisen in this case due to inadequate information presented to the Township or for other reasons beyond the control of the Township. It is therefore requested that this waiver of time limit be executed.

THE APPLICANT IS ADVISED THAT THIS WAIVER NEED NOT BE SIGNED AND THE TOWNSHIP WILL HAVE TO ACT ON THE APPLICATION BY EITHER APPROVING OR DISAPPROVING THE APPLICATION WITHIN THE SPECIFIED TIME LIMITS. The signing of this document signifies a knowing and willing waiver by the applicant.

I/We acknowledge and agree to extend the ninety (90) day time limitation for an additional ninety (90) days to be computed from the date of signing of this document.

\_\_\_\_\_  
Applicant



**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.

Sketch Plan *or*  Revised Sketch Plan  One copy of plan

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Preliminary Plan *or*  Revised Preliminary Plan  One copy of preliminary plan/revised preliminary plan

Proof of variances, special exceptions, conditional uses, or other agreements

Sewage Facilities Planning Module

Transportation Impact Study

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Final Plan *or*  Revised Final Plan  One copy of final plan/revised final plan

Review fee (see schedule on back)

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:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUBDIVISION/LAND DEVELOPMENT APPLICATION

Plan Information (Non-Compliance)

Note: All sections of the Bristol Township Code which have not been met MUST be listed below. A letter of requested waivers from applicable sections with an explanation of why the requests are needed MUST be submitted with this application. If others are found during the review process, additional waivers shall be requested in writing.

Section(s) of the Bristol Township Code that are not complied with:

Subdivision/Land Development \_\_\_\_\_

Zoning \_\_\_\_\_

Have any VARIANCES been granted for this property? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, indicate when and what variances were received)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Certification

I hereby certify that I am the Owner/Equitable Owner/Agent of property, and that I am authorized to make this application.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Preliminary Plan  
Checklist

Project \_\_\_\_\_

Indicate

N/A - if not applicable

Y - if yes included

W - if waiver is requested (written explanation included)

N - if not included (write explanation included)

Note: All items must be addressed

Submission

1. \_\_\_\_\_ Application Form (Completed - 22 copies)
2. Fees \$ \_\_\_\_\_ (Application Fee) \$ \_\_\_\_\_ Escrow
3. \_\_\_\_\_ Plans (22 Copies) signed by a registered professional engineer or surveyor
4. \_\_\_\_\_ Protective Covenants and Deed Restriction (22 copies)
5. \_\_\_\_\_ Drainage Calculations (12 copies)
6. \_\_\_\_\_ Traffic Study Report (22 copies)
7. \_\_\_\_\_ Others (Specify)

Drafting Standards

1. \_\_\_\_\_ Plan at scale of one (1) inch equals fifty (50) or one (1) inch equals one hundred (100) feet.
2. \_\_\_\_\_ Dimensions shall be set in feet and decimal points thereof, bearings in degrees, minutes and seconds.
3. \_\_\_\_\_ Each sheet shall be numbered and shall show its relationship to the total number of sheets.

4. \_\_\_\_\_ Where revisions are made or when plan is a revision of a previously approved plan, dotted lines shall be used to show features or locations to be abandoned and solid lines to show proposed features.
5. \_\_\_\_\_ The plan shall be so prepared and bear an adequate legend to indicate clearly which features are existing and which are proposed.
6. \_\_\_\_\_ Boundary line of Subdivision and Land Development shall be shown as a solid heavy line.
7. \_\_\_\_\_ Plans shall be on Sheets 18x24, 24x36, 30x42 or 36x48 inches.
8. \_\_\_\_\_ Plans shall be labeled "Preliminary Plan – Not To Be Recorded".

#### General Information

1. \_\_\_\_\_ Name of Subdivision or Land Development
2. \_\_\_\_\_ Tax Map Parcel Number of the Project Property
3. \_\_\_\_\_ Name and address of legal & equitable owners
4. \_\_\_\_\_ Name and address of registered engineer, land surveyor, architect or landscape architect responsible for the preparation of plan.
5. \_\_\_\_\_ Total acreage of the tract.
6. \_\_\_\_\_ Present zoning classification and zoning requirements of zoning district.
7. \_\_\_\_\_ Proof of variances or special exceptions granted by the Bristol Township Zoning Hearing Board.
8. \_\_\_\_\_ North point, date of plan, scale.
9. \_\_\_\_\_ Location Map at a scale of not less than 800 feet to the inch showing the relationship of the tract to all adjoining properties, streets, roads and municipal boundaries existing within 1,000 feet of any part of the property proposed to be subdivided or developed.

## Existing Features

1. \_\_\_\_\_ Complete outline survey of property to be subdivided or developed, showing all courses, distances, areas and tie-ins to all adjacent street intersections.
  
2. \_\_\_\_\_
  - a. \_\_\_\_\_ Location, names and widths of streets
  - b. \_\_\_\_\_ Location and names of railroads
  - c. \_\_\_\_\_ Location of property lines
  - d. \_\_\_\_\_ Name of adjacent owners
  - e. \_\_\_\_\_ Tax map number and zoning classification of adjoining owners
  - f. \_\_\_\_\_ Location of sanitary sewer, storm drains, watermains, culverts, petroleum products, gas, electric or other similar manmade features on or within 200 feet of any part of the tract of land to be subdivided or developed.
  
3. \_\_\_\_\_ Identification of all historically significant buildings or structures on tract or on adjacent property.
  
4. \_\_\_\_\_ Location of monumentation (existing)
  
5. \_\_\_\_\_ Location of all easements and right-of-ways within the property.
  
6. \_\_\_\_\_ Appropriate contours at 2 to 5 foot intervals with sufficient details to show the course, structure and capacity of all drainage facilities and method of drainage of the adjacent or contiguous properties. All contours shall be taken from US Coast and Geodetic benchmarks and on US Coast and Geodetic Datum.
  
7. \_\_\_\_\_ Location of species and size of large trees (greater than eight inch caliper at a height of three feet above the ground) standing alone. The location and area of all floodplains, floodplain soils, woodlands, bodies of water, watercourse, wetlands, slope areas over 15%, boundaries of all soil types with a description of each type indicating any limitation of the soil type for on-site sewage disposal, buildings with basements, streets and parking lots.

## Proposed Layout

1. \_\_\_\_\_ Layout of lots, including dimensions and bearings and consecutive numbering of lots.
2. \_\_\_\_\_ Layout of streets, including name, width of streets, right-of-ways, alleys and crosswalks and sidewalks.
3. \_\_\_\_\_ Arrangement of buildings, parking, service areas, light standards, sidewalks, fire hydrants and trash receptacles for land development.
4. \_\_\_\_\_ Zoning requirements applicable for development/subdivision, location of zoning district boundary lines affecting subdivision/development.
5. \_\_\_\_\_ A reference to any land dedicated for public use, or offered for dedication for parks and recreation areas, schools, widening of streets or other public uses.
6. \_\_\_\_\_ For multi-family development, the total area, total dwelling units, number of buildings, proposed density, total parking spaces, building coverage and bedroom ratio.
7. \_\_\_\_\_ For subdivisions, the total area, number of lots, density, lot area for each lot, average and minimum lot size and proposed length of new streets.
8. \_\_\_\_\_
  - a. \_\_\_\_\_ Location and size of proposed storm sewer drains, sanitary sewers, culverts, watercourses and all appurtenances thereof;
  - b. \_\_\_\_\_ On-site sewage disposal facilities.
  - c. \_\_\_\_\_ Gas mains, watermains, fire hydrants, street lights, planting, special structures and other underground conduits or structures.

9. \_\_\_\_\_ a. \_\_\_\_\_ Plan of surface drainage of tract, which shall indicate the proposed impervious surface ratio.
- \_\_\_\_\_ b. \_\_\_\_\_ Plan of erosion and sediment control measures during and after construction.
10. \_\_\_\_\_ Building setback lines, established by zoning or other ordinances or deed restrictions, with distances from proposed right-of-way lines.
11. \_\_\_\_\_ Indication of any lots on which other than a residential use is intended.
12. \_\_\_\_\_ Rights-of-way and/or easements proposed for all drainage purposes, utilities or other pertinent reasons.
13. \_\_\_\_\_ Tentative typical cross-sections and centerline profiles of each proposed street.
14. \_\_\_\_\_ Landscape plan showing proposed landscape treatment in accordance with the subdivision/land development and zoning ordinance including buffering.
15. \_\_\_\_\_ Where preliminary plan covers only a part of the applicant's entire holdings, a sketch shall be submitted of the prospective layout and concept of the remaining area.
16. \_\_\_\_\_ Plan shall be labeled "Preliminary Plan – Not To Be Recorded".
17. \_\_\_\_\_ Method of calculating total number of off-street parking spaces.
18. \_\_\_\_\_ Traffic Impact Study
19. \_\_\_\_\_ Stormwater Management Plan

The above checklist has been prepared in accordance with Article VIII Sections 800 thru 803 of the Bristol Township Subdivision/Land Development Ordinance.

\_\_\_\_\_  
Name and Signature Of The Person Who Completed Checklist

\_\_\_\_\_  
Date