



# LIMERICK TOWNSHIP

Planning & Zoning Department

646 WEST RIDGE PIKE  
LIMERICK, PENNSYLVANIA 19468

ADMINISTRATION OFFICES

(610) 495-6432

FAX (610) 495-0952

www.limerickpa.org

Greta Martin Washington  
Director of Community Planning

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## SUBDIVISION / LAND DEVELOPMENT APPLICATION PACKET

### TABLE OF CONTENTS

Subdivision and Land Development Procedure.....	Page 1 of 5
I. Project Review Phase.....	Page 1 of 5
II. Recording Review Phase.....	Page 3 of 5
III. Recording Phase.....	Page 3 of 5
IV. Pre-Construction Phase.....	Page 4 of 5
V. Construction Phase.....	Page 5 of 5
VI. Maintenance Phase.....	Page 5 of 5

### Appendices

A. Project Review Submission Forms.....	
1. Application Submission Checklist	
2. Application for Subdivision and/or Land Development Review	
3. Cash Escrow Agreement	
4. Permission to Access Property	
5. Montgomery County Planning Commission Municipal Request for Review	
B. Recording Review Submission Forms.....	
1. Operation and Maintenance (O&M) Agreement..... Stormwater Best Management Practices (SWM BMPS)	



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## MEMORANDUM OF INSTRUCTIONS

TO: Applicant  
FROM: Greta L. Martin Washington,  
Director of Community Planning  
DATE: January 8, 2019

**RE: SUBDIVISION AND LAND DEVELOPMENT PROCEDURE**

The Planning & Zoning Department staff interacts with the development community using a streamlined and business friendly model. Before acquiring land, closing a deal, or commencement with the engineering of a plan, a developer or resident who is contemplating a development project can meet with Township staff and consultants at their regularly scheduled meetings to discuss basic project scope and receive recommendation on how to navigate potential project obstacles. Upon direction from staff, and if desired, a developer can schedule a **Confirmed Appointment** to appear in front of the Board of Supervisors at a regularly scheduled public meeting to present their project to the Supervisors and receive preliminary feedback.

The typical formal land development process consists of the following steps: **Project Review Phase, Recording Review Phase, Recording Phase, Preconstruction Phase, Construction Phase, and Maintenance Phase.** This Memo will provide a brief description of each phase to assist in navigating the land development process. If you have any questions regarding the subdivision/land development submission procedure or the Township's review process, contact me, at (610)-495-6432, extension 127.

**I. PROJECT REVIEW PHASE - Preliminary and/or Final Plan**

All of the items outlined in the **Application Submission Checklist** (see Appendix A) are required at the time of submission for an application to be considered complete and to avoid unnecessary delays in the review process. Applications determined to be incomplete at the time of submission will **not** be accepted. Applicant will be notified if an application is determined to be incomplete after submission and prior to the start of the Township's 90-day review period. The 90-day review period, as set forth in the Pennsylvania Municipalities Planning Code (MPC), begins on the date of the next regularly scheduled meeting of the Planning Commission following the date of submission of a complete application.



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The fees are in accordance to the schedule adopted by resolution 2019-07, and reprinted here. The application fee is non-refundable and separate from the escrow required. Please use two separate checks. For mixed use projects less than 5 acres, use the greater of any applicable single base application fee. For mixed use projects greater or equal to 5 acres base application fee shall be \$3,300.00.

Residential – 3 lot/dwelling unit or less:

Escrow:	\$2,500.00
Base Application Fee:	\$ 550.00
<b>PLUS</b> Fee per Lot/Dwelling Unit:	\$ 55.00

Residential – 4 or more lots/dwelling units:

Escrow:	\$7,500.00
Base Application Fee:	\$1,100.00
<b>PLUS</b> Fee per Lot/Dwelling Unit:	\$ 55.00

Non-Residential Preliminary/Final Application (Commercial, Industrial, Institutional):

Submission of a P/F application shall only be made after authorization of the BOS and upon recommendation of staff. Call to schedule appointment with staff.

Escrow:	\$5,500.00
Base Application Fee:	\$1,100.00

Preliminary Application (Standard):

Escrow:	\$10,000.00
Base Application Fee:	\$ 2,200.00
<b>PLUS</b> Fee per Sq. Ft:	See Below:
a. The first 25,000 gross sq. ft. of floor space	\$28.00/Thousand Sq. Ft.
b. From 25,001 to 50,000 gross sq. ft. of floor space	\$24.00/Thousand Sq. Ft.
c. From 50,0001 to 100,000 gross sq. ft. of floor space	\$22.00/Thousand Sq. Ft.
d. From 100,001 and Over, gross sq. ft. of floor space	\$18.00/Thousand Sq. Ft.

The submission will generally be scheduled for Planning Commission review after comprehensive engineering, legal, county and other administrative agency reviews are complete.

If plans change due to consultant feedback; submit the following for further review:

- Six (6) sets of revised plans
- A CD of the plans, containing all sheets

The Township will closely monitor the 90-day review period and contact the applicant or the applicant's representative for an extension of time when necessary.



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The Applicant is required to post the property at least 48 hours prior to formal review by the Planning Commission; proof of posting is to be provided to the Township at least 24-hours prior to such review. The notice shall be printed on a **36" x 24" sign**.

THIS PROPERTY IS THE SUBJECT OF

A SUBDIVISION AND/OR

LAND DEVELOPMENT APPLICATION

LIMERICK TOWNSHIP NO. \_\_\_\_\_

The notice must be posted by the Applicant on the property in such location(s) to be clearly visible from each adjacent roadway(s) (*if your property fronts two roads, you need two signs to be posted*) and must remain on the property throughout the duration of the land development and/or subdivision process.

## II. RECORDING REVIEW PHASE

Upon receipt of resolution by the Board of Supervisors for the final plan, the Township will ask the Applicant to submit the following documents:

- Three (3) sets of revised plans which satisfy all conditions of approval as stipulated in the resolution.
- Improvements escrow estimate
- Legal descriptions
- The Operation and Maintenance (O&M) Agreement (see Appendix B)

The Township Solicitor will prepare a Land Development Agreement to be executed by the Applicant and the Township.

## III. RECORDING PHASE

Upon authorization from Township Engineer that the plans satisfy all of the conditions set forth in the Final Resolution adopted by the Board of Supervisors, the Township will ask the Applicant to submit the following:

- a. One (1) paper set of **rolled** Record Plans (signature pages) for recording. Montgomery County Recorder of Deeds keeps this copy.



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b. Four (4) paper sets of rolled Plans (full set) for distribution as follows:

- 1 copy: Montgomery County Planning Commission
- 1 copy: Limerick Township
- 2 copies: Applicant

*Please note: applicant may produce more than four (4) full sets of the plan should the applicant need more than two (2) copies*

- c. A CD containing the following: Full set of the Plans, CAD file of the full plans, final version of all reports and outside agency permits (including, but not limited: Stormwater Management Report, Traffic Impact Study, Planning Module, DEP Stream crossing permits, PennDOT HOP, etc.)
- d. Approved executed Home Owners Association/Condo Documents and/or recorded agreement to be provided after approval, if applicable

All Plans are returned to the Applicant for recording after all signatures have been obtained, all other required documents have been submitted and executed, all fees have been paid and escrow to secure public improvements have been posted. The Applicant records the approved Land Development Plan, the Land Development Agreement, and all required operation & maintenance and other agreements and returns the stamped Plans to the Township for distribution.

#### IV. PRE-CONSTRUCTION PHASE

Prior to the start of construction activities, a pre-construction meeting for site work shall be requested by the Applicant and held at the Township Building. The following items are typically completed prior to scheduling a pre-construction meeting:

- NPDES permit is issued
- Final plan is approved for recording by the Township Engineer
- A Drainage Permit from Limerick Township has been approved
- A construction schedule for site work has been approved to the Township Engineer

To schedule a pre-construction meeting, please contact the Christopher Volpe at 610-495-6432 x 175 at least one week in advance of desired meeting date. Please be prepared to remit at least three (3) possible dates to coordinate with the appropriate individuals to ensure all may attend. The Township will coordinate with the following professionals as needed:



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- 
- All Township Department Heads
  - Township Engineer
  - Township Traffic Engineer
  - Montgomery County Conservation District
  - PA American Water Company
  - Montgomery County Department of Health, as applicable

After the preconstruction meeting and to the satisfaction of the Township Engineer, the Township Engineer issues notice to proceed for Applicant to begin construction.

## V. CONSTRUCTION PHASE

During construction, inspections of public improvements are performed by the Township Engineer's office. Periodic reimbursement requests shall be submitted to the Township Treasurer and will be processed in accordance with the Land Development Agreement and the MPC. At end of construction, the Applicant requests final draw of escrow funds. Township Engineer will conduct final inspection and upon resolution of all outstanding items, Township Engineer recommends the balance of all funds be released. If the Applicant is offering improvements for dedication, a maintenance bond is calculated by Township Engineer, posted by the Applicant and held by the Township for a minimum of 18 months. At a public meeting of the Board of Supervisors, the maintenance bond is accepted, the improvements are accepted for dedication, the final release of financial security is authorized.

## VI. MAINTENANCE PHASE

Township will notify the Applicant prior to expiration of the maintenance bond of any construction deficiencies or deterioration of public improvements. Applicant remedies the deficiencies to the satisfaction of the Township Engineer.



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## APPENDIX A

### PROJECT REVIEW SUBMISSION FORMS

1. Application Submission Checklist
2. Application for Subdivision and/or Land Development Review
3. Cash Escrow Agreement
4. Permission to Access Property
5. Montgomery County Planning Commission Municipal Request for Review



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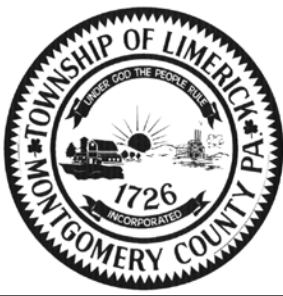
Greta Martin Washington  
Director of Community Planning

## APPLICATION SUBMISSION CHECKLIST

Updated May 2018

Prelim	Final	Item	Submitted
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Application: Signed and dated <b>Limerick Township Application for Subdivision and/or Land Development Review</b> (1 copy)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CD: Adobe PDF version of the plan containing all sheets	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Plans: Six (6) <u>individually folded</u> sets of engineering plans	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Permission to Access Property Subject to Subdivision and Land Development</b>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Waiver Letter: letter listing all waivers applicant is requesting (1 copy)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Cash Escrow Agreement</b>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Fee (Payable to Limerick Township): \$_____	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Escrow (Payable to Limerick Township): \$_____	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Montgomery County Planning Commission - Applicant Request for County Review.</b> County will contact applicant regarding review fee. <b>*** DO NOT SEND PAYMENT TO THE TOWNSHIP ***</b>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Emergency Services Coordination Plan:</b> Plan showing how a fire apparatus will access the site, circulate the site, and exit the site; Building Access; Emergency Access; Fire Lane Designation; Fire Hydrant Locations. Plan Sheet # ____ of ____ (total)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Reports (2 copies + electronic PDF))	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of the deed (1 copy)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Colored site photos (in PDF or JPG) from each face of the parcel looking into the site and all buildings and structures on the parcel prior to development must also be included. (2 discs)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Traffic Study (as required) (2 copies + electronic PDF)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will Serve Letter from the Water Company (1 copy)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will Serve Letter from the Sewer Company (1 copy)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water usage records – required for all new uses. Can be taken from similar size of facility and operating hours. (1 copy)	<input type="checkbox"/>





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## APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT REVIEW

TYPE OF SUBMISSION:     SUBDIVISION                       LAND DEVELOPMENT  
PHASE OF SUBMISSION:    PRELIMINARY                       FINAL

### 1. Applicant(s):

- a. Business Entity/Corporation: \_\_\_\_\_
- b. Individual Name(s) or Authorized Agent: \_\_\_\_\_
- c. Title of Authorized Agent: \_\_\_\_\_
- d. Address(s): \_\_\_\_\_  
\_\_\_\_\_
- e. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_
- f. Interest in Property:                       Fee Owner                       Equitable Owner                       Agent

### 2. Record Owner(s):                      Same As Applicant

- a. Business Entity/Corporation \_\_\_\_\_
- b. Individual Name(s) or Authorized Agent: \_\_\_\_\_
- c. Title of Authorized Agent: \_\_\_\_\_
- d. Address(s): \_\_\_\_\_  
\_\_\_\_\_
- e. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### 3. Property Information:

- a. Address: \_\_\_\_\_
- b. Parcel #: 37-\_\_\_\_\_ Area (Acreage/SF): \_\_\_\_\_ Zoning District: \_\_\_\_\_



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#### 4. Project Information:

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

Proposed Use: \_\_\_\_\_  Residential  Commercial  Industrial

Project Description: \_\_\_\_\_

Conditional Use Received: \_\_\_\_\_ ZHB Decision Received: \_\_\_\_\_

SD No. of Exist. Lots \_\_\_\_\_ No. of New Lots \_\_\_\_\_ Total No. of Lots \_\_\_\_\_

LD Exist. Bldg. GSF \_\_\_\_\_ Prop. Bldg. GSF \_\_\_\_\_ No. of Stories \_\_\_\_\_

Utilities: Water  Public  Well  Other \_\_\_\_\_

Sewer  Public  On-Lot  Other \_\_\_\_\_

Note: Limerick Township no longer owns the sewer system. We advise coordination with AQUA Pennsylvania early in the process.

Deeds & easements proposed to be dedicated:

- New Residential Roads
- Ultimate Right-of-way of existing roads
- Emergency Access Easements
- Sanitary Sewer
- Stormwater BMPs  Private  HOA Condo Association
- Trail Easements

**5. Financial Security for Improvements:**  Cash  LOC  Tri-Party Agreement

Lender: \_\_\_\_\_

#### 6. Engineer(s) or Surveyor(s) of Record:

a. Name(s): \_\_\_\_\_

b. Address(s): \_\_\_\_\_

c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_



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## 7. Attorney:

a. Name(s): \_\_\_\_\_

b. Address(s): \_\_\_\_\_  
\_\_\_\_\_

c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## 8. Authorized Representative:

Person(s) appointed or designated by Applicant and/or Owner as an authorized representative to make requests upon and receive any and all information and communications from Township relative to the Plans:

*(Applicant must notify Township, in writing, of any changes of the authorized designee.)*

Engineer       Attorney       Applicant       Other, please specify below:

a. Name(s): \_\_\_\_\_

b. Address(s): \_\_\_\_\_  
\_\_\_\_\_

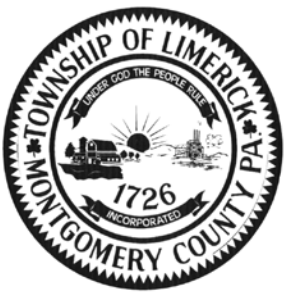
c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## 9. Billing Information:

a. Name(s): \_\_\_\_\_

b. Address(s): \_\_\_\_\_  
\_\_\_\_\_

c. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_



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## VERIFICATION

The person(s) whose name appears below does hereby certify that they are authorized to execute the Application, that they have reviewed the responses to the Application and the attachments to it, and that all the facts set forth therein are true and correct to the best of their knowledge, information and belief. This Verification is made subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsifications to authorities.

### OWNER(S)

### APPLICANT(S)

\_\_\_\_\_  
**Signature** of Individual or Authorized Agent /**Date**

\_\_\_\_\_  
**Signature** of Individual or Authorized Agent /**Date**

\_\_\_\_\_  
Printed Name of Individual or Authorized /Agent

\_\_\_\_\_  
Printed Name of Individual or Authorized Agent

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Business Entity/Corporation

\_\_\_\_\_  
Business Entity/Corporation

\_\_\_\_\_  
**Signature** of Individual or Authorized Agent /**Date**

\_\_\_\_\_  
**Signature** of Individual or Authorized Agent /**Date**

\_\_\_\_\_  
Printed Name of Individual or Authorized Agent

\_\_\_\_\_  
Printed Name of Individual or Authorized Agent

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Title of Authorized Agent

\_\_\_\_\_  
Business Entity/Corporation

\_\_\_\_\_  
Business Entity/Corporation

### FOR COMPLETION BY TOWNSHIP

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

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

Township Fee: \_\_\_\_\_

Township Escrow: \_\_\_\_\_

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

90-day review expires: \_\_\_\_\_



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## CASH ESCROW AGREEMENT

**DEVELOPER NAME:** \_\_\_\_\_

**DEVELOPER ADDRESS:** \_\_\_\_\_

**NAME OF PROJECT:** \_\_\_\_\_

**REVIEW ESCROW AMOUNT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Developer has submitted to Limerick Township an application for **subdivision and land development** ("Application") relating to the above Project. Pursuant to the provisions of the Pennsylvania Municipalities Planning Code (MPC), Limerick Township has established by Resolution schedule of fees for review of an Application submitted. The schedule is attached to this Agreement as Exhibit "A". These fees are designed to offset the reasonable and necessary expenses incurred by the Township for processing the plans and for review and report by the township's professional consultants, including but not limited to the Township Engineer, Township Traffic Engineer, Township Planner, Township GIS consultant and the Township Solicitor. The Board of Supervisors have determined that consultant fees are reasonable and in accordance with the ordinary and customary charges by the Township consultants for similar service in the community.

To offset the charges and fees to be incurred by the Township, including engineering, legal and administrative costs and expenses Developer shall deposit with Township the Review Escrow amount stated above. Township shall hold such amount, without interest to Developer. Township shall not be required to hold the funds in a separate account but may commingle the funds with other funds held by the Township for similar purposes.

Township shall hold the Review Escrow as security for the payment of all costs and expenses, charges and fees set forth in the paragraphs above. Developer shall pay the full amount of any invoice within fifteen (15) days from the date of such notice. In the event the invoice is not paid within this time, a ten percent (10%) late charge on the deficiency shall be imposed and processing and review of the plan shall be suspended until the account is made current. Developer shall remain responsible for payment of all invoices regardless of the balance within the Review Escrow account.

The Review Escrow account shall be terminated and all funds remaining therein shall be returned to Developer within sixty (60) days of the recording of the plans at Montgomery Co. Recorder of Deeds, within sixty (60) days following denial of the Application by the Board of Supervisors; or, within sixty (60) days following withdrawal of the Application by Developer.

Neither this Agreement nor the funds within the Review Escrow account established pursuant to its terms may be assigned or transferred by Developer without the written consent of Township. No transfer shall relieve Developer of the duties and responsibilities of this Agreement which shall be binding upon Developer, its successors and assigns.

ANY VIOLATION OR BREACH OF THE TERMS OF THIS AGREEMENT BY DEVELOPER SHALL BE SUFFICIENT GROUNDS FOR THE DENIAL OF ANY APPLICATION SUBMITTED IN CONNECTION HERewith.

**Developer:**

**Limerick Township:**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_



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## PERMISSION TO ACCESS PROPERTY SUBJECT TO SUBDIVISION AND LAND DEVELOPMENT

**DATE:** \_\_\_\_\_

**TO:** Limerick Township

**FROM:** \_\_\_\_\_  
(Name(s) of Applicant(s))

\_\_\_\_\_  
(Address)

\_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

The owner(s) of the subject property hereby grants Limerick Township, its agents and/or representatives, permission to enter the above referenced property for the purposes of inspecting and measuring, surveying, photographing, testing or sampling the property for the purpose of obtaining the information required in order to review the plan as requested by the applicant.

\_\_\_\_\_  
(Record Owner)

\_\_\_\_\_  
(Record Owner)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Name (Printed)

# Applicant Request for County Review

This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Municipal staff will electronically file the application with the county, and a notice for the prompt payment of any fees will be emailed to the Applicant's Representative.



Date: \_\_\_\_\_

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

Proposal Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant's Representative: \_\_\_\_\_

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

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

Business Phone (required): \_\_\_\_\_

Business Email (required): \_\_\_\_\_

## Type of Review Requested:

*(Check All Appropriate Boxes)*

- Land Development Plan
- Subdivision Plan
- Residential Lot Line Change
- Nonresidential Lot Line Change
- Zoning Ordinance Amendment
- Zoning Map Amendment
- Subdivision Ordinance Amendment
- Curative Amendment
- Comprehensive / Other Plan
- Special Review\*

*\*(Not included in any other category - includes parking lot or structures that are not associated with new building square footage)*

## Type of Plan:

- Tentative (Sketch)
- Preliminary / Final

## Type of Submission:

- New Proposal
- Resubmission\*

*\* A proposal is NOT a resubmission if A) The proposed land use changes, or B) The amount of residential units or square footage proposed changes more than 40%, or C) The previous submission was over 5 years ago.*

## Zoning:

Existing District: \_\_\_\_\_

Special Exception Granted  Yes  No

Variance Granted  Yes  No For \_\_\_\_\_

## Plan Information:

Tax Parcel Number(s) \_\_\_\_\_

Location *(address or frontage)* \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

Total Tract Area \_\_\_\_\_

Total Tract Area Impacted By Development \_\_\_\_\_

*(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)*

Land Use(s)	Number of New		Senior Housing		Open Space Acres*	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

*\*Only indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.*

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Act 247 Review Guidelines and Fee Schedule

For reviews in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as amended

*Effective January 1, 2018*

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## Required Fees and Time Limits

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To determine the applicable fee and review time limit for MCPC reviews, reference the appropriate section of the Pennsylvania Municipalities Planning Code as follows:

	<b>Act 247 Section</b>	<b>Fee</b>	<b>Time Limit (days)</b>
301.3	Comprehensive Plan Amendments	No	45
304	Public Facilities	No	45
305	School Facilities	No	45
408	Official Map	No	45
502	Subdivision and Land Developments	Yes	30
505	Subdivision & Land Development Ordinance Amendments	No	30
609	Zoning Ordinance or Map Amendments	Yes*	30
609.1	Curative Amendments	Yes*	30

**\* Fees will be charged for private petitions (developer/landowner) for zoning ordinance/map amendments and curative amendments. (See fee schedule)**

- A time limit may be extended if requested by the applicant or by the municipality. If a municipality requests a time extension, it must be in concurrence with the applicant.
- Whenever applications require more than one type of review or otherwise fall under more than one section of the Pennsylvania Municipalities Planning Code, the Montgomery County Planning Commission will attempt to complete all reviews within the shortest official time limit. However, MCPC reserves the right to use the maximum permitted time limit if needed.

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## Application Procedure

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1. The applicant submits the plans, a completed Municipal Request for Review form, and the county fee to the local municipality. The county fee must be in the form of a check or money order made payable to the MONTGOMERY COUNTY TREASURER. The county fee is not to be combined with the municipal fee. The applicant's canceled check serves as the receipt.
2. The municipality will forward an application consisting of the county fee, the Municipal Request for Review form signed by the appropriate municipal official, and the plans to MCPC along with any other relevant information.



3. The review time limit will officially begin when MCPC receives all necessary information and applicable fees.
  4. In the event of a returned check, the MCPC review and its corresponding time limit will stop as of the date we receive notification. MCPC will notify the applicant and municipality. The review process will restart on the date MCPC receives the required fee.
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## **Fee Information**

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### **Resubmissions**

The fee schedule and time limits will apply regardless of whether the submitted application is for the review of a tentative sketch, preliminary plan, or final plan. Once the initial fee has been received, MCPC charges a fee for the resubmission of subdivisions and land developments that are essentially the same as the former submission. A flat fee of \$125 is required for all residential subdivisions/land developments. No fee is required for residential subdivisions/land developments of 3 lots/units or less. A flat fee of \$190 is required for the resubmission all non-residential subdivisions/land developments. No fee is required for non-residential subdivisions/land developments of 3 lots or 3,000 square feet or less respectively. MCPC does not charge any additional fees for a staged development unless the original overall proposal has been substantially altered. A subsequent plan is NOT a resubmission and requires full fee payment if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

### **Waiver of Fees**

Fees are waived for an application filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private nonprofit organizations except for volunteer fire companies and ambulance squads.

### **Refunds**

If MCPC fails to complete its review within the required time limits, the fee will be returned to the applicant upon request, except in those instances involving an incorrect fee or incomplete application or when MCPC has been granted a time extension for the review.

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## **Informal Reviews and Special Circumstances**

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Meetings with MCPC to discuss applications, either prior to or during the formal review process, are encouraged and free of charge. If the applicant requests the meeting, the local municipality will also be invited. Meetings and informal reviews do not replace the official formal review by MCPC. In addition, if a municipality requests any meetings, court appearances, redesigns, or other special events that are related to the MCPC review, no extra fees will be charged. Similar requests by developers will be charged appropriately in accordance with fees for staff services.

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Fee Schedule

The following fees will apply to each subdivision or land development submitted to the Montgomery County Planning Commission for review:

- Fees will be waived for applications filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private, nonprofit organizations with the exception of volunteer fire companies and ambulance squads.
• For a nonresidential subdivision and land development submitted for the same tract at the same time, only the larger fee will be charged.
• No fee is required for Sketch Plans.

Residential Subdivisions and/ or Land Developments

These fees apply to all kinds of residential projects for sale, condominium or rental; any structural type; and either as a subdivision or single-tract land development. No fees are charged for open space lots.

Table with 2 columns: Number of Lots or Dwelling Units (greater number applies) and Base Fee + Fee per Lot or Dwelling Unit. Rows include 1-3\*, 4-20, 21-100, and 101+.

Nonresidential Land Developments and Conversions

These fees apply to all projects or sections of mixed projects, which are for new construction of nonresidential uses of any kind for sale, rental, lease or condominium in any type of building on a single tract of land. Conversions from residential to nonresidential uses shall also use this schedule, whether the building area is new or existing.

Table with 2 columns: Gross Square Feet of New Building and Base Fee + Fee for Every 1000 Gross Sq. Ft. (rounded to nearest whole dollar). Rows include 1-3,000 Sq. Ft., 3,001-25,000 Sq. Ft., 25,001-50,000 Sq. Ft., 50,001-100,000 Sq. Ft., and 100,001+ Sq. Ft.

Nonresidential Subdivisions

These fees apply to applications subdividing and conveying land for nonresidential uses.

Table with 2 columns: Number of Lots and Base Fee + Fee per Lot. Rows include 1-3 and 4 or more.

Other Reviews

- Residential Lot Line Change = \$65
• Nonresidential Lot Line Change = \$260
• Conditional Use = \$260
• Miscellaneous reviews (including parking lots or structures not associated with new building square footage) = \$260
• Curative Amendments (not municipal curative amendments) = \$1,500
• Private Petitions for Zoning or SALDO Change (not municipal petition) = \$1,000

Resubmissions

These fees apply to each subsequent plan submission after the original submission, if the resubmission is essentially the same plan with only minor revisions. A subsequent plan is NOT a resubmission if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

- Flat fee of \$125 for residential subdivisions/land developments. All resubmissions of 3 lots/units or less no fee required.
• Flat fee of \$190 for all nonresidential subdivisions/land developments. All resubmissions of 3 lot subdivisions or 3,000 square feet development or less no fee required.
• No fee for private Zoning or SALDO resubmissions.

All county fees are to be submitted to the municipality at the time of application; the municipality will forward the fees to MCPC. A check or money order should be made payable to the MONTGOMERY COUNTY TREASURER. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.



# LIMERICK TOWNSHIP

Planning & Zoning Department

646 WEST RIDGE PIKE  
LIMERICK, PENNSYLVANIA 19468

ADMINISTRATION OFFICES  
(610) 495-6432  
FAX (610) 495-0952  
[www.limerickpa.org](http://www.limerickpa.org)

Greta Martin Washington  
Director of Community Planning

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## APPENDIX B

### RECORDING REVIEW SUBMISSION FORMS

1. Operation and Maintenance (O&M) Agreement Stormwater Management Best Management Practices (SWM BMPS)

**Prepared by:** Joseph J. McGrory, Jr., Esquire  
**Return to:** Joseph J. McGrory, Jr., Esquire  
Hamburg, Rubin, Mullin, Maxwell & Lupin  
375 Morris Road, P.O. Box 1479  
Lansdale, PA 19446-0773  
215-661-0400  
[jmcgrory@hrmml.com](mailto:jmcgrory@hrmml.com)

**Parcel Nos.:** \_\_\_\_\_

**OPERATION AND MAINTENANCE (O&M) AGREEMENT**  
**STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES (SWM BMPS)**

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_, (hereinafter the "Landowner"), and Limerick Township, Montgomery County, Pennsylvania, (hereinafter "Municipality");

**WHEREAS**, the Landowner is the owner of certain real property as recorded by deed in the land records of Montgomery County, Pennsylvania, Deed Book \_\_\_\_\_ at Page \_\_\_\_\_ (hereinafter "Property").

**WHEREAS**, the Landowner is proceeding to build and develop the Property; and

**WHEREAS**, the SWM BMP Operation and Maintenance (O&M) Plan approved by the Municipality (hereinafter referred to as the "O&M Plan") for the Property identified herein, which is attached hereto as Appendix A and made part hereof, as approved by the Municipality, provides for management of stormwater within the confines of the Property through the use of BMPs; and

**WHEREAS**, the Municipality and the Landowner, their successors and assigns, agree that the health, safety, and welfare of the residents of the Municipality and the protection and maintenance of water quality require that on-site SWM BMPs be constructed and maintained on the Property; and

**WHEREAS**, the Municipality requires, through the implementation of the SWM Site Plan, that SWM BMPs as required by said SWM Site Plan and the Municipal Stormwater Management Ordinance be constructed and adequately operated and maintained by the Landowner, their successors and assigns.

**NOW, THEREFORE,** in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Landowner shall construct the BMPs in accordance with the plans and specifications identified in the SWM Site Plan.
2. The Landowner shall operate and maintain the BMPs as shown on the SWM Plan in good working order in accordance with the specific operation and maintenance requirements noted on the approved O&M Plan.
3. The Landowner hereby grants permission to the Municipality, its authorized agents and employees, to enter upon the Property at reasonable times and upon presentation of proper credentials, to inspect the BMPs whenever necessary. Whenever possible, the Municipality shall notify the Landowner prior to entering the Property.
4. In the event the Landowner fails to operate and maintain the BMPs per paragraph 2, the Municipality or its representatives may enter upon the Property and take whatever action is deemed necessary to maintain said BMPs. It is expressly understood and agreed that the Municipality is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Municipality.
5. In the event the Municipality, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Municipality for all expenses (direct and indirect) incurred within 10 days of receipt of invoice from the Municipality.
6. The intent and purpose of this Agreement is to ensure the proper maintenance of the onsite BMPs by the Landowner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or be caused by stormwater runoff.
7. The Landowner, its executors, administrators, assigns, and other successors in interests, shall release the Municipality from all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against said employees and representatives from the construction, presence, existence, or maintenance of the BMPs by the Landowner or Municipality.
8. The Municipality intends to inspect the BMPs at a minimum of once every three years to ensure their continued functioning.

This Agreement shall be recorded at the Office of the Recorder of Deeds of Montgomery County, Pennsylvania, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Landowner, his administrators, executors, assigns, heirs, and any other successors in interests, in perpetuity.

**LIMERICK TOWNSHIP:**

By: \_\_\_\_\_  
Daniel K. Kerr, Township Manager

**LANDOWNER 1:**

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

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

Corporate Title: \_\_\_\_\_  
(If Landowner is a Corporation)

**LANDOWNER 2:**

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

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

**ACKNOWLEDGMENT**  
(For Township)

COMMONWEALTH OF PENNSYLVANIA       :  
  :  
  :            ss.  
COUNTY OF MONTGOMERY               :

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned officer, personally appeared Daniel K. Kerr, who acknowledged himself to be the Township Manager of Limerick Township, and acknowledged that he was authorized to execute this document on behalf of the Township and that he executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_

Notary Public

**ACKNOWLEDGMENT**

*(use for corporation)*

COMMONWEALTH OF PENNSYLVANIA :  
 : ss.  
COUNTY OF \_\_\_\_\_ :

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged himself/herself to be the \_\_\_\_\_ of \_\_\_\_\_, and that he/she being authorized to do so, executed this document for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public



**ACKNOWLEDGMENT**

*(use for individual)*

COMMONWEALTH OF PENNSYLVANIA :  
 :  
 : ss.  
COUNTY OF \_\_\_\_\_ :

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, known to me to be (or satisfactorily proven to be) the person whose name is subscribed to the within instrument, and acknowledged that he/she executed this document for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

**ACKNOWLEDGMENT**

*(use for individual)*

COMMONWEALTH OF PENNSYLVANIA :  
 :  
 : ss.  
COUNTY OF \_\_\_\_\_ :

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, known to me to be (or satisfactorily proven to be) the person whose name is subscribed to the within instrument, and acknowledged that he/she executed this document for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public