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MEMORANDUM OF INSTRUCTIONS

TO: Applicant

FROM: Greta L. Martin Washington
Director of Community Planning

DATE: January 21, 2026

RE: COMPLETE PROCESS OF SUBDIVISION & LAND DEVELOPMENT (SLD 101)

The Planning & Zoning Department staff interact with the development community using a streamlined, business friendly, and transparent model. Before acquiring land, closing a deal, or commencing 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 recommendations on how to navigate potential project obstacles.

To begin, a developer shall 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 request to meet with Staff.

Once the Board approves the request, staff can review the project with the Applicant and advise high-level feedback, as well as an overview of the basic process. If additional Consultant reviews are desired prior to full land development submission, the Applicant can execute a Professional Services Agreement for specific Consultant reviews.

The typical formal land development process consists of the following steps:

- I. Project Review Phase**
- II. Recording Review Phase**
- III. Recording Phase**
- IV. Preconstruction Phase**
- V. Construction Phase**
- VI. 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 **Brianna Costira at 610-495-6432, x149**.

I. PROJECT REVIEW PHASE – *on website, see “Land Development > Projects Under Review”***First Submission: Preliminary or Preliminary/Final Plan(s)**

All items outlined in the **Application Submission Checklist** 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. The Applicant will be notified of status (complete or incomplete) and the date the review period begins.

Land Development/Subdivision submission fees are in accordance with the most recently adopted fee schedule, per [Resolution No. 2026-06](#). ***PLEASE NOTE that cash escrow and application fees must be separate checks.***

With the completion of comprehensive engineering, legal, county, and other administrative agency reviews, and after the plan is found to be compliant with zoning, the review phase moves on to the Public Meeting portion. If plans change due to consultant feedback, resubmit following the **Application Submission Checklist** guidance on what is required for a subsequent submission.

Typically, there are three (3) public meetings per Review Phase of the project:

- A. Planning Commission, which meets the second Thursday of each month.
- B. Board of Supervisors (for discussion), which is typically scheduled for the third Tuesday of the month.
 - The desirable outcome is that the Board authorizes the solicitor to prepare a Resolution.
- C. The earliest tentative date the Board could consider a Resolution is the first Tuesday of the following month.

Items of Note:

- Waivers are discussed but typically not acted on at a Preliminary Phase.
- A draft Resolution is circulated to the Applicant for concurrence prior to being considered by the Board of Supervisors.

The submission will generally be scheduled for Planning Commission first. Prior to formal review by the Planning Commission, the Applicant shall post the property at least 48 hours in advance; 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) as to be clearly visible from each adjacent roadway—if the property fronts two (2) roads, two signs need to be posted—and must remain on the property throughout the duration of the land development and/or subdivision process.

Subsequent Submissions: Change of Phase

Repeat steps in PROJECT REVIEW PHASE for Final Phase if Preliminary Phase is separate from Final Phase.

A Resolution approving the Final Plan of the project concludes the Project Review Phase and the public input on the design of the project.

II. RECORDING REVIEW PHASE – on website, see “Land Development > Approved Projects”

Recording Review Phase is the phase which finalizes all documents for recording.

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

- A. Four (4) sets of revised plans which satisfy all conditions of approval as stipulated in the Resolution.
- B. Improvements escrow estimate
- C. Legal descriptions for all lots, easements, roads, etc.
- D. BMP Operation & Maintenance (O&M) Agreement

The Township Engineer will review and approve legal descriptions and cost estimates. The Township Solicitor will prepare all easements and agreements as specified in the Resolution to be executed by the Applicant and the Township.

III. RECORDING PHASE

Upon authorization from Township Engineer that the plans satisfy all 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) set of **rolled** Record Plans (signature pages) for recording. Montgomery County Recorder of Deeds keeps this copy.
- 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

Note: Applicant may produce more than four (4) full sets of plans should the Applicant need more than two (2) copies.
- C. A digital copy or USB flash drive containing the following: Full set of Plans; CAD file of the full plans; final version of all reports and outside agency permits (including, but not limited to, Stormwater Management Report, Traffic Impact Study, Planning Module, DEP Stream Crossing Permits, PennDOT HOP, etc.).
- D. Approved executed Homeowners Association/Condo Documents and/or recorded agreement to be provided after approval, if applicable.

Recording of Plans: 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 has been posted. The Applicant records the approved Land Development Plan, the Land Development Agreement, and all required operation & maintenance and other agreements. The Applicant will then return the stamped Plans with recording receipt 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:

- A. NPDES Permit is issued.
- B. Final plan is approved for recording by the Township Engineer.
- C. Drainage Permit from Limerick Township has been approved.
 - Road Opening Permit is issued (if required to access site).
- D. A construction schedule for site work has been submitted to the Township Engineer.
- E. Insurance Certificates have been issued (requirements per the LDA).

To schedule a pre-construction meeting, please contact **Brianna Costira at 610-495-6432, x149**, at least one week in advance of the desired meeting date. Pre-construction meetings will typically be scheduled for Thursday afternoons, so we will work with three (3) possible dates to ensure the appropriate individuals for the meeting can all attend.

The Township will coordinate with the following professionals as needed:

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

After the pre-construction meeting—and to the satisfaction of the Township Engineer—the Township Engineer issues notice for the Applicant to begin earthwork. Land development plans shall be recorded and impact fees shall be paid prior to the start of building 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 Chief Financial Officer and will be processed in accordance with the Land Development Agreement and the MPC. At the end of construction, the Applicant will request

a final draw of escrow funds. The Township Engineer will conduct the final inspection and upon resolution of all outstanding items, the Township Engineer recommends the balance of all funds be released. If the Applicant is offering improvements for dedication, a maintenance bond is calculated by the Township Engineer, posted by the Applicant, and held by the Township for 18 months.

The Construction Phase is concluded when, at a public meeting of the Board of Supervisors, the maintenance bond is accepted, the improvements are accepted for dedication, and the final release of financial security associated with the Land Development Agreement is authorized.

VI. MAINTENANCE PHASE – *18 months*

The Township will notify the Applicant prior to expiration of the maintenance bond of any construction deficiencies or deterioration of public improvements in accordance with the Land Development Agreement and the MPC. The Applicant remedies the deficiencies to the satisfaction of the Township Engineer.