



THE TOWNSHIP OF LOWER MORELAND  
640 Red Lion Road, Huntingdon Valley, PA 19006

COMMUNITY DEVELOPMENT APPLICATION

Please print or type information. If unknown or not applicable, indicate N.A.

Check Appropriate Boxes:

- |                                           |                                            |                                                     |                                             |
|-------------------------------------------|--------------------------------------------|-----------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Sketch Plan      | <input type="checkbox"/> Land Development  | <input type="checkbox"/> New Proposal               | <input type="checkbox"/> Zoning Amendment   |
| <input type="checkbox"/> Preliminary Plan | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Revision of Prior Proposal | <input type="checkbox"/> Curative Amendment |
| <input type="checkbox"/> Final Plan       | <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Phase of Prior Proposal    | <input type="checkbox"/> Conditional Use    |
|                                           |                                            |                                                     | <input type="checkbox"/> Other _____        |

Information

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

Location: \_\_\_\_\_

Area: \_\_\_\_\_ Ac./Sq.Ft. Tax Plat Block(s) \_\_\_\_\_ Unit(s) \_\_\_\_\_

Present Zoning Classification: \_\_\_\_\_

Number of Dwelling Units and/or Buildings Proposed: \_\_\_\_\_

Proposed Use(s): \_\_\_\_\_

Sewerage: \_\_\_\_\_ Public \_\_\_\_\_ Private

Water: \_\_\_\_\_ Public \_\_\_\_\_ Private

Owner Information

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

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

Applicant Information

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

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

FOR OFFICE USE ONLY

Municipal Plan No.: \_\_\_\_\_

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

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

FEES: Township \_\_\_\_\_

Escrow \_\_\_\_\_

MCPC \_\_\_\_\_

Other \_\_\_\_\_

Signature of Applicant(s) \_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_

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

**\*\*\*PLEASE NOTE A CHANGE TO MONTGOMERY COUNTY PLANNING COMMISSION (MCPC) SUBMITTAL PROCESS\*\*\***

MCPC has changed the way the submittal process works for Subdivisions and Land Developments. There is a new form to fill out and the requirement of a PDF copy of the plan sent to the Township at time of submittal. There is NO FEE needed at time of submittal a bill will be sent to the applicant's email after the Township has entered the information into MCPC's system. The applicant will then directly pay the bill to MCPC. It is important to fill out all the information boxes on the form since the bill is generated based on that information. PDF copies of the plan shall be sent to Jill Matyas at [jmatyas@lower-moreland.org](mailto:jmatyas@lower-moreland.org) and Loreen Montagnon at [lmontagnon@lower-moreland.org](mailto:lmontagnon@lower-moreland.org)



# The Township of Lower Moreland

640 RED LION ROAD, HUNTINGDON VALLEY, PA 19006-6234

TEL: 215-947-3100

[www.lowermoreland.org](http://www.lowermoreland.org)

FAX: 215-947-3615

COMMISSIONERS  
ROBERT P. DEMARTINIS  
*President*  
JILL BLUMHARDT  
*Vice President*  
FERDINAND GONZALES  
DENISE A. KURITZ  
DR. DAVID H. SIRKEN  
TIMOTHY R. WEIR

OFFICIALS  
CHRISTOPHER R. HOFFMAN  
*Manager*  
JOHN B. RICE, ESQ.  
*Solicitor*  
JANE ANN SAILE  
*Treasurer*

January 22, 2014

Dear Applicant:

In July 2006 the Township received notification from the Pennsylvania Department of Environmental Protection and the Philadelphia Water Department that a connection moratorium had been placed on any new sewer connections that are tributary to the Poquessing Interceptor. This interceptor serves a significant portion of the north end of the Township.

Lower Moreland Township is working in cooperation with the Philadelphia Water Department and other adjacent communities to alleviate the excessive flows into this system. However, at the present time we are unable to process any Planning Modules or Planning Module Exemptions for any property within this service area. We do not know when the moratorium may be lifted or new connections permitted.

Please keep this information in mind in submitting any new land development or subdivision plans that require new or additional sewer capacity.

Respectfully yours,

Christopher R. Hoffman  
Township Manager

CRH/wlm

## Subdivision/Land Development

### Sketch Plan:

Applicant shall submit fifteen (15) copies of sketch plan, one (1) application form, (1) fee agreement and photographs

### Fees

#### Subdivision:

2 lots	\$500.00
3 or more lots	\$800.00

Land Development	\$800.00
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### Preliminary Plan:

Applicant shall submit eighteen (18) copies of the preliminary plan, one (1) application form, one (1) fee agreement, one (1) MCPC form and photographs

### Fees

#### Subdivision:

2 - 10 lots	\$150.00
11-100 lots	\$500.00
101 or greater	\$750.00

#### Land Development:

##### Residential, dwelling units

2 - 10	\$150.00
11 - 100	\$500.00
101 or greater	\$750.00

#### Nonresidential

All land development	\$500.00
Plus additional fee per acre	\$50.00

### Final Plan:

Applicant shall submit fourteen (14) copies of the final plan, one (1) application form, one (1) fee agreement, one (1) MCPC form and photographs

### Fees

#### Subdivisions:

2 - 10 lots	\$150.00
11 - 100 lots	\$500.00
101 or greater	\$750.00

#### Land Development:

##### Residential, dwelling units

2 - 10	\$150.00
11 - 100	\$500.00
101 or greater	\$750.00

#### Nonresidential

All land development	\$500.00
Plus additional fee per acre	\$50.00

## Escrow for ALL SD/LD Applications

### Subdivision, lot

2-10	\$5000.00
11-50	\$7500.00
51 or greater	\$15,000.00

### Land Development

#### Residential, dwelling units

1-10	\$5000.00
11 – 50	\$7500.00
51 or greater	\$15,000.00

#### Nonresidential, sq. ft. of gross floor area

Less than 10,000	\$7500.00
10,001 to 24,999	\$12,000.00
25,000 or greater	\$15,000.00

### Fee in Lieu of Dedication

Per residential dwelling unit	\$1000.00
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### **CHANGE OF ZONING OR CONDITIONAL USE**

\$250 (Fee)  
\$3000(Escrow)

### **CURATIVE AMENDMENT**

\$1000



## MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

# Act 247 Review Guidelines

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

*Effective May 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	Public School Facilities	No	45
408	Official Map	No	45
502	Subdivision and Land Developments	Yes	30
505	Subdivision & Land Development Ordinance Amendments	Yes*	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, SALDO 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 and a completed Applicant Request for County Review form to the local municipality.
2. The municipality will submit the application to the county via an online 247 Submission Portal. After the county receives and verifies the submission for accuracy, the county will forward a summary of the application and a request for payment to the applicant's representative.
3. The applicant may pay any county fees online via a credit card or electronic check, or they may choose to send a check or money order to the county made payable to the MONTGOMERY COUNTY TREASURER. More specific instructions for both options will be sent with the application summary.

4. The review time limit is intended to begin when MCPC receives the application from the municipality provided applicable fees and any necessary information are promptly returned. Should payment or requested information go unresolved, the county may suspend or postpone the review time limit.
  5. 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. 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.



# 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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.

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### Residential Subdivisions and/ or Land Developments

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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.

Number of Lots or Dwelling Units ( <i>greater number applies</i> )	Base Fee + Fee per Lot or Dwelling Unit
1– 3*	\$150 (flat fee)
4 – 20	\$180 + \$23 per unit
21 – 100	\$450 + \$21 per unit
101+	\$1,060 + \$20 per unit

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### Nonresidential Land Developments and Conversions

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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.

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq.Ft. ( <i>rounded to nearest whole dollar</i> )
1 – 3,000 Sq. Ft.	\$220 flat fee
3,001 – 25,000 Sq. Ft.	\$519 + \$27 for every 1000 Sq. Ft.
25,001 – 50,000 Sq. Ft.	\$1,050 + \$23 for every 1000 Sq. Ft.
50,001 – 100,000 Sq. Ft.	\$1,550 + \$20 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$2,580 + \$15 for every 1000 Sq. Ft.

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### Nonresidential Subdivisions

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

Number of Lots	Base Fee + Fee per Lot
1 – 3	\$555 flat fee
4 or more	\$555 + \$88 per lot

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### Other Reviews

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- 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

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### Resubmissions

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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.

LOWER MORELAND TOWNSHIP  
CONTRACT FOR PROFESSIONAL SERVICES

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, by and between LOWER MORELAND TOWNSHIP, Montgomery County, Pennsylvania, with offices located at 640 Red Lion Road, Huntingdon Valley, PA 19006 (hereinafter referred to as "Township") and \_\_\_\_\_, having a mailing address of \_\_\_\_\_ (hereinafter referred to as "Developer").

W I T N E S S E T H:

WHEREAS, the Developer is the legal or equitable owner of certain real estate bearing Montgomery County Tax Map Parcel No. 41-\_\_\_\_\_, located along \_\_\_\_\_ Road, within the \_\_\_\_\_ Zoning District; and

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

WHEREAS, the Developer has requested and/or requires the Township approval and/or review of its proposed plans, and the Township is willing to authorize its professional consultants to review said plans and/or proposals upon execution of this agreement, and upon deposit of an escrow account according to the current Lower Moreland Township Fee Schedule.

NOW, THEREFORE, the parties agree as follows:

1. The Developer and Township hereby authorize and direct the Township's professional consultants, as defined at Section 107 of the Pennsylvania Municipalities Planning



Code to review Developer's plans or proposals to use its property, and to make such recommendations and specifications as may be necessary with respect to such plans in accordance with all applicable Township ordinances, and State and Federal rules and regulations.

2. The Developer and Township acknowledge that the Township will incur costs and fees relating to the review of Developer's plans by its professional consultants, and Developer agrees to pay and/or reimburse the Township for such costs in accordance with this agreement.

3. The Developer shall pay the professional consultant's charges and fees for the following: (a) review of any and all development plans, proposals, studies, or other correspondence relating to the development; (b) attendance at any and all meetings relating to Developer's plan or proposal; (c) preparation of any studies, reports, engineered plans, surveys, appraisals, legal documents, or other correspondence relating to Developer's plan or proposal. It is understood by the execution of this agreement that the Developer specifically accepts the Fee Schedule currently in effect in the Township.

4. The Developer hereby agrees to deposit with the Township the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), payable as cash in U.S. Dollars or check drawn on a Pennsylvania bank, as security for the payment of all costs and expenses, charges and fees as set forth in Paragraph 3 above, upon execution of this agreement, which shall be held in a non-interest-bearing account by the Township.

In the event that the above deposited escrow fund shall fall below fifty percent (50%) of the original deposit, the Developer shall immediately, upon receipt of written notice from the Township or its agent(s), deposit sums with the Township necessary to replenish the account to its original balance. In the event that this is insufficient to pay current Township-incurred expenses, Developer agrees to pay the total amount currently due for Township-incurred expenses without delay in addition to re-establishing the base escrow account balance. The Township will use its best efforts to advise the Developer of the impending likelihood that its costs have exceeded the required escrow account sums as described above.



5. Developer and Township agree that upon completion of the Township's review of Developer's plan or proposal, all unused portions of the escrow account as described above shall be returned to the applicant upon written request to the Township Manager. If the plan or proposal constitutes a subdivision or land development for which a Development and/or Financial Security Agreement is required by the Township, Developer shall execute a new Development Agreement which will estimate the professional consultant's costs for the period governing the beginning of construction through the end of dedication. The parties acknowledge and agree that any new Development Agreement shall provide a schedule for periodic release of professional consultant fees for the construction and dedication phase of the project.

6. Developer and Township acknowledge that Section 180 of the Lower Moreland Township Subdivision and Land Development Ordinance require Developer to pay Township's professional consultant fees relating to this plan or project; and in the event that Developer fails to provide sufficient funds in the above-described revolving escrow account upon fifteen (15) days written notice to the Developer or make the initial deposit payment described above within five (5) days of the date of this agreement, Developer shall be in default of this agreement and in violation of the above Sections of the Subdivision and Land Development Ordinance.

In the event of Developer's default as described above, the Township may refuse to issue any permit or grant any approval necessary to further improve or develop the subject site until such time as the terms of this agreement are strictly met by Developer.

7. Developer and the Township further agree that all fees or costs arising out of this agreement shall be paid prior to the issuance of any permit, occupancy or otherwise, for the use, improvement or construction of the buildings as proposed on the Developer's final plan or project. The Developer agrees and acknowledges that no permit, occupancy or otherwise, or recordable linens, shall be released by the Township until all outstanding professional consultant fees and costs are paid to the Township, and provided that the Developer is not in default under this agreement.

8. The Developer may at any time terminate all further obligations under this

Agreement by giving fifteen (15) days written notice to the Township that it does not desire to proceed with the development as set forth on the plan and upon receipt of such written notice by the Developer to the Township, the Developer shall be liable to the Township for its costs and expenses incurred to the date and time of its receipt of the notice, plus the applicable administrative costs and expenses as outlined in Paragraph 3 above.

9. The Developer and the Township further agree that the Township shall have the right and privilege to sue the Developer or then property owner in assumpsit for reimbursement or to lien the property or both, in its sole discretion, for any expense in excess of the then current balance of funds on deposit with the Township in accordance with this agreement incurred by the Township by reason of any review, supervision and inspection of Developer's project by its professionals including, but not limited to, the Township Engineer and Solicitor. The Township's election of its remedies under this paragraph shall not constitute a waiver of any other remedies the Township may have.

10. The Developer and the Township acknowledge that this agreement represents their full understanding as to the Township's reimbursement for professional or consultant services and that the parties intend to execute Development and Financial Security Agreements if the project constitutes a subdivision or land development under Township ordinances. Any such Development and Financial Security Agreements may incorporate or replace the parties agreement and escrow fund established under this contract.

11. This agreement shall be binding on and inure to the benefit of the successors and assigns of Developer. The Township shall receive thirty (30) days advance written notice from Developer of any proposed assignment of Developer's rights and responsibilities under this Contract for Professional Services.

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

TOWNSHIP:

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

DEVELOPER:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Print*

Name: \_\_\_\_\_  
*Signature*

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

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

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



**Lower Moreland Township Professional Services Hourly Rates**

*Editor's Note: A copy of a Lower Moreland Township Contract for Professional Services is on file in the Township offices.*

Township staff		
	Civil engineering	\$102.50
	Planner	\$135.00
	Authority engineering	\$130.00
	Traffic engineering	\$195.00
	Environmental Consultant	\$120.00
Legal fees		
	Real estate, includes all real estate, subdivision and land development matters arising from formal applications filed with the Township	\$200.00
	Plan Reviewer (Keystone)	\$65.00