

SALFORD TOWNSHIP

PLANNING COMMISSION

Barbara McMonagle, Chairman

Curt Klingerman, Vice-Chairman

Daniel Harrell, Secretary

Barbara Lynch, Member

Ray Moyer, Member

Planning Commission Meets the Last Wednesday of Month

Salford Township Municipal Building
139 Ridge Road, Tylersport PA 18971

7:30 PM

Municipal Office – 215-257-5664

This information is issued as a guide to explain in abbreviated form the steps involved in the subdivision and land development process. It is intended as an aid to those considering the subdivision of property or the development of a parcel of land and is for general reference only.

This information is abstracted from the **Salford Township Subdivision and Land Development Ordinance⁽¹⁾**, the **Township Zoning Ordinance⁽¹⁾**, and from various state laws and regulations. It is, therefore, summary in nature. Nothing contained in this pamphlet shall be considered legally binding upon either the Township or the Applicant. Applicants for subdivision or land development are specifically advised to obtain copies of the various ordinances and regulations and to follow the procedures and requirements therein, rather than relying on this brochure for detailed information.

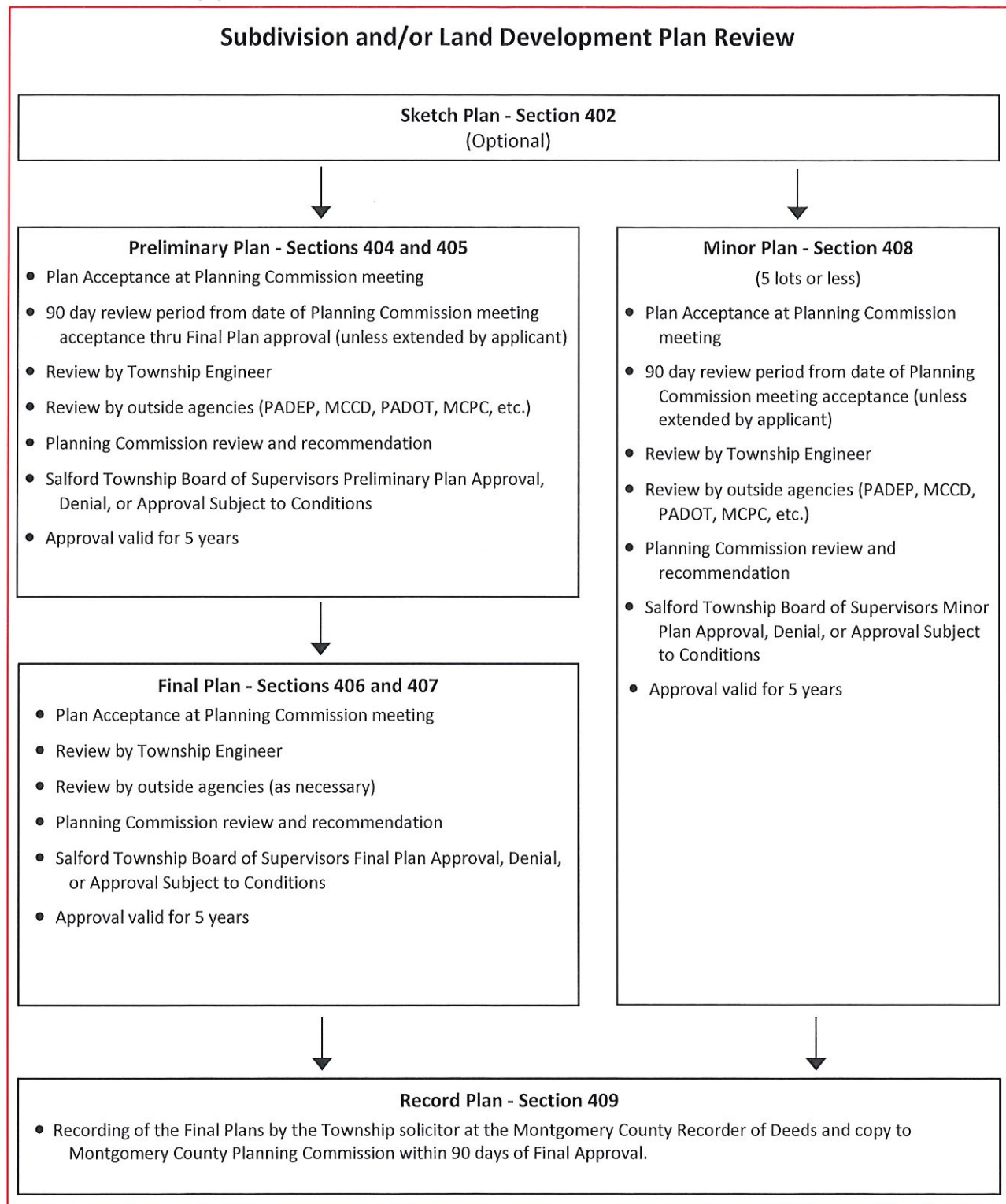
The following brief definitions may be helpful:

SUBDIVISION – is the process of dividing a parcel of land into two (2) or more separate parcels for the purpose of sale, lease or other use. Division of land in 10 acres or larger parcels for agricultural purposes is exempt from review by the Township. However, division of land in order to sell it or otherwise transfer title is not considered division for “agricultural purposes”.

LAND DEVELOPMENT – is the improving of land by the erection of buildings or other structures. Erection of single family residences and their associated accessory buildings (such as garages, utility sheds, etc.) on individual lots is not considered Land Development and is not subject to review by the Planning Commission.

ALL PLANS (INCLUDING REVISIONS), EXCEPT SKETCH PLANS, ARE TO BE RECEIVED BY THE TOWNSHIP OFFICE AT LEAST TWO (2) WEEKS PRIOR TO THE NEXT PLANNING COMMISSION MEETING AND THE MONTGOMERY COUNTY REVIEW FEE AND TOWNSHIP ESCROW RECEIVED BY THE TOWNSHIP SECRETARY. DURING THAT TIME, THE TOWNSHIP ZONING OFFICER WILL EXAMINE THE PLAN FOR COMPLETENESS AND MAY REFUSE TO CONSIDER THE PLAN IF IT IS NOT COMPLETE. WHERE ONLY SMALL DISCREPANCIES EXIST, THE ZONING OFFICER MAY TEMPORARILY WAIVE THESE IRREGULARITIES ON THE CONDITION THAT THEY ARE CORRECTED BEFORE FINAL PLANNING COMMISSION ACTION. ONCE THE ZONING OFFICER CONSIDERS THE PLAN COMPLETE, IT CAN BE FORWARDED FOR REVIEW TO THE TOWNSHIP PLANNING COMMISSION, TOWNSHIP ENGINEER, MONTGOMERY COUNTY PLANNING COMMISSION AND ANY OTHER APPROPRIATE AGENCIES FOR REVIEW. THE TOWNSHIP WILL FORWARD THE REVIEW FEE TO THE COUNTY AND DEPOSIT THE TOWNSHIP ESCROW FEE AT THIS TIME.

ALL PLANS, EXCEPT SKETCH PLANS, ARE TO BE RECEIVED BY THE TOWNSHIP OFFICE AT LEAST TWO (2) WEEKS PRIOR TO THE NEXT PLANNING COMMISSION MEETING.



The chronological steps in Subdivision or Land Development are outlined below:

1. **Sketch Plan:** (Submission of a Sketch Plan is Optional) The Planning Commission has found in the past that they are often able to help a prospective subdivider work out an intelligent plan for his proposal that is to his benefit. All Applicants are, therefore, encouraged to discuss their proposals in sketch form with the Planning Commission. This is also a good way for the Applicant to acquaint himself with the legal requirements he must meet for an actual subdivision.

Formal plans or blueprints are not required. Provide sufficient information for the Planning Commission to give the Applicant intelligent help. The Applicant may bring existing plot plans, photographs or anything else he feels will be of help in discussing his land. We repeat: this step is optional, but many of our friends and neighbors who have subdivided land can attest to its benefits.

2. **Sewage Tests and Sewage Planning Module:** Prior to submission of the Preliminary Plan to the Township Planning Commission, the Applicant should have sewage tests made on all proposed lots which do not have an existing septic system. Contact the Montgomery County Health Department at 610-970-5040.

During the Sewage Test process, the Applicant and his engineer or surveyor should complete the required four (4) copies of the Department of Environmental Protection form "Planning Module for Land Subdivision". These are obtainable from the Montgomery County Health Department. Note: Approval of the Sewage Permit or a minimum of the Sewage Planning Module is required prior to Township Preliminary Plan approval.

3. **Preliminary Plan:** If a plan does not qualify to be reviewed as a Minor Plan (see #6 below), it must go through a two-step procedure beginning as a Preliminary Plan. Ten (10) paper copies plus an electronic .pdf and AutoCAD file of the plan are required. No mylar copies are required at this time. Plans must contain all the items required by Section 405 of the Subdivision and Land Development Ordinance. If common sewer or septic facilities are planned, Engineering reports must be submitted.

- 3.1. **Township Planning Commission:** Once considered complete by the Zoning Officer, the Planning Commission will accept the plan for review at their next scheduled meeting. The Planning Commission will note on a standard form any corrections which must be made and the Applicant will receive a copy.

- 3.2. **Planning Commission Action on Preliminary Plan:** Montgomery County Planning Commission has thirty (30) days to review the Plan. Upon receipt of the County review letter or on the expiration of the review period without County response, the Township Planning Commission will notify the Applicant of County's comments, if any. The Applicant shall make these corrections, corrections recommended by the Township Engineer or other agencies and the corrections previously noted by the

Township Planning Commission on the plans and then submit revised plans to the township at least two (2) weeks prior to the next Planning Commission meeting. Once the Planning Commission is satisfied all the corrections are made, the Planning Commission will make a recommendation to the Board of Supervisors.

3.3. Board of Supervisor Action on Preliminary Plan: At the next regularly scheduled Board of Supervisor meeting, the Applicant will present plans with Planning Commission recommendation. The Applicant should also bring evidence of approval of Sewage Permit from the Montgomery County Health Department or Sewage Planning Module from PA Department of Environmental Protection (DEP).

The Board of Supervisors will approve or disapprove the plan – they may also approve the plan subject to certain conditions. Approval of the Preliminary Plan constitutes the Board's approval of the general design and approach. This plan will not be recorded and it does not authorize the sale of lots or building of improvements. If a Final Plan is not submitted to the Township within five (5) years from the date of Preliminary Plan approval, Preliminary Plan approval becomes null and void.

4. **Final Plan:** The Applicant will submit ten (10) paper copies plus an electronic .pdf and AutoCAD file of the plan. No mylar copies are required at this time.

- a) Following approval of the Preliminary Plan; or
- b) If the Applicants plan qualifies as a Minor Plan and is accepted as a Final Plan.

Plans must contain all the items required by Section 407 of the Salford Township Subdivision and Land Development Ordinance.

4.1. Action by Planning Commission on FINAL PLAN: Once considered complete by the Zoning Officer, the Planning Commission will accept the Final Plan for review at their next scheduled meeting. The Montgomery County Planning Commission has thirty (30) days to review the Plan. Upon receipt of the County review letter or on the expiration of the review period without County response, the Township Planning Commission will notify the Applicant of County's comments, if any. The Applicant shall make these corrections, corrections recommended by the Township Engineer or other agencies and those corrections previously noted by the Township Planning Commission on the plan and then submit revised plans to the township at least two (2) weeks prior to the next Planning Commission meeting. Once the Planning Commission is satisfied all the corrections are made, the Planning Commission will make a recommendation to the Board of Supervisors.

4.2. Action by Board of Supervisors on FINAL PLAN: At the next regularly scheduled Board of Supervisor meeting, the Applicant will present the FINAL Plan with Planning Commission recommendation.

The Board of Supervisors will approve or disapprove the plan – they may also approve the plan subject to certain conditions.

5. **Record Plan:** Upon approval of the Final Plan by the Board of Supervisors, the Applicant will submit two (2) mylar and four (4) paper copies plus an electronic .pdf and AutoCAD file of the plan. One (1) mylar copy and one (1) paper copy of the plan will be retained by the Township for their records. Within ninety (90) days after the date of final approval, the Township Solicitor shall record one (1) copy of the Final Plan in the Office of the Recorder of Deeds of Montgomery County and a copy filed with the Montgomery County Planning Commission. Within 10 days thereafter, the Township Solicitor shall furnish the Township with a copy of the Recorder of Deeds Certificate that the Plan is properly recorded.
6. **Minor Plan:** There are two (2) alternative procedures for submitting a Preliminary Plan. If the subdivision has five (5) lots or less (including the original parcel), and does not require the construction of new streets or other improvements, it may be treated as a “Minor Plan”. If more than five (5) lots or if improvements must be built, plans must be submitted as described starting in #3 above.
 - 6.1. **Minor Plan:** If the subdivision meets all of the requirements of the Subdivision and Land Development Ordinance for a Minor Plan, Section 408, the Applicant may ask that the plan be reviewed in a single step as a Preliminary and Final Plan. Note: if a previous Minor Plan has taken place on a tract, the Minor Plan procedure may not be used for subsequent subdivisions on the same parcel.
7. **Sewage Permit:** Apply to the Montgomery County Health Department for issuance of the actual sewage permit based upon the previously submitted Sewage Planning Module and system design. Sewage permit may be issued as soon as the Montgomery County Health Department receives a notice of subdivision approval from Applicant. Sewage permit is a pre-requisite for Zoning Permit issuance.
8. **Permit to Build:** Apply to the Township Zoning Officer for a Zoning Permit prior to beginning construction.