

SALFORD TOWNSHIP

Sub-Division Procedures

Planning Commission

Barbara McMonagle, Chairman

Curt Klingerman, Vice Chairman

Daniel Harrell, Secretary

Barbara Lynch, Member

Vacant

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

SUB-DIVISION and LAND DEVELOPMENT

PROCEDURES

This information is issued as a guide to explain in abbreviated form the steps involved in the sub-division and land development process. It is intended as an aid to those considering the sub-division of property or the development of a parcel of land.

This information is abstracted from the **Salford Township Sub-Division and Land Development Ordinance⁽¹⁾**, the **Township Zoning Ordinance⁽¹⁾**, and from various state laws and regulations. It is, therefore, extremely sketchy in nature. Nothing contained in this pamphlet shall be considered legally binding upon either the Township or the Applicant. Applicants for sub-division 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:

SUB-DIVISION – 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.

The chronological steps in Sub-Division or Land Development are outlined below:

1. **Sketch Plan**: The Planning commission has found in the past that they are often able to help a prospective sub-divider 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 sub-division.

Formal plans or blueprints are not required. What is needed is sufficient information for the Planning Commission to give the applicant intelligent help. 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 sub-divided land can attest to its benefits.

2. **Sewage Tests and Planning Module**: Prior to submission of the plans to the Township Planning Commission, 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, applicant, his engineer or surveyor should complete the required four (4) copies of the Department of Environmental Resources form "Planning Module for Land Subdivision". These are obtainable from the Montgomery County Health Department. Note: approval of Sewage Permit or a minimum of the Planning Module is required prior to Township Plan approval.

3. **Preliminary Plan:** There are two (2) alternative procedures for submitting a Preliminary Plan. If the sub-division 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 Sub-Division". If more than five (5) lots or if improvements must be built, plans must be submitted as described in paragraph 3.2.
 - 3.1. **Minor Sub-Division:** If the sub-division meets all of the requirements of the Sub-Division and Land Development Ordinance for a minor sub-division, applicant may submit a complete plan meeting all requirements of the SDLDO for a Preliminary and Final Plan and ask that the plan be reviewed in a single step as a Final Plan. Note: if a previous minor sub-division has taken place on a tract, the minor sub-division procedure may not be used for subsequent sub-divisions on the same parcel.
 - 3.2. **Preliminary Plan:** If a plan does not qualify to be reviewed as a Minor Sub-Division, it must go through a two-step procedure beginning as a Preliminary Plan. Preliminary Plans shall be submitted to the Township Planning Commission at a regularly scheduled meeting. Four (4) paper copies of the plan are required. No linen copies are required at this time. Plans must contain all the items required by Section 404 of the Sub-Division and Land Development Ordinance. If common sewer or septic facilities are planned, Engineering reports must be submitted.
 - 3.3. **Township Planning Commission** will examine plan for completeness and may refuse to consider it if not complete. Where only small discrepancies exist, however, the Planning Commission may waive these irregularities on the condition that they are corrected before final Planning Commission action. Planning Commission will note on a standard form any corrections which must be made and applicant will receive a copy. Planning Commission will forward plan to Montgomery County Planning Commission and other appropriate agencies for review. Township will forward review fee to County.
 - 3.4. **Planning Commission Action on Preliminary Plan:** Montgomery County Planning Commission has thirty (30) days to review the Plan. Upon receipt of County review letter or on the expiration of the review period without County response, the Township Planning Commission will notify applicant of County's comments, if any. Applicant shall make these corrections and corrections previously noted by the Township Planning Commission on the plans.
 - 3.5. **Board of Supervisor Action on Preliminary Plan:** At the next regularly scheduled Board of Supervisor meeting, applicant will present plans with Planning Commission recommendation. Applicant should also bring evidence of approval of Sewage Permit or Planning Module from County Health Department.

Board of Supervisors will approve or disapprove plan – they may also approve plan subject to certain conditions. Applicant will pay sub-division fee at this time. Approval of 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 three (3) years from the date of Preliminary Plan approval, Preliminary Plan approval becomes null and void.

4. **Final Plan:** Final Plan is submitted for review:
 - a) Following approval of a Preliminary Plan; or
 - b) If applicants plan qualifies as a Minor Sub-Division and is accepted as a Final Plan.

It shall be submitted to the Township Planning Commission at a regularly scheduled meeting and the review procedure will be the same as that described for a Preliminary Plan. Fees and the times at which they are paid will also be the same as for Preliminary Plan.

4.1. **Action by Planning Commission and Board of Supervisors on FINAL PLAN:** Following all required reviews, recommendations by the Planning Commission and action by the Board of Supervisors will proceed as described for a Preliminary Plan. Applicant will submit two (2) mylar and six (6) paper copies for action to Planning Commission.

4.2. **Recording of FINAL PLAN:** One (1) mylar copy of Plan will be retained by Township for their records along with four (4) paper copies. Within ninety (90) days after the date of final approval applicant shall record one (1) mylar copy of the Final Plan in the Office of the Recorder of Deeds of the County. Prior to recording, applicant will file one paper copy of the Plan with County Planning Commission. County Planning Commission will place a receipt stamp on the Recorder of Deeds copy. Within ten (10) days thereafter, the sub-divider or developer shall furnish the Township with a copy of the Recorder of Deeds Certificate that the Plan is properly recorded. Plans not recorded within ninety (90) days will be null and void.

5. **Sewage Permit:** Apply to the 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 County Health Department receives a notice of sub-division approval from applicant. Sewage permit is a pre-requisite for Zoning Permit issuance.

6. **Permit to Build:** Apply to Township Zoning Officer for a Zoning Permit prior to beginning construction.