



Borough of Pottstown

*Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525
610-970-6520
Email: LNIAdmin@pottstown.org*

PLANNING APPLICATION

YOU MUST SUBMIT

- 1. 4 PAPER PACKETS to include the following:**
 - a. The application**
 - b. The plan (architectural elevations required as part of the plan)**
- 2. 2 Paper Copies of the Storm Water Drainage Calculations**
- 3. 1 DIGITAL flash drive containing items 1-4 above**
- 4. Check(s) payable to Borough of Pottstown for fees and escrow**

Application Fees are Non-Refundable

County Fees: Montgomery County Departments will invoice for their fees. Please contact them directly with any questions.

APPLICATION FOR REVIEW OF A SUBDIVISION/LAND DEVELOPMENT PLAN

1. Name of Project _____
2. Location/Address of Project _____

3. Number of Deed Book and Page # of Deed _____
Or Attach a Copy of the Deed
4. Type of Project : Select **Minor** or **Full** Land Development and/or Subdivision

Minor Land Development/Subdivision:

Lot Line Adjustment Minor Subdivision

Simple Conveyance Minor Land Development

Residential Application Fee = \$500, Plus Escrow = \$2,500
Commercial Application Fee = \$500, Plus Escrow = \$2,500
\$25. per revised plan submission

OR

Full Land Development/Subdivision:

Land Development:

*Residential Application Fee = \$500, Plus \$50 per dwelling unit
Escrow = \$2,500 1st Unit, Plus \$500 each additional unit

*Commercial/Industrial Application Fee = \$500, Plus \$100 per acre
Escrow = \$5,000 1st 5,000 sq ft of building area, Plus \$1,000 each additional
1,000 sq ft of building area or fraction thereof – Max \$10,000

*When applying for both Land Development AND Subdivision this application fee may be reduced by 50%
\$25. per revised plan submission

Subdivision Fee:

Residential Application Fee = \$500, Plus \$50 per lot
Residential Escrow = \$2,500 1st Unit, Plus \$500 each additional unit

Commercial Application Fee = \$500, Plus \$100 per lot
Commercial Escrow = \$5,000 1st 5,000 sq ft, Plus \$1,000 each 1,000 sq ft of
building area – Max \$10,000
\$25. per revised plan submission

Office Use: Application = 232/ 01.361.315 Escrow = 230/ 90.248.010

5. Applicant Name _____
 Address _____

 Email Address _____ Telephone _____

6. Applicant's Interest is as:
 Equitable Owner
 Agent of Owner
 Describe nature of any equitable interest _____

7. Property Owner of Record Name _____
 Address _____

 Email Address _____ Telephone _____

8. Engineer Name and Firm _____
 Address _____

 Email Address _____ Telephone _____

9. Legal Firm (if applicable): _____
 Attorney Name _____ Telephone _____
 Attorney Mailing Address _____

10. Total Area of Property _____ acres/square feet

11. Type of Development Proposed

Type of Use	No. of Lots	No. of Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subdivision or Expansion of Existing	_____	_____
Conversion of Existing From	_____	_____
TO	_____	_____
Condominium of Cooperative Ownership	_____	_____
Other (please describe) _____	_____	_____
_____	_____	_____

12. Are there any approved zoning variances or special exceptions for this development? If so, please summarize.

Attach a copy of the approved variance or special exception.

APPLICATION FOR REVIEW OF A SUBDIVISION AND LAND DEVELOPMENT PLAN

CHECKLIST

SUMMARY OF GENERAL SUBMISSION REQUIREMENTS FOR AN INITIAL (PRELIMINARY) PLAN OF SUBDIVISION AND LAND DEVELOPMENT

To accept a Subdivision or Land Development Plan for comprehensive review by the Pottstown Planning Commission requires all applicable information and drawings, as outlined in the Pottstown Subdivision and Land Development Ordinance. This checklist should be used as a guide for the preparation of plans. The checklist is only an outline.

Applicants should refer to the requirements detailed under Ordinance 2181, Chapter 22, and Chapter 22 Appendix A3. Incomplete submissions will not be accepted for review.

Applicant must check items:

1. _____ Name, address, and telephone number of person who prepared plan.
2. _____ Name, address, and telephone number of the property owner record.
3. _____ Name of subdivision and/or development, and of Borough.
4. _____ A graphic scale, written scale, and north point.
5. _____ Date original plan was completed.
6. _____ Street address and/or the block and lot number from County tax maps.
7. _____ The entire tract boundary with bearings and distances.
8. _____ Names of all abutting subdivisions or landowners.
9. _____ A key map relating the site to known landmarks, street network, waterways, etc..
10. _____ A key map with match lines to show the entire development, water courses, utilities, street drives, topography, etc..
11. _____ A statement of total acreage.
12. _____ Zoning district designation and a statement of required zoning data, as compared to proposed development.
14. _____ Zoning setback lines for buildings, drives, and parking areas.
15. _____ Existing contours and elevations and a general indication of any proposed changes to the topography.
16. _____ Existing utility lines and a general indication of any proposed changes or additions.
17. _____ Existing and proposed buildings, drives, fences, tree masses, and individual large trees.
18. _____ Existing and proposed streets, alleys, rights-of-way, sidewalks, etc.
19. _____ Existing flood plains, floodways, wetlands, and types of soil.

20. _____ The layout of proposed streets, sidewalks, alleys, trails, buildings, etc
21. _____ The layout and general dimensions of proposed lots, their area, and an identification number for each lot.
22. _____ A statement of intended use of all lots, parcels, and building units.
23. _____ A statement of the total number of lots, parcels, and parking spaces.
24. _____ Indicate tree masses and individual large trees that are intended to be cleared.
25. _____ Landscape plan showing the proposed general arrangement and types of plant materials for streets, parking areas, open space, buffering, screening, ground cover, slope protection, etc.
26. _____ Any proposed detention ponds, swales, culverts, popes, and other drainage devices and preliminary storm water calculations.
27. _____ The location, type, use, and general size of any existing and proposed outdoor storage areas, trash stations, ground surface utilities, etc.
28. _____ The general location and size of any signs.
29. _____ A plan for controlling erosion and sedimentation.
30. _____ Any areas dedicated for conservation easements, parks, or reserved public use and a description of such governing conditions.
31. _____ All certifications, as required.

The undersigned represents that all applicable items have been considered and plans or other documents have been prepared and completed to the best of his/her ability to conform to the submission requirements.

Date: _____

Signature of Owner or Applicant

NOTICE

The Borough has established a procedure for maintaining review fees for all subdivision and land developments.

The Borough shall maintain a record of all costs, including but not limited to engineering, legal administration, and advertising incurred for the processing of said subdivision and land development.

When the initial review fee is diminished to 50% of the original amount established, the Borough shall invoice the applicant with the charges so incurred and request that the applicant provide to the Borough additional monies to replenish the initial amount of the review fee posted.

A condition for final approval of the plan shall be an accounting of said cost expended by the Borough. Should the accounting establish a cost in excess of the review fees paid by the applicant, prior to final approval, and prior to release of any subdivision or land development plan, the applicant shall pay to the Borough the difference between the actual costs expended by the Borough in processing the application and the amount of review fees paid.

Within six months after final approval by Borough Council, the applicant may request in writing from the Borough a refund of any review fees that are being held by the Borough that have not been expended.

Stormwater specific: In the event there are insufficient funds in the escrow account, no further review of the application and/or plan shall occur until the amount has been paid in full and the escrow amount is replenished.

A Post Construction Inspection Fee will be calculated upon review of the Engineer and must be submitted with the required Stormwater Maintenance Agreement (O&M).

Date: _____

Signature of Owner or Applicant