



## SPRINGFIELD TOWNSHIP APPLICATION FOR SUBDIVISION AND LAND DEVELOPMENT APPROVAL

### SUBDIVISION PROCEDURES

All applicants must complete the Application for Subdivision Approval to follow and submit it to the Office of Community Development with the following information:

- A. Six (6) sets of stapled and folded plans.
- B. Prevailing application fees must be paid to Springfield Township at the time of application. Only checks or money orders will be accepted by the Code Enforcement Department. All application fees are deposited into the general revenue fund.
- C. Prevailing application fees and a Request for Review by the Montgomery County Planning Commission. All checks must be made payable to the Montgomery County Treasurer and submitted to Springfield Township at the time of application (see MCPC review form and fee schedule).
- D. A professional services agreement with the requisite financial security must also be submitted at the time of application. The financial security may be established at a financial institution of the applicant's choice. **The Township will not accept a cash or personal check as escrow.**
- E. Required Stormwater Management calculations.
- F. Subdivision and Land Development checklist.

A copy of the plans will be forwarded to all Township review boards as required. Comments from the review boards are due to be submitted to the Manager's Office within 60 days of the date of the application.

The applicant has the ability to waive the 90-day review period. If additional time is required, the applicant may consider granting an extension. All extensions and waivers must be done in writing.

Once the Planning Commission and all other review boards have completed their reviews, the Board of Commissioner will act on the plan at its next public meeting. Unless waived or an extension is granted, a decision by the Board of Commissioners must be rendered within 90 days per the Pennsylvania Municipalities Planning code (MPC).



**SPRINGFIELD TOWNSHIP  
APPLICATION FOR  
SUBDIVISION AND LAND DEVELOPMENT APPROVAL**

**APPLICATION FOR SUBDIVISION APPROVAL**

A. Application is hereby made for approval by the Board of Commissioners of the attached Subdivision Plan.

B. Name of Subdivision: \_\_\_\_\_

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

C. Name of Owner: \_\_\_\_\_

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

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

D. Name of Applicant: \_\_\_\_\_

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

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

E. Name of Engineer, Surveyor, or Planner responsible for preparation of the plan

\_\_\_\_\_

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

F. Existing Zoning Classification: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

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

G. Does this application meet all the requirements of the existing Zoning Classification? ( ) Yes ( ) No (if no, attach a list of variances and/or special exceptions)



**SPRINGFIELD TOWNSHIP  
APPLICATION FOR  
SUBDIVISION AND LAND DEVELOPMENT APPROVAL**

H. Is the property subject to any encumbrances, deed restrictions, etc.? ( ) Yes  
( ) No (if yes, attach a copy)

I. List any additional materials submitted with this application

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

J. Springfield Township Fee Schedule (non-refundable):

Checks must be made payable to "Springfield Township".

**Subdivision Fee Schedule**

Use	Sketch Plan	Preliminary Plans	Final Plans
Residential	\$250	\$350 + \$50 per lot	\$500 + \$100 per lot
Nonresidential	\$250	\$300 + \$100 per lot	\$500 + \$150 per lot

K. Escrow Fund

The escrow account shall be established based on the following calculations:

Minor Subdivision (4 lots or fewer)	\$500.00 per lot
Major Subdivision (5 or more lots)	\$1,000.00 per lot

Total Escrow Account \$ \_\_\_\_\_

L. Springfield Township Application Fees

Sketch Plan Fee \$ \_\_\_\_\_

Preliminary Plan Fee \$ \_\_\_\_\_



**SPRINGFIELD TOWNSHIP  
APPLICATION FOR  
SUBDIVISION AND LAND DEVELOPMENT APPROVAL**

Final Plan Fee           \$ \_\_\_\_\_

Total                    \$ \_\_\_\_\_                    Check # \_\_\_\_\_

M. Montgomery County Planning Commission Fee Schedule:  
Checks should be made payable to “Montgomery County Treasurer”.

Residential Subdivision:

<u>Number of Lots or Units (whichever is greater)</u>	<u>General Fee + Fee Per Lot or Unit</u>
1 - 3	\$113 (flat fee)
4 - 20	\$130 + \$16 per unit
21 – 100	\$325 + \$15 per unit
101 +	\$775 + \$14 per unit

Lot Line adjustments with no new development = \$60 flat fee

Nonresidential Subdivision:

<u>Number of Lots</u>	<u>General Fee + Fee Per Lot</u>
1 – 3	\$405 (flat fee)
4 or more	\$405 + \$64 per lot

Total   \$ \_\_\_\_\_                    Check # \_\_\_\_\_

N. Signature

The undersigned represents that to the best of his/her knowledge and belief, all of the above statements are true, correct and complete.

In the event the applicant wishes to have the review by the Township discontinued, the applicant will notify the Township immediately, in writing, and processing of the review will be terminated upon receipt of such written notification to the Township, it being understood that all bills accrued to date of termination will be paid.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT



## SPRINGFIELD TOWNSHIP APPLICATION FOR SUBDIVISION AND LAND DEVELOPMENT APPROVAL

### LAND DEVELOPMENT

The applicant must complete the Application for Land Development Approval to follow and submit it to the Office of Community Development with the following information:

- A. Six (6) sets of stapled and folded plans.
- B. Prevailing application fees must be paid to Springfield Township at the time of application. Only checks or money orders will be accepted by the Code Enforcement Department. All application fees are deposited into the general revenue.
- C. Prevailing application fees and a completed Request for Review by the Montgomery County Planning Commission. All checks must be made payable to the Montgomery County Treasurer and submitted to Springfield Township at the time of application (see MCPC review form and fee schedule).
- D. A professional services agreement with the requisite financial security must also be submitted at the time of application. The financial security may be established at a financial institution of the applicant's choice. **The Township will not accept a cash or personal check as escrow.**
- E. Required Stormwater management calculations.
- F. Subdivision and Land Development checklist.

A copy of the plans will be forwarded to all Township review boards as required. Comments from the review boards are due to be submitted to the Manager's Office within 60 days of the date of the application.

The applicant has the ability to waive the 90-day review period. If additional time is required, the applicant may consider granting an extension. All extensions and waivers must be done in writing.

Once the Planning Commission and all other review boards have completed their reviews, the Board of Commissioner will act on the plan at its next public meeting. Unless waived or an extension is granted, a decision by the Board of Commissioners must be rendered within 90 days as per the Pennsylvania Municipalities Planning code (MPC).



**SPRINGFIELD TOWNSHIP  
APPLICATION FOR  
SUBDIVISION AND LAND DEVELOPMENT APPROVAL**

**APPLICATION FOR LAND DEVELOPMENT APPROVAL**

A Application is hereby made for approval by the Board of Commissioners of the attached Land Development Plan.

B Name of Land Development: \_\_\_\_\_

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

C Name of Owner: \_\_\_\_\_

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

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

D Name of Applicant: \_\_\_\_\_

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

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

E Name of Engineer, Surveyor, or Planner responsible for preparation of the plan

\_\_\_\_\_

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

F Existing Zoning Classification: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ New Non-Res. Floor Area: \_\_\_\_\_ (sq. ft)

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



**SPRINGFIELD TOWNSHIP  
APPLICATION FOR  
SUBDIVISION AND LAND DEVELOPMENT APPROVAL**

Intended Land Use(s)	# of Lots	Units	Buildings
( ) Residential	_____	_____	_____
( ) Commercial	_____	_____	_____
( ) Industrial	_____	_____	_____
( ) Office	_____	_____	_____
( ) Other (Specify below)	_____	_____	_____

G Does this application meet all the requirements of the existing Zoning Classification? ( ) Yes ( ) No (if no, attach a list of variances and/or special exceptions)

H Is the property subject to any encumbrances, deed restrictions, etc.? ( ) Yes ( ) No (if yes, attach a copy)

I List additional material submitted with this application

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

J Springfield Township Fee Schedule (non-refundable):

Checks should be made payable to "Springfield Township".

**Land Development Fee Schedule**

Use	Waiver Request/ Sketch Plan	Preliminary Plans	Final Plans
Residential	\$250	\$200 per D.U.	\$250 per D.U.
Nonresidential	\$250	\$300 + \$100 per acre	\$750 + \$200 per acre



**SPRINGFIELD TOWNSHIP  
APPLICATION FOR  
SUBDIVISION AND LAND DEVELOPMENT APPROVAL**

**K Escrow Fund**

The escrow account shall be established based on the following calculations:

\$3,000.00 per acre or fraction thereof

Total Escrow Amount \$ \_\_\_\_\_

**L Springfield Township Application Fees**

Waiver or Sketch Plan Fee \$ \_\_\_\_\_

Preliminary Plan Fee \$ \_\_\_\_\_

Final Plan Fee \$ \_\_\_\_\_

Total \$ \_\_\_\_\_ Check # \_\_\_\_\_

**G. Montgomery County Planning Commission Fee Schedule**

Checks should be made payable to "Montgomery County Treasurer".

**RESIDENTIAL LAND DEVELOPMENT**

<u>Number of Lots or Units (whichever is greater)</u>	<u>General Fee + Fee Per Lot or Unit</u>
1 - 3	\$90 (flat fee)
4 - 20	\$105 + \$13 per unit
21 - 100	\$260 + \$12 per unit
101 +	\$620 + \$11 per unit

**NON RESIDENTIAL LAND DEVELOPMENT**

<u>Gross Square Feet of New Building</u>	<u>General Fee + Fee for every 1000 gross sq. ft. (round to nearest whole dollar)</u>
1 - 3,000 sq. ft.	\$130 flat fee
3,001 - 25,000 sq. ft.	\$300 + \$16 for every 1,000 sq. ft.
25,001 - 50,000 sq. ft.	\$610 + \$13 for every 1,000 sq. ft.
50,001 - 100,000 sq. ft.	\$900 + \$11 for every 1,000 sq. ft.
100,000 + sq. ft.	\$1500 + \$8 for every 1,000 sq. ft.

Total \$ \_\_\_\_\_ Check # \_\_\_\_\_



**SPRINGFIELD TOWNSHIP  
APPLICATION FOR  
SUBDIVISION AND LAND DEVELOPMENT APPROVAL**

N. Signature

The undersigned represents that to the best of his/her knowledge and belief, all of the above statements are true, correct and complete.

In the event the applicant wishes to have the review by the Township discontinued, the applicant will notify the Township immediately, in writing, and processing of the review will be terminated upon receipt of such written notification to the Township, it being understood that all bills accrued to date of termination will be paid.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT