

**BEDMINSTER TOWNSHIP PLANNING COMMISSION**  
**LAND DEVELOPMENT/SUBDIVISION PLAN DISBURSEMENT GUIDE**

The following is a guide to all applicants for disbursing any and all paperwork/plans for submission:

1.     Bedminster Township Office  
       432 Elephant Road  
       Perkasie, PA 18944  
       215-249-3320  
       Fax: 215-249-8270  
       E-mail:

Preliminary:  
Township Application Form  
Application Fee  
Contract for Professional Services & Fee  
Six (6) preliminary plan copies  
Written requests for modification or waivers  
Planning Modules (if applicable)  
Copy of Property Deed

For Final:  
Final Application & Fee  
Six (6) Paper final plan copies  
Two (2) Mylar final plan (4mils.)  
Final plan on AutoCAD
  
2.     Keyston Municipal Engineering, Tom Fountain  
       123 North Main Street  
       Dublin, PA 18917  
       267-867-1021

Preliminary:  
Township Application Form  
One (1) preliminary plan copy  
Written requests for modification or waivers  
Planning Modules (if applicable)  
Water Resources Impact Study  
    (if required per Section 408)  
Traffic Impact Study  
    (if required per Section 406)  
Storm Water Mgmt. Report  
    (if required per Section 516)  
Aerial Photograph showing proposed parcel  
Copy of Property Deed  
Return Receipts from notification of adjoining  
    property owners

For Final:  
One (1) Paper copy final plan
  
3.     Castle Valley Consultants, George Spotts  
       10 S. Clinton Street, Suite 302  
       Doylestown, PA 18901  
       215-348-8257

Preliminary:  
Township Application Form  
One (1) preliminary plan copy  
Written requests for modification or waivers  
Traffic Impact Study

(if required by Section 406)  
Storm Water Mgmt. Report  
(if required per Section 516)  
Aerial Photograph showing proposed parcel

For Final:  
One (1) Paper copy final plan

4. Bucks County Planning Commission  
The Almshouse, Neshaminy Manor Center  
Application  
Doylestown, PA 18901  
215-345-3416

Preliminary:  
Bucks County Planning Commission

Form & Fee  
One (1) preliminary plan copy  
Planning Modules (if applicable)  
Water Resource Impact Study  
(if required per Section 408)  
Traffic Impact Study  
(if required per Section 406)  
Storm Water Mgmt. Report  
(if required per Section 516)

For Final:  
One (1) Paper final plan copy  
One (1) Mylar final plan copy

Deadlines for Submitting Plans:

All plans must be submitted (no telephone calls or faxes will be accepted) to the Planning Commission Secretary during regular Township office hours, as follows:

- \* **Sketch Plans - 14 calendar days prior to meeting date**
- \* **Minor Subdivisions - 21 calendar days prior to meeting date**
- \* **Major Subdivisions & Land Development - 28 calendar days prior to meeting date**

No formal applications, sketch plans or plan submissions will be accepted at regular monthly meetings or work sessions. Review letters will be published five (5) calendar days prior to the meeting and the applicant must meet with each reviewer prior to the meeting. The applicant must conference with each reviewer prior to the meeting. Failure to conference with the reviewer prior to the Planning Commission meeting may result in the agenda item being tabled within the Planning Commission's discretion.

Bedminster Township  
Subdivision/Land Development Application Requirements

Section 403 Preliminary Plan-Major Subdivision, Land Development or Minor Subdivision

- 1 Township application form and (5) copies \_\_\_\_\_
2. Application Fee \_\_\_\_\_
3. Two (2) copies of BCPC Application Form \_\_\_\_\_
4. Bucks County Planning Commission Fee \_\_\_\_\_
5. Professional Service Agreement and one copy \_\_\_\_\_
6. Professional Service Agreement Fee \_\_\_\_\_
7. Two (2) copies of planning modules (if applicable) \_\_\_\_\_
8. Six (6) copies of Preliminary Plan \_\_\_\_\_
9. Water resources impact study (if required per Section 408) \_\_\_\_\_
10. Traffic impact study (if required per Section 406) \_\_\_\_\_
11. Written requests for modification or waivers \_\_\_\_\_
12. Aerial Photograph showing Proposed Parcel \_\_\_\_\_
13. Return Receipts from notification of adjoining property owners \_\_\_\_\_  
(If required per Section 301)
14. Copy of Property Deed \_\_\_\_\_

Section 404 Final Plan – Major Subdivision, Land Development, or Minor Subdivision

1. Final Application Fee \_\_\_\_\_
2. Final Application Form and (5) copies \_\_\_\_\_
3. Six (6) paper copies of final plan \_\_\_\_\_
4. Two (2) Mylar copies (minimum 4 mil. Thickness for final plan) \_\_\_\_\_
5. Two (2) copies of planning modules \_\_\_\_\_
6. Include area for Township Engineer’s signature in the title block \_\_\_\_\_
7. Final plan on AutoCAD \_\_\_\_\_

Please review attached “Disbursement Guide” and “Meeting Procedures”. If you have any further questions after reading all attachments, please contact the Township office during regular office hours.

**BEDMINSTER TOWNSHIP PLANNING COMMISSION**  
**Application for Subdivision Approval / Land Development**

Name of Subdivision \_\_\_\_\_

Type of submission: (Check)

\_\_\_\_\_ Sketch      \_\_\_\_\_ Preliminary      \_\_\_\_\_ Final      \_\_\_\_\_ Land Development

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

Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Registered Engineer or Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

1. Existing Zoning District: \_\_\_\_\_ Tax Map No. \_\_\_\_\_

2. No. of Lots: \_\_\_\_\_ Total Acreage \_\_\_\_\_

3. Water Supply: \_\_\_\_\_ Public system \_\_\_\_\_ on lot system  
Sewerage System: \_\_\_\_\_ Public system \_\_\_\_\_ on lot disposal

4. Have Sewage Facility Planning Modules been submitted to Bucks County Dept. of Health? \_\_\_\_\_, If yes please provide the DEP Code # \_\_\_\_\_

5. Does the property have a Use Permit? \_\_\_\_\_ if yes, please provide permit # \_\_\_\_\_

6. Date of Deed for Property \_\_\_\_\_, please attach a copy.

7. Are there any prior Subdivision/Land Development plans? \_\_\_\_\_ if yes, please provide Deed Book \_\_\_\_\_ Page No. \_\_\_\_\_

8. Is the property subject to any Deed Restrictions, Covenants or prior plan restrictions? \_\_\_\_\_ if yes, please attach copies.

9. By signing below, applicant grants members of the Bedminster Planning Commission and Staff permission to enter the subject land for site inspection.

10. **Applicant's Initials** \_\_\_\_\_ Please note, the plan review process may take several months, and in some cases go beyond a years' time, depending on the complexity of the submitted plan and its conformity to the Township's established requirements. To expedite the process, we strongly recommend that you or the person preparing your plan pay close attention to and strictly adhere to the plan submission requirements noted in our Subdivision Land Development Ordinance and on the application form. Plans prepared with many errors or omissions, or simply not compliant with Township Ordinances can be very costly. Even if the initial review fee escrow is completely depleted, you are responsible for all review fees and expenses may either be charged directly for such costs or required to make additional escrow deposits to cover them.

Signature of Owner/Applicant \_\_\_\_\_ Revised 4/1/05

**I. SUBDIVISION/LAND DEVELOPMENT FEES**

A.	Sketch Plan	
1.	Sketch Plan Application	\$500.00
	Professional Escrow Account	\$2,000.00
B.	Minor Subdivision	
1.	Application Fee	\$250.00
	Professional Escrow Account	\$2,500.00
C.	Major Subdivision	
1.	Preliminary Plan Application, 3-9 lots	\$600.00
	Professional Escrow Account	\$2,000.00 + \$350.00 for each lot over 3 lots
2.	Preliminary Plan Application, 10-49 lots	\$800.00
	Professional Escrow Account	\$4,500.00 + \$200.00 for each lot over 10 lots
3.	Preliminary Plan Application, 50 lots or more	\$1,000.00
	Professional Escrow Account	\$12,500.00 + \$100.00 for each lot over 50 lots
4.	Final Plan Application	\$800.00
	Professional Escrow Account	Rollover remainder from Preliminary Plan
	Minimum Escrow	\$2,500.00.
D.	Residential Land Development	
1.	Preliminary Plan Application	\$750.00
	Professional Escrow Account	\$2,500.00 + \$100.00/1,000 square feet, or part thereof, of impervious surface
2.	Final Plan Application	\$800.00
	Professional Escrow Account	Rollover remainder from Preliminary Plan
	Minimum Escrow	\$2,500.00
E.	Commercial/Institutional/Industrial Land Development	
1.	Preliminary Plan Application	\$800.00
	Professional Escrow Account	\$3,500.00 + \$100.00/1,000 square feet, or part thereof, of impervious surface
2.	Final Plan Application	\$800.00
	Professional Escrow Account	Rollover remainder from Preliminary Plan
	Minimum Escrow	\$2,500.00
F.	Act 537 Planning Module Review	
	1 – 2 lots	\$400.00
	3 – 9 lots	\$800.00
	10 lots or more	\$1,500.00

**BEDMINSTER TOWNSHIP PLANNING COMMISSION**  
**BUCKS COUNTY, PENNSYLVANIA**

432 Elephant Road  
Perkasie, PA 18944

Office 215-249-3320  
FAX 215-249-8270

Subdivision Approval Extension

Dawn Cook  
Bedminster Township  
432 Elephant Road  
Perkasie, PA 18944

Re: Subdivision Plan Of

On \_\_\_\_\_, I/We submitted for official filing the referenced preliminary plan of subdivision.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code of the Bedminster Township Code, this letter will serve as notice to the Bedminster Township that the requirement that action be taken on this subdivision proposal within ninety (90) days, is hereby waived, without limitation as to time. This waiver is granted to permit us to make such adjustments or revisions to the plans as may be required during the plan review process.

Further, you are hereby assured that we will give Bedminster Township thirty (30) days prior notice if I/We should determine that limiting the time of the review process becomes necessary.

Very truly yours,

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

**BEDMINSTER TOWNSHIP**  
**CONTRACT FOR PROFESSIONAL SERVICES**

***THIS AGREEMENT*** made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, by and between ***BEDMINSTER TOWNSHIP***, Bucks County, Pennsylvania, with offices located at P.O. Box 92, Bedminster, PA 18910 (hereinafter referred to as "***Township***") and \_\_\_\_\_, 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 Bucks County Tax Map No. 01-\_\_\_\_\_, located at \_\_\_\_\_, 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 Bedminster 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 106 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; and (d) a monthly administrative charge of Fifty Dollars (\$50.00) for Township-incurred expenses relating to the administration of this agreement. 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 Sections 604 and 606 of the Bedminster 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 and have affixed their hand and seals the day and year first above written.

BEDMINSTER TOWNSHIP:

\_\_\_\_\_  
Morgan Cowperthwaite, Jr., Chairman

\_\_\_\_\_  
Glenn A. Wismer, Vice-Chairman

\_\_\_\_\_  
Mark W. Schmidt, Member

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

DEVELOPER:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

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