



WARRINGTON TOWNSHIP
852 Easton Road, Warrington, PA 18976
Phone: 215-343-9350 • Fax: 215-343-5944

SUBDIVISION or LAND DEVELOPMENT INSTRUCTIONS

The following narrative describes the steps to follow to obtain approvals for lot line modifications, minor subdivisions, major subdivisions, and land developments. This narrative summarizes the procedures from several sections of the Warrington Township Code of Ordinances including sections regarding Zoning, Subdivision and Land Development, Stormwater Management, and Building Codes. Since these sections are revised from time to time, all applicants must refer to official copies of these documents to ensure that current requirements are being met.

1. MAJOR SUBDIVISIONS AND LAND DEVELOPMENTS

- a. Applicants may take advantage of Optional Processes to receive early input from the Township as follows:
 - i. Any applicant may present a Sketch Plan to the Planning Commission for discussion. The plan is to be prepared in accordance with the Warrington Township Code of Ordinances, Chapter 22 (SALDO), Section 503.
 - ii. Applicants proposing high-impact developments, such as shopping centers, should make a courtesy presentation of the sketch plan to the Board of Supervisors.
- b. All zoning issues should be resolved before proceeding with the subdivision or land development plan. This may require a Variance or Special Exception from the Zoning Hearing Board or a zoning change or Conditional Use approval from the Board of Supervisors.
 - i. If the proposed land use is not permitted, or if the plans do not meet other zoning standards, a zoning change may be needed from the Board of Supervisors. If the proposed use is listed as a Conditional Use, then conditional use approval from the Board of Supervisors would be required before the project could move forward.
 1. If a zoning change is needed, the applicant must fill out an application form and follow the process outlined in Section 2407 of the Zoning Ordinance (Chapter 27 in the Warrington Township Code of Ordinances). The applicant must submit a sketch plan prepared in accordance with SALDO Section 503. The Board of Supervisors has total discretion to decide whether or not a request for a zoning change will be given consideration. If the Board of Supervisors decides to consider a zoning change, the Township Solicitor will advertise a Public Hearing and the Township Manager will distribute the application to the Bucks County Planning Commission (BCPC) and to the Warrington Township Planning Commission (WTPC) for recommendations. After review by BCPC and WTPC, the Board of Supervisors will conduct the Public Hearing as advertised, receive public comments, and deliberate on the decision.
 - ii. If the proposed use is listed as a Conditional Use for a particular zoning district, the applicant must fill out an application form and submit documentation as outlined in Section 2302 of the Zoning Ordinance. The application must contain a sketch plan

showing how the site is intended to be developed. The application will be distributed to BCPC and WTPC for recommendation. A Public Hearing will be advertised. At the time of the public hearing, the Board of Supervisors will hear testimony from the applicant, receive public comments, and deliberate on the decision.

- iii. If there are other zoning issues, variances or special exceptions may be needed from the Warrington Township Zoning Hearing Board (ZHB). The applicant must complete the appropriate application and submit supporting documents following the procedures outlined in Section 2406 of the Zoning Ordinance. The ZHB is an independent appeals board having the authority to grant variances from the zoning ordinance when a hardship is demonstrated or to grant special exceptions when the criteria are met.
- iv.
- c. If there are no zoning issues, or if all zoning issues have been resolved, the applicant may proceed to the preliminary subdivision/land development review stage. At this time, the applicant must submit a complete application with all forms, plans, reports, studies, and outside agency permits conforming to Section 504 of the SALDO. After receiving review letters from the appropriate agencies, the Township will schedule a review before the WTPC. When the WTPC is satisfied that the engineered plans are sound, they will make a recommendation to the Board of Supervisors for consideration of preliminary plan. Shortly thereafter, the project will be placed on an agenda for the Board of Supervisors to review at a public meeting. If the Supervisors are satisfied, preliminary approval will be given in the form of a resolution listing any waivers granted by the Board of Supervisors and also listing all limitations and conditions imposed by the Board of Supervisors.
- d. After preliminary plan approval, the applicant may proceed to the final approval stage. The applicant must submit revised plans satisfying all of the conditions set forth in the preliminary approval resolution. The revised plans are to conform to Section 505 of the SALDO. During this stage, the applicant must finalize all outside agency permits and approvals such as the US. Army Corps of Engineers, the Pennsylvania Department of Environmental Protection, PennDOT, Bucks County Conservation District, PECO, cable, etc. The applicant will appear before the WTPC and the Board of Supervisors after review letters have been received from the BCPC, WTPC, fire marshal, lighting consultant, and outside agencies as for preliminary plan approval.
- e. After final plan approval, the applicant must amend the plans in accordance with the final approval resolution issued by the Board of Supervisors. The applicant must submit two copies of the full plan set to the Township for review by the Township Engineer.
- f. Based on the plans approved by the Township Engineer, the applicant's engineer must prepare an estimate of the cost of public and required improvements for review and approval by the Township Engineer. The Township Engineer will prepare an Escrow Status Report showing the approved cost and retainage required to be posted. The Township Engineer will forward a copy of the Escrow Status Agreement to the Township Solicitor for his use in preparing a Developer's Agreement and Financial Agreement.
- g. The applicant must arrange for financing, such as a letter of credit, or other financial security instrument acceptable to the Township Solicitor, in the amount shown on the Escrow Status Report. The applicant must provide the Township Solicitor the information contained on the attached "Basic Information for Development Agreements. The Solicitor will then prepare the Developer's Agreement for execution by the Applicant and by the Township.
- h. When the Township Engineer has declared the plans to be correct, and when the Township Solicitor is satisfied that the Developer's Agreement is fully executed and the financial security is in place, the applicant must prepare the Record Plans (three mylar and five paper

copies) with notarized signatures and professional seals as appropriate. In addition, the applicant must submit two complete sets of the plan on two CDs or DVDs containing the full set of plans in digital formats. The plans are to be submitted as both .pdf files and as files capable of being edited by AutoCAD (.dwg, .dgn or .dxf). The township will affix the proper signatures to the plans and record the plans at the Bucks County Recorder of Deeds at the applicant's expense. Following the recording of the plan, the township will retain one mylar and two paper copies of the plan and will then return any remaining plans to the applicant with the recording information.

- i. Submit five (5) full sets of plans to the Township for review by the Township Engineer to be approved as "Construction Drawings." The applicant should submit as many additional sets as required for sub-contractors, record keeping, or other purposes.
- j. The developer must schedule a Pre-Construction Meeting with the Township Engineer. The Pre-Construction Meeting is to be attended by the following: Developer, prime contractor and site superintendent, sub-contractors, Township Engineer, Township Director of Planning, Township Building Code Official, Township Water and Sewer Department, Bucks County Conservation District, PennDOT (if applicable), other permitting agencies (as required). Site work can begin after the Developer's Agreement and all required fees and escrows are in place and after all erosion and sedimentation controls are in place, with the approval of the Township Engineer and the Bucks County Conservation District.
- k. Submit a Building Permit application and building construction plans for review and approval by the Township. Submit plot plans, foundation check plans, and as-built plans as required by the Township Permits office.
- l. The Township will consider issuing separate permits for foundation-only, shell building-only, plumbing, mechanical, electrical, fire alarm and/or sprinkler systems. Individual tenants may apply for separate permits for final "fit-out" of their space.
- m. During construction, the Township Engineer is responsible for inspecting the site work; the Township Building Inspectors are responsible for inspecting the building construction, and the Township Water and Sewer Department are inspecting the water and sewer system connections. For Building Construction, follow the inspection schedule that is printed on the Building Permit issued by the Township.
- n. The Township Engineer will review interim Escrow Releases of the Improvements Security, as the work progresses. Final approval of each release rests with the Board of Supervisors.
- o. Use and Occupancy permits will be issued for the entire building, or for the unfinished building and each tenant spaces, as it is completed. Temporary occupancy permits will be issued when the building construction is substantially complete and all safety issues have been completed.
- p. The dedication of public improvements will occur after all building construction has ceased, after the Township Engineer has inspected and approved all improvements, upon posting the predetermined maintenance security, and upon acceptance of the improvements by the Board of Supervisors.
- q. The maintenance period shall begin after acceptance of the public improvements by the Board of Supervisors. The developer shall notify the Township Engineer of the end of the 18-month period. The Township Engineer shall conduct an inspection and present the developer with a punch list of deficiencies. After all punch list items have been corrected, and upon the recommendation of the Township Engineer, the Board of Supervisor may release the developer from his obligation and authorize the return of all security and/or

escrow deposits.

2. MINOR SUBDIVISIONS

- a. All zoning issues should be resolved before proceeding with the subdivision or land development plan. This may required a Variance or Special Exception from the Zoning Hearing Board or a zoning change or Conditional Use approval from the Board of Supervisors.
 - i. If the proposed land use is not permitted, or if the plans do not meet other zoning standards, a zoning change may be needed from the Board of Supervisors. If the proposed use is listed as a Conditional Use, then conditional use approval from the Board of Supervisors would be required before the project could move forward.
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 - b. If there are no zoning issues, or if all zoning issues have been resolved, the applicant may proceed to the preliminary/final subdivision/land development review stage. At this time, the applicant must submit a complete application with all forms, plans, reports, studies, and outside agency permits conforming to Section 502 of the SALDO. After receiving review letters from the appropriate agencies, the Township will schedule a review before the WTPC. When the WTPC is satisfied that the engineered plans are sound, they will make a recommendation to the Board of Supervisors for consideration of preliminary plan. Shortly thereafter, the project will be placed on an agenda for the Board of Supervisors to review at a public meeting. If the Supervisors are satisfied, preliminary/final approval will be given in the form of a resolution listing any waivers granted by the Board of Supervisors and also listing all limitations and conditions imposed by the Board of Supervisors.

- c. After final plan approval, the applicant must amend the plans in accordance with the final approval resolution issued by the Board of Supervisors. The applicant must submit two copies of the full plan set to the Township for review by the Township Engineer.
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- f. When the Township Engineer has declared the plans to be correct, and when the Township Solicitor is satisfied that the Developer's Agreement is fully executed and the financial security is in place, the applicant must prepare the Record Plans (three mylar and five paper copies) with notarized signatures and professional seals as appropriate. In addition, the applicant must submit two complete sets of the plan on two CDs or DVDs containing the full set of plans in digital formats. The plans are to be submitted as both .pdf files and as files capable of being edited by AutoCAD (.dwg, .dgn or .dxf). The township will affix the proper signatures to the plans and record the plans at the Bucks County Recorder of Deeds at the applicant's expense. Following the recording of the plan, the township will retain one mylar and two paper copies of the plan and will then return any remaining plans to the applicant with the recording information.
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- h. The developer must schedule a Pre-Construction Meeting with the Township Engineer. The Pre-Construction Meeting is to be attended by the following: Developer, prime contractor and site superintendent, sub-contractors, Township Engineer, Township Director of Planning, Township Building Code Official, Township Water and Sewer Department, Bucks County Conservation District, PennDOT (if applicable), other permitting agencies (as required). Site work can begin after the Developer's Agreement and all required fees and escrows are in place and after all erosion and sedimentation controls are in place, with the approval of the Township Engineer and the Bucks County Conservation District.
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BASIC INFORMATION FOR DEVELOPMENT AGREEMENTS

In order to complete the development agreements for this subdivision or land development, the following information is required:

1. The full and complete legal name of the person or entity which is now holding, or which will be holding, legal title to the real estate for development purposes, and e-mail contact, and a mailing address. If a corporation, provide the state of incorporation, the name of the corporate president and corporate secretary, and a copy of the certificate of incorporation. If a partnership, provide the names of the general partners, and a copy of the partnership agreement.
2. A statement of the expected duration of the period of construction of the required municipal improvements. The financial security to be provided to Warrington Township to secure the performance of the developer's municipal improvement obligations must be of greater duration than the estimated construction period, and the expiration date of any letter of credit must not be less than two months after the expiration of the estimated construction period. This will provide sufficient time for the developer to notify the Township concerning the completion of all improvements and adequate opportunity for inspection thereof prior to the final release of financial security.
3. The name and address of the lender or bonding company which will be providing the security, together with a statement whether the security will be in the form of a letter of credit, a mortgage escrow account, or a bond.
4. The exact name of the subdivision or land development plan as set forth on the plan to be recorded; the plan, drawing or job number as set forth the plan; the name of the engineering firm responsible for the plan as set forth on the plan; and the date of the plan the last revision date of the plan prior to recording.

The applicant is also required to ensure that the professional engineer responsible for preparation of the land development plans has submitted engineering cost estimates for the required improvements so that a determination can be made concerning the amount of financial security that will be required. No agreement will be completed until and unless the amount of required financial security is confirmed by the Township Engineer.

As soon as the amount of financial security is determined, the Township will authorize the Township Solicitor to begin preparation of the necessary legal documents.

The applicant must also contact the Township Manager, Chief Financial Officer, and Director of Planning who will explain the process by which fees due the Township shall be paid and the process by which the Township will execute the final agreements and release signed plans for recording.



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SUBDIVISION or LAND DEVELOPMENT CHECKLIST

SUBDIVISION/LAND DEVELOPMENT NAME:

ITEM	YES	NO	N/A	REMARKS
WT Application Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
BCPC Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conforms to Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Variances Required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ZHB Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
ZHB Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ZHB Escrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Special Exception Required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ZHB Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
ZHB Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ZHB Escrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Conditional Use Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cond. Use App	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Cond. Use Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cond. Use Escrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Plan Set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15 paper copies plus pdf and AutoCAD files on CD/DVD
Environmental Impact Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Environmental Impact Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Traffic Impact Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Form 307	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
E&S Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
NPDES Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Sewage Exemption Mailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Sewage Facilities Planning Module	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
HOP Required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
HOP Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Signal Permit App.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Waivers Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
Waiver Request Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include pdf copy on CD/DVD
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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APPLICATION for SUBDIVISION or LAND DEVELOPMENT APPROVAL

Date of Application: _____ Fee Paid: _____

Review fee enclosed Amount: _____

Escrow fee enclosed: Amount: _____

- Application for **(check one only)**:
- Feasibility/Sketch Review (SALDO Sect. 503)
 - Lot Line Change (SALDO Sect. 702)
 - Preliminary/Final Minor Subdivision (SALDO Sect. 502)
 - Preliminary Subdivision/Land Development (SALDO Sect. 503)
 - Final Subdivision/Land Development

1. Applicant Name: _____
 Address: _____ Tel: _____
 _____ Fax: _____
 e-mail address: _____

2. Landowner of Record: _____
 Address: _____ Tel: _____
 _____ Fax: _____
 e-mail address: _____

3. Agent/Attorney Name: _____
 Address: _____ Tel: _____
 _____ Fax: _____
 e-mail address: _____

4. Engineer/Surveyor Name: _____
 Address: _____ Tel: _____
 _____ Fax: _____
 e-mail address: _____

5. Development Name: _____

6. Deed Book and Page: _____

7. Tax Parcel Number(s) _____

8. Nr. of Lots: _____ Density _____ Ave. Lot Size _____ sf

9. Non-Res. Floor Area _____ sf Floor Area Ratio (FAR) _____

10. Lot Size _____

11. Area in: Flood Plain _____ acres Steep Slopes _____ acres
Wetland _____ acres Forest _____ acres

12. Zoning District: _____

13. Proposed New Streets (LF) _____

14. Water Supply: Public System On-Lot System

15. Sewer System: Public System On-Lot System

16. List All Easements or other Encumbrances:

17. Provide a copy of the current deed and any easements, restrictions, covenants, etc that apply to the lot. Provide copy of Agreement of Sale, if Applicant is equitable owner.

18. Explanatory statement of the intent of the owner with this application:

19. Consent of Entry **(check one box)**

I hereby give consent for Warrington Township staff, the Warrington Township Board of Supervisors, and the Warrington Township Planning Commission to enter the property listed above for the purposes of viewing the property and necessary fact finding in conjunction with this application provided that reasonable advance notification is given by e-mail or U.S. Postal Service mail.

I hereby withhold consent for entry onto the property listed above.

20. Waiver of 90-day review **(check one box)**

Notwithstanding any contrary provisions of the Pennsylvania Municipalities Planning Code or the Warrington Township Code of Ordinances, I hereby give notice to Warrington Township that the requirement(s) of action be taken on this subdivision and/or land development application within ninety (90) days, is hereby waived, without limitation as to time. This waiver is granted to permit the applicant to make such adjustments or revisions to the plans as may be required during the plan review process. The applicant agrees that Warrington Township will be given ninety (90) days notice if it is determined that limiting the time of the review process becomes necessary. Such ninety (90) period will be deemed to start at the date of the first scheduled meeting of the Warrington Township Planning Commission after submission of the notice.

The applicant does not waive the 90-day review period.

21. Highway Occupancy Permits **(when applicable)**

Print Name of Owner/Equitable Owner

Signature of Owner/Equitable Owner

Date
