



Springfield Township – Bucks County, Pennsylvania

www.springfieldbucks.org • info@springfieldbucks.org • 610-346-6700 ext. 10

SUBDIVISION & LAND DEVELOPMENT INSTRUCTIONS

GENERAL INSTRUCTIONS

Subdivision of property, including any change of lot lines, and land developments are required to conform to the Springfield Township Subdivision and Land Development Ordinance adopted April, 1996. Subdivision plans must be approved by the Township Board of Supervisors prior to recording at the Bucks County Courthouse and transfer of property. Land Development plans must be approved prior to the issuance of building permits. When preparing a subdivision and/or land development application for approval, the following procedures should be followed:

1. Prior to the formal plan submission, a *"tentative sketch plan"* may be presented for informal review and discussion with the Township Planning Commission. Sketch plan "friendly review" does not require submission of an application or fees and may be scheduled with the Planning Commission by notifying the Planning Secretary in person or by phone by the second Wednesday of the month by noon. The secretary should be told the location of the property and given a general description of the subdivision or land development sketch plan you are presenting.
2. Any proposed subdivision and/or land development requiring on-site sewage disposal must receive approval from the Bucks County Health Department. Initial Soil testing to determine the potential for on site sewage disposal should be conducted prior to formal submission of an application to the Township. No plan will be given final approval without confirmation from the Bucks County Health Department that the Planning Modules are approved by their department.
3. A formal plan submission must be made to the Planning Secretary. Plans received by noon of the second Wednesday of the month, if deemed "Complete" by the Township Engineer, shall be accepted only (no discussion) at the next regularly scheduled Planning Commission meeting. Upon receipt of an engineering review letter, the plan will be reviewed at the following month's Planning Commission meeting.
4. Plan submission requirements are contained within Article IV of the Subdivision and Land Development Ordinance. A total of 13 sets of submission plans for major and minor submissions must be submitted to the Planning Secretary along with completed Springfield Township and Bucks County Planning Commission applications and fees. Also, please note the Escrow Account Requirements listed on the Fee Sheet following the application form.
5. Plans should be prepared in accordance with the requirements of Article IV of the Springfield Township Subdivision and Land Development Ordinance. Incomplete plans may not be accepted, or may be acted upon with the available information and likely rejected.
6. Plans must conform to the requirements of the Springfield Township Zoning Ordinance, adopted in August, 1990, as Amended. Relief from provisions of the Zoning Ordinance may only be granted by the Zoning Hearing Board as provided under Article X of the Zoning Ordinance.
7. Subdivision and land development plans must be prepared by a surveyor/engineer licensed in the Commonwealth of Pennsylvania.
8. All subdivisions and land developments that require street and/or driveway access onto a state highway must be submitted for review and approval by PennDOT.
9. All subdivisions and land developments which propose improvements or grading within soils that are defined as "hydric" soils (as delineated by the Bucks County Soil Survey) MUST be accompanied by a wetland study and, if required, approved by the U.S. Army Corps of Engineers.
10. Section 406 - A Transportation Impact Study shall be submitted for all subdivisions and land developments that meet one or more of the following criteria: Residential - 20 or more dwelling units; Commercial - a commercial building or buildings consisting of 25,000 sqft. or more of gross leasable floor space; Industrial - any industrial development; Institutional - any medical, educational or institutional development (Section 605 Subdivision and Land Development Ordinance).
11. Section 519 - Where a private centralized or public water supply and distribution system is proposed consistent with requirements of the Zoning Ordinance, the private centralized or public water supply and distribution system shall be designed and constructed in accordance to specifications of the Bucks County Water and Sewer Authority.

GENERAL INSRUCTIONS CONTINUED...

12. Section 408 - Water Resources Impact Study. A Water Resources Impact Study is required for each major subdivision of five (5) lots or more, and for each land development in Springfield Township. The purpose of the study is to determine if there is an adequate water supply to serve the proposed use and to estimate the impact of the additional water use on existing nearby wells, etc. Study due at time of preliminary submission.

13. All applications are forwarded to the Township Engineer and the Bucks County Planning Commission for review. The recommendations of the Engineer and the Bucks County Planning Commission are reviewed and considered by the Township Planning Commission who then recommend plan approval, with conditions, or denial to the Board of Supervisors.

14. The Board of Supervisors will formally approve, approve with conditions, or deny the plan submission. This action of the Board will be forwarded in writing to the applicant by the Township Engineer.

**SUBDIVISION / LAND DEVELOPMENT FEES FEE SCHEDULE REVISED 2020.5.26
(APPLICATION FEE & ESCROW AMOUNTS MUST BE SEPARATE CHECKS)**

FOR ALL SUBDIVISIONS & LAND DEVELOPMENTS

Sketch Plan Review (Planning Commission only-No legal/engineer Input)	NO CHARGE
Sketch Plan Review (Township Engineer)	\$ 50.00 plus \$500 Escrow
Lot Line Adjustment	\$ 350.00 plus \$3,500 Escrow
Where some or all frontage improvements on existing roads is waived	\$ 4,000.00 each New Building Lot
Where interior improvements are waived, 50% of the cost of construction of those improvements calculated as follows:	
Curb	\$ 12.00 per linear foot
Sidewalk	\$ 12.00 per linear foot
Cartway	\$ 25.00 per square yard
Recreation Fees-in-lieu	\$ 1150.00 per residential dwelling unit

INITIAL PLAN REVIEWS & RESIDENTIAL SUBDIVISIONS

Residential Minor Subdivision (2 lots)	\$ 350.00 plus \$3,000 Escrow
Residential Major Subdivision (3 to 9 lots)	\$ 500.00 plus \$125/Lot plus \$3,000 Escrow
Residential Major Subdivision (10 lots or more)	\$ 500.00 plus \$125/Lot plus \$5,000 Escrow
Land Development (includes Mobile Home Park)	\$ 500.00 plus \$25/DU plus \$7,500 Escrow

INDUSTRIAL / COMMERCIAL SUBDIVISION & LAND DEVELOPMENT

Industrial/Commercial Subdivision	\$ 600.00 plus \$125/Lot plus \$7,500 Escrow
Industrial/Commercial Land Development:	
Quarry	\$2,500.00 plus \$7,500 Escrow
Trash Station & Trash Transfer Station	\$2,500.00 plus \$7,500 Escrow
Cement Plant	\$2,500.00 plus \$7,500 Escrow
Asphalt Plant	\$2,500.00 plus \$7,500 Escrow
Solid Waste Disposal & Storage Facility	\$2,500.00 plus \$7,500 Escrow
Tank Farm	\$2,500.00 plus \$7,500 Escrow
Truck Terminal	\$2,500.00 plus \$7,500 Escrow
Confinement Livestock Facility – greater than 2,000 hogs, 500 cattle or 50,000 poultry annually	\$2,500.00 plus \$7,500 Escrow
All Other Industrial/Commercial Land Development	\$1,000.00 plus \$7,500 Escrow
Land Development Waiver Request	\$ 500.00 fee plus \$750 Escrow
Holding Tank Permit	\$ 400.00 plus \$1,000.00 Maintenance Agreement



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SUBDIVISION & LAND DEVELOPMENT APPLICATION

BOTH SIDES OF APPLICATION MUST BE COMPLETED BY OWNER OR AGENT AND SUBMITTED WITH THIRTEEN (13) SETS OF PHYSICAL PLANS, ONE (1) SET OF DIGITAL PLANS, AND REQUIRED FEES TO THE TOWNSHIP SECRETARY. **PLANS MUST BE SUBMITTED BY THE SECOND WEDNESDAY OF THE MONTH BY NOON (12PM).** THEY WILL BE REVIEWED FOR COMPLETENESS BY THE TOWNSHIP ENGINEER, AND IF COMPLETE, WILL BE ACCEPTED ONLY (NO DISCUSSION) AT THE NEXT REGULARLY SCHEDULED PLANNING COMMISSION MEETING. UPON RECEIPT OF AN ENGINEERING REVIEW LETTER

INDICATING PLAN IS COMPLETE, THE PLAN WILL BE REVIEWED AT THE FOLLOWING MONTH'S PLANNING COMMISSION MEETING. **PLANS, WAIVER REQUEST CORRESPONDENCE, AND RELATED DOCUMENTS WILL NOT BE ACCEPTED DURING THE PUBLIC MEETING.**

PROPERTY / SITE INFORMATION

TYPE OF SUBMISSION: SKETCH PLAN MINOR MAJOR LAND DEVELOPMENT

NAME OF SUBDIVISION:

NO. OF LOTS:

SITE LOCATION:

TAX MAP PARCEL #: **42** -

CITY:

STATE: PA ZIP:

RESIDENTIAL COMMERCIAL

PLEASE LIST ADDITIONAL PARCELS INVOLVED (IF ANY):

PROPOSED CHANGE: LOT LINE ADJUSTMENT SUBDIVISION ASSEMBLAGE

SIZE OF ORIGINAL PARCEL(S):

sqft

PROPOSED SIZE OF PARCEL(S):

sqft

BRIEFLY DESCRIBE PROJECT:

ZONING DISTRICT

WATERSHED AGRICULTURE RESOURCE PROTECTION RURAL RESIDENTIAL DEVELOPMENT

VILLAGE COMMERCIAL VILLAGE RESIDENTIAL HIGHWAY COMMERCIAL PLANNED INDUSTRIAL

SCENIC OVERLAY HISTORICAL RESOURCE SOURCEWATER/WELLHEAD PROTECTION

WATER SUPPLY

SEWAGE DISPOSAL

PUBLIC PRIVATE COMMUNITY

PUBLIC PRIVATE COMMUNITY

CONTACT INFORMATION

PROPERTY OWNER NAME(S):

PHONE:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

EMAIL:

MAY WE EMAIL YOU REGARDING THIS APPLICATION? YES NO

APPLICANT (IF NOT OWNER):

PHONE:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

EMAIL:

MAY WE EMAIL YOU REGARDING THIS APPLICATION? YES NO

REGISTERED ENGINEER OR SURVEYOR

ENGINEER/SURVEYOR NAME:

PHONE:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

LICENSE INFORMATION:

EMAIL:

MAY WE EMAIL YOU REGARDING THIS APPLICATION? YES NO

WHEN APPLICABLE, PLANNING MODULES MUST BE SUBMITTED TO THE BUCKS COUNTY HEALTH DEPARTMENT PRIOR TO SUBMISSION OF PRELIMINARY PLANS TO THE TOWNSHIP. NO PLAN WILL RECEIVE FINAL APPROVAL UNTIL APPROVED PLANNING MODULES ARE RECEIVED BY THE TOWNSHIP FROM BUCKS COUNTY HEALTH DEPARTMENT. WHERE APPLICABLE, HAS SUBMISSION BEEN MADE TO THE FOLLOWING?

BUCKS COUNTY HEALTH DEPARTMENT <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	SUPPLYING WATER AUTHORITY <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
PENNDOT (HIGHWAY PERMIT) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	ROADMASTER (TWP. ROAD OPENING) <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
BUCKS COUNTY CONSERVATION DISTRICT (NPDES IF APPLICABLE): <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	

DIGITAL COPIES

ALL SUBMISSIONS MUST BE ACCOMPANIED BY A DIGITAL COPY OF EACH DOCUMENT. DIGITAL SUBMISSIONS MUST BE IN THE FORM OF A PDF, PNG, OR JPEG. SUBMISSIONS CAN BE EMAILED TO **PERMITS@SPRINGFIELDBUCKS.ORG**. A REMOVABLE USB FLASH DRIVE OR DISK IS ALSO ACCEPTABLE. PLEASE CONFIRM WHICH MEDIUM OF SUBMISSION WILL BE USED PRIOR TO SUBMITTAL. (PLEASE PROVIDE APPROPRIATE PASSCODES FOR CLOUD LINKS OR SECURED DRIVES.)

APPLICANT CERTIFICATION

I hereby certify that I am familiar with submission requirements of the Springfield Township Subdivision and Land Development Ordinance and, to the best of my knowledge and belief, the application/plans conform to submission requirements of Article IV.

I agree to reimburse Springfield Township for all expenses incurred by reason of this Application and that such costs may be deducted from the Escrow Account deposited with the Township. In the event that the amount of the escrow falls below forty percent (40%) of the sums required in the fee schedule attached hereto, I agree to replenish the escrow account to the original amount. I agree that the Township shall not be required to conduct further reviews until the escrow has been replenished to the original amount and that the time for action on the application is extended for a period of thirty (30) days after the date the escrow has been replenished. Upon withdrawal of the plan by the Applicant, or final action by the Board of Supervisors, the difference between the sums deposited by the Applicant and the expenses withdrawn from the escrow account shall be returned to the Applicant. The application fee shall be retained by the Township for administrative costs.

I agree that the Township is entitled to retain such consultants that in the Township’s discretion are reasonably necessary for evaluation of the Application. Fees charged by Professional Consultants, including but not limited to Attorneys, Engineers, Geologists, Architects, Land Surveyors, Landscape Architects, Planners, soils, wetlands and similar consultants, will be deducted from the escrow account established by the Applicant with the Township at the time the project is accepted by the Township. In addition, all fees associated with the costs of recording the record plans and related documents will be deducted from the escrow account established by the Applicant with the Township at the time the project is accepted by the Township.

I agree that official representatives, employees and/or agents of Springfield Township and any professional consultants retained by the Township may enter the property for purposes of inspecting, testing and performing other evaluations that are reasonably required.

I understand that I am responsible for providing the Township with a written extension request prior to the expiration of the Township’s review period for any extension sought. I further understand that the Township will not provide me with notice prior to the expiration of the review period.

In the event revised plans are submitted for reviews which have not been requested in writing by the Township, I authorize an extension in the Township review period for 90 days from the date of receipt by the Township.

Signature of Applicant _____ Date _____

FOR TOWNSHIP USE ONLY

PLAN RECEIVED DATE:	ENGINEER REVIEW DATE:
DIGITAL SUBMISSION RECEIVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	ESTIMATED P.C. ACCEPTANCE DATE:
PLAN REVIEW FEE: \$	ESCROW: \$
CHECK NO.	CHECK NO.