



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

PLANNING APPLICATIONS

Subdivisions, Land Development, or Both

YOU WILL NEED TO SUBMIT 4 PAPER PACKETS & 1 DIGITAL- EACH CONSISTING OF THE FOLLOWING:

- 1) The application
- 2) The plan (architectural elevations required as part of the plan)
- 3) 2 Paper Copies of the Storm Water Drainage Calculations
- 4) Check(s) payable to Borough of Pottstown for fees and escrow
- 5) Montgomery County Treasurer will bill for their fee

(4) Land Development Fee (Non-Refundable)

*Combing Subdivision and Land Development Under One Application:
Reduce the Borough Land Development Fee by 50%

Residential*	\$500 / Plus	Units x \$50
Comm. / Industrial*	\$500 / Plus	Acres x \$100
<u>Review Fee (Escrow)</u>		
Residential	\$2,500 1st Unit	plus \$500 each additional unit
Comm./ Industrial	\$5,000 1st 5000 sq ft	plus \$1,000 each additional 1,000 sq ft Max \$10,000

Subdivision Fee (Non-Refundable)

Residential	\$500 / Plus	Lots x \$50
Comm. / Industrial	\$500 / Plus	Lots x \$100
<u>Review Fee (Escrow)</u>		
Residential	\$2,500 1st Unit	\$500 each additional unit
Comm. / Industrial	\$5,000 1st 5,000 sq ft building area	\$1,000 each 1,000 sq ft bldg area Max \$10,000

\$25 FEE FOR ALL REVISED PLAN SUBMISSIONS

(5) County Fees (*County will bill for these fees*)

Residential Subdivisions or Land Development

Number of Lots or Units (whichever is greater)	Base Fee & Fee per Lot or Dwelling Unit
1 – 3	\$150 flat fee
4 – 20	\$180 + \$23 per unit
21 – 100	\$450 + \$2177 per unit
101 +	\$1060 + \$20 per unit

Nonresidential Land Developments and Conversions

Gross Square Feet of New Building	Base Fee & Fee for every 1000 Gross Sq. Ft. (round to nearest whole dollar)
1-3,000 Sq. Ft.	\$220 Flat Fee
3,001 – 25,000 Sq. Ft	\$519 + \$27 for every 1000 Sq. Ft.
25,001 – 50,000 Sq. Ft	\$1050 + \$23 for every 1000 Sq. Ft.
50,001 – 100,000 Sq. Ft.	\$1550 + \$20 for every 1000 Sq. Ft.
100,001 + Sq. Ft.	\$2580 + \$15 for every 1000 Sq. Ft

Nonresidential Subdivisions

Number of Lots	Base Fee + Fee Per Lot
1 – 3	\$555 flat fee
4 or more	\$555 + \$88 per lot

Other Reviews

Residential Lot Line Change \$60	Nonresidential Lot Line Change \$260
Conditional Use \$260	Misc. Reviews (including parking lots or structures not associated with new building sq. ft.) \$260
See County website for additional fee list	

BOROUGH OF POTTSTOWN RESUBMISSION FEE:

\$25 each revised plan submission

MONTGOMERY COUNTY RESUBMISSION FEES:

Flat fee of \$110 for residential subdivision/land developments. All resubmissions of 3 lots/units or less no fee required.

Flat fee of \$165 for all nonresidential subdivisions/land developments. All resubmissions of 3 lots or 3,000 square feet or less no fee required.



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APPLICATION FOR REVIEW OF A SUBDIVISION /LAND DEVELOPMENT PLAN

1. Name of Project _____
Location of Project _____

2. Type of Project:
Subdivision
Land Development
3. Applicant:
Name _____
Address _____
_____ Email Address _____ Telephone _____
4. Applicant's Interest is as:
Equitable Owner
Agent of Owner
Describe nature of any equitable interest _____

5. Property Owner of Record
Name _____
Address _____
_____ Email Address _____ Telephone _____
Number of Deed Book and Page # of Deed _____
Or Attach a Copy of the Deed
6. Engineer
Name _____
Address _____
_____ Email Address _____ Telephone _____
7. Total Area of Property _____ acres/square feet

8. 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) _____	_____	_____
_____	_____	_____

9. 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.

10. Proposed Types of Improvements

	New	Expansion of Existing	Revision of Existing	Use of Existing
Street, curbing, or sidewalk	_____	_____	_____	_____
Water supply	_____	_____	_____	_____
Sanitary sewerage	_____	_____	_____	_____
Storm drainage or retention basin	_____	_____	_____	_____
Street trees	_____	_____	_____	_____
Parking (number of spaces)	_____	_____	_____	_____

Other (please describe) _____

11. Have appropriate public utilities been consulted? _____
Yes No

12. Have plans been submitted to the Montgomery County Planning Commission for Review? _____
Yes No

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

The undersigned further represents that, except as otherwise specifically noted on the attached sheet, all proposed public improvements and facilities, as shown on the Subdivision/Land Development Plan, are to be improved, constructed, and completed, or a bond posted with the Municipality in sufficient amount to cover full, estimated cost of construction thereof prior to sale, transfer to agreement of sale of any subdivided parcels, as shown on the plan.

Date: _____

Signature of Owner or Applicant

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 Plan Requirement, Section 400, and to the Design Standards, Sections A500 through A527. 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.

Date: _____

Signature of Owner or Applicant

BOROUGH OF POTTSTOWN

100 E. High Street

Pottstown, Pennsylvania 19464

**WAIVER OF NINETY (90) DAY
MAXIMUM REVIEW TIME**

I hereby waive the right to a decision within ninety (90) days on the Plan described as _____ filed for review with the Borough of Pottstown on _____ and grant an additional _____ days for the purpose of permitting coordination of County and Local Planning Commission recommendations and review by the Pottstown Borough Council. Based upon this Waiver, the latest a decision could be made on this Plan would be _____.

Applicant's Signature

Applicant's Name Printed

Date