

TOWNSHIP OF MIDDLETOWN

(DELAWARE COUNTY)

P. O. BOX 157, LIMA, PA 19037-0157

(610)565-2700

FAX
(610)566-3640

SUBDIVISION/LAND DEVELOPMENT SUBMISSION GUIDELINES

1. Complete the Middletown Township Subdivision/Land Development application form, the Delaware County Planning Department application form, execute and date.
2. Submit the completed application forms, the three (3) required filing fees and the appropriate number of copies of plans to the Township Engineer. Within 15 working days you will receive a copy of the plan review.
3. The applicant will then prepare and submit a response to the plan review. This response must be submitted 6 days prior to the Middletown Township Planning Commission meeting which the applicant wishes to attend. The applicant or his/her representative must be present when the application is scheduled as an agenda item.
4. When approved or disapproved by the Planning Commission the application will go before the Middletown Township Council for their approval/disapproval. This will not occur any sooner than forty-five (45) days after the first regular meeting of the Planning Commission or until receipt of the Delaware County Planning Commission comments. The applicant must keep in touch with the Township to determine when they are on the Council's agenda.
5. The application will be approved/disapproved by the Township Council within (90) days from the date of the first regular meeting of the Planning Commission, unless an extension is granted by the applicant.

Meeting Dates: (All meetings are held at the Township Building)

Planning Commission – Regular Meetings – 7:30 PM - 2nd Tuesday of each month.
Council – Regular Meetings – 7:00 PM – 2nd & 4th Monday of each month.

Required Number of Plans for Submission:

Twenty-six (26) complete sets of plans **FOLDED** and **STAPLED** are required for all stages of plans; i.e. Sketch Plan, Preliminary Plan and Final Plan. Two (2) copies of any calculations and/or reports.

Any waivers to the SLDA Ordinance must be submitted in writing at the time of the application.

Plan Scale: 1"= 20' to 1"= 50'
Plan Size: 24" x 30" maximum for Subdivisions less than 20 lots.
30" x 36" maximum for Major Land Dev. And Subdivisions over 20 lots.

Application Fee:

Three (3) checks are required – one for the Delaware County Planning Department Review, one for the Middletown Township Application Fee and one for the Middletown Township Escrow Fee. (Master Fee Schedule on file at the Township Bldg.)

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APPLICATION FOR SUBDIVISION AND/OR LAND DEVELOPMENT

1. Application for: Sketch Preliminary or Final

2. Type of Application: Minor Sub. Major Sub. Land Development

3. Name of Proposed Development or Location: _____
Existing Zoning: _____ Public or On-site Water? _____
No. of Lots: _____ Public or On-site Sewage Disposal? _____
Total Acres: _____

4.	Applicant	Owner
Name:	_____	_____
Address:	_____	_____
	_____	_____
	_____	_____
Phone & Fax #	_____ -- _____	_____ -- _____
E-Mail	_____	_____

5. Plan Title: _____ No. of Sheets: _____

Responsible Engineer: _____

6. Application Fees: (See Subdivision/Land Development Application Fees)

	Total Fee
A. Del. Co. Planning Dept. Fee: * (and DCPC Application)	_____
B. Middletown Twp. Escrow Fee: **	_____
C. Middletown Twp. Application Fee: **	_____

7. Attach proof of Ownership

8. Signatures:

_____	_____
Owner/Date	Applicant/Date

Date Application Received: _____ Application Accepted By: _____

* Make check payable to "Treasurer of Delaware County"
** Make separate checks each payable to "Middletown Township"

6. Subdivision/Land Development and Planned Residential Development. Application fees:

a. Minor Subdivision (Four lots or less-no public improvements)

	<u>Application Fee</u>	<u>Escrow**</u>
Sketch Plan	\$150	\$500
Preliminary Plan	\$250	\$1000
Final Plan	\$300	\$1500

b. Major residential subdivision/multi family land developments and apartments***

	<u>Application Fee</u>	<u>Escrow**</u>
Sketch Plan	\$250	\$2000
Preliminary Plan	\$500/plan +\$50/lot or D.U. over 10	\$5000
Final Plan	\$500/plan +\$50/lot or D.U. over 10	\$15000

c. Non-residential subdivision/land developments***

	<u>Application Fee</u>	<u>Escrow**</u>
Sketch Plan	\$250	\$2000
Preliminary Plan	\$500/plan+\$250 /bldg.or additions +\$50/acre	\$5000
Final Plan	\$500/plan+\$250/ bldg. or additions + \$50/acre	\$15000

d. Planned Residential Developments (PRD)**

Sketch Plan	\$500	\$2000
Tentative Plan	\$500/plan + \$50/lot and/or D.U.	\$5000
Final Plan	\$500/PLAN +\$50/lot and/or D.U.	\$15000

*The applicant shall reimburse the Middletown Township for advertising, engineering, legal or other similar expenses incurred by the Township in excess of the amount of the application fee.

**The escrow fund shall be used to pay for the Township Engineer's, Solicitor's or outside consultant(s)' time spent with the applicant or his designee and the time spent reviewing the submitted plans. The rates charged for this time may be adjusted from time to time and are on file at the township. Additional escrow funds may be requested to cover costs in reviewing and administering the plans and application.

*** Fees shall be doubled for those applications requiring or being allowed to have only a one step review and/or approval process. The Township Manager may, after consultation with the Solicitor and Engineer, reduce the escrow amounts for minor nonresidential land developments upon cause shown by the applicant.

Make checks payable to the "Township of Middletown". Two checks are required: one for the application fee and one for the escrow fee.