

***Operating Procedure for Plan Submissions
to the Lower Frederick Township Planning Commission***

In order to facilitate an efficient and effective review process, the Lower Frederick Township Planning Commission has adopted the following rules of procedure. This process will allow sufficient time for comments and reviews by all parties and allocate the appropriate amount of time for presentations and questions at a Planning Commission meeting. Planning Commission meetings are held on the second Thursday of every month.

Informational/Sketch Plans Meeting – The initial meeting with a concept - an informal discussion

Applicant must inform the Township Manager before the 20th of the month preceding the Planning Commission meeting in order to be placed on the agenda.

New Plan Submitted – Plan has been submitted for initial review

Plans must be submitted to the Township Manager before the 20th of the month preceding the Planning Commission meeting in order to be officially accepted for review. Questions regarding the plans maybe asked at this meeting.

Revised Resubmission – Plans is reviewed and comment letters are discussed with applicant

Revised plans must be submitted to the Township Manager before the 20th of the month preceding the Planning Commission meeting. A minimum of two weeks is necessary for the Lower Frederick Township Planning Commission, the Montgomery County Planning Commission and the Township engineer to have sufficient time to review and make comments on the proposed plans

LOWER FREDERICK TOWNSHIP

TOWNSHIP USE ONLY

APPLICATION FOR REVIEW OF

Date Application Submitted _____

SUBDIVISION OR

Application No. _____

LAND DEVELOPMENT PLAN

Fee \$ _____

Paid

Application For:

Land Development Subdivision Other _____

Plan Submitted Pursuant to Section 301:

(12 Complete Sets)

- Sketch Plan
 Preliminary Plan
 Final Plan

Name of Subdivision/Land Development: _____

Location of Subdivision/Land Development: _____

1. a) Total acreage of tract _____
b) Number of acres to be developed _____
c) Number of lots proposed _____
d) Estimated start of construction _____
e) If this development is to be built in phases, please describe _____

2. Tax Parcel No. _____

3. Zoning District _____

4. Water Supply: Public Other _____

5. Sewage Supply: Public Other _____

6. Roads proposed for dedication. Yes No

7. Open space proposed for dedication. Yes No

Name of Applicant: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

Attorney for Applicant: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

Name of Engineer: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

Name of Property Owner: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

Materials Accompanying Application: _____

Materials to be Submitted: _____

I hereby agree to comply with all rules, regulations and ordinances of Lower Frederick Township and agree to reimburse the Township for all of the engineering and Township Solicitor review fees associated with this application.

Date: _____

Applicant

Date: _____

Owner (if other than Applicant)

OTHER AGENCIES

Plans submitted to
Montgomery County Planning Commission

(Date)

Plans submitted to
Lower Frederick Township Planning Commission

(Date)

Plans submitted to
Pennsylvania Department of Transportation
for Highway Occupancy Permits

(Date)

DEP Permits _____
(Type)

(Date)

Lower Frederick Township

Box 253, Zieglerville, Pennsylvania 19482

LOWER FREDERICK TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT TIME WAIVER FORM

On _____ I submitted to Lower Frederick Township for
(Date)
official filing, the Subdivision and/or Land Development Plan titled _____
_____ for approval by Lower Frederick Township.

I recognize that this plan must be adequately reviewed and that this review may take more than ninety (90) days. I understand that I may require the Township to process this plan in ninety (90) days, however, I hereby waive that requirement. I may revoke this waiver at any time with forty-five (45) days written notice by certified mail to Lower Frederick Township. I relieve Lower Frederick Township of any obligation to render action on this Subdivision and/or Land Development Plan within ninety (90) days of the Application.

Signature of Applicant

Printed Name of Applicant

Firm Name

Title

Municipal Request for Review

This request must be submitted by the municipality to our office with the appropriate plans/information and fee.

Montgomery County Planning Commission
 P.O. Box 311, Norristown, PA 19404-0311
 Phone: 610-278-3722
 Business Hours: 8:30 A.M. to 4:15 P.M.
 www.montcopa.org/plancom



To Be Completed By Municipality

Date: _____
 Municipality: _____
 Official's Name: _____
 Municipal Official's Signature: _____
(Only applications with original signature will be accepted)
 Position: _____
 MCPC File Number (If Known): _____

Meeting Dates

Municipal Planning Commission
 Date: _____
 Governing Body
 Date: _____

Review Fee

Fee Attached \$ _____ Fee Under Separate Cover Fee Not Applicable

No Meeting Scheduled

To Be Completed By Applicant

Development Name: _____
 Applicant Name: _____
 Applicant Address: _____
 Applicant Phone: _____
 Applicant Representative: _____
 Phone/Email (During business hours): _____

Zoning:

Existing District
 Proposed District
 Special Exception Granted Yes No
 Variance Granted Yes No For _____

Plan Information:

Tax Parcel Number _____
 Block and Unit Number _____
 Total Area _____

Type of Review Requested: (Check All Appropriate Boxes)

- Unofficial Sketch Plan (No Fee)
- Subdivision Plan
- Land Development Plan
- Zoning Ordinance or Map Amendment (No Fee)
- Subdivision Amendment (No Fee)
- Curative Amendment (No Fee)
- Other: _____

Type of Plan:

- Tentative (Sketch)
- Preliminary
- Final

Type of Submission:

- New Proposal
- Revision to Prior Proposal
- Phase of Prior Proposal

Land Use(s)	Number of New		Senior Housing		Open Space Acres	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

Proposed Utilities:

Type		Capacity	
Water	Sewer	Water	Sewer
<input type="checkbox"/> Public	<input type="checkbox"/> Public	Available	<input type="checkbox"/>
<input type="checkbox"/> On-Site	On-Site:	Not Available	<input type="checkbox"/>
<input type="checkbox"/> Package	<input type="checkbox"/> Centralized	Unknown	<input type="checkbox"/>
	<input type="checkbox"/> Individual		

Additional Information: _____

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

Act 247 Fee Schedule

The following fees will apply to each subdivision or land development submitted to the Montgomery County Planning Commission for review:

- Fees will be waived for applications filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private, nonprofit organizations with the exception of volunteer fire companies and ambulance squads.
- For a nonresidential subdivision and land development submitted for the same tract at the same time only the larger base fee will be changed.
- Whenever a mixed-use proposal with both residential and nonresidential is submitted, a reduced fee will be applied. This fee is calculated by applying the residential and nonresidential fees, per the Fee Schedule, and then adding all fees and deducting 15 percent.

Residential Subdivisions or Land Developments

These fees apply to all kinds of residential projects for sale, condominium or rental; any structural type; and either as a subdivision or single-tract land development. No fees are charged for open space lots.

Number of Lots or Dwelling Units (<i>greater number applies</i>)	Base Fee + Fee per Lot or Dwelling Unit
1- 3*	\$113 (flat fee)
4 - 20	\$130 + \$16 per unit
21 - 100	\$325 + \$15 per unit
101+	\$775 + \$14 per unit

* Lot line adjustments with no new development = \$60 flat fee

Nonresidential Land Developments and Conversions

These fees apply to all projects or sections of mixed projects, which are for new construction of nonresidential uses of any kind for sale, rental, lease or condominium in any type of building on a single tract of land. Conversions from residential to nonresidential uses shall also use this schedule, whether the building area is new or existing.

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq. Ft. (<i>rounded to nearest whole dollar</i>)
1 - 3,000 Sq. Ft.	\$160 flat fee
3,001 - 25,000 Sq. Ft.	\$375 + \$20 for every 1000 Sq. Ft.
25,001 - 50,000 Sq. Ft.	\$765 + \$16 for every 1000 Sq. Ft.
50,001 - 100,000 Sq. Ft.	\$1125 + \$14 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$1875 + \$10 for every 1000 Sq. Ft.

Nonresidential Subdivisions

These fees apply to applications subdividing and conveying land for nonresidential uses.

Number of Lots	Base Fee + Fee per Lot
1 - 3	\$405 flat fee
4 or more	\$405 + \$64 per lot

Special Reviews

This fee applies to miscellaneous reviews not included in above categories.

Base Fee
\$190 flat fee

All county fees are to be submitted to the municipality at the time of application; the municipality will forward the fees to MCPC. A check or money order should be made payable to the **MONTGOMERY COUNTY TREASURER**. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.

DRAINAGE PLAN SUMMARY

(To be attached to the front of the Stormwater Management Calculations)

Application is hereby made for review of the Stormwater Management Plan and related data as submitted herewith in accordance with the Lower Frederick Township Stormwater Management Ordinance.

_____ Final Plan _____ Preliminary Plan _____ Sketch Plan
Date of Submission _____ Submission No. _____

1. Name of subdivision or development _____

2. Name of Applicant _____ Telephone No. _____

(if corporation, list the corporation's name and the names of two officers of the corporation)

_____ Officer 1
_____ Officer 2

Address _____ Zip _____

Applicant's interest in subdivision or development
(if other than property owner, give owner's name and address)

3. Name of Property Owner _____ Telephone No. _____

Address _____ Zip _____

4. Name of engineer or surveyor _____ Telephone No. _____

Address _____ Zip _____

5. Type of subdivision or development proposed:

_____ Single-family lots	_____ Townhouses	_____ Commercial (Multi-lot)
_____ Two-family lots	_____ Garden Apartments	_____ Commercial (One lot)
_____ Multi-family Lots	_____ Mobile Home Park	_____ Industrial (Multi-lot)
_____ Cluster Type Lots	_____ Campground	_____ Industrial (One lot)
_____ Planned Residential Development	_____ Other (_____)	

6. Linear feet of new road proposed _____ L.F.

7. Area of proposed and existing impervious area on the entire tract:

- a. Existing (to remain) _____ S.F. _____ % of property
- b. Proposed _____ S.F. _____ % of property

8. Stormwater

- a. Does the peak rate of runoff from proposed conditions exceed that flow which occurred for existing conditions for the designated design storm? _____
- b. Design storm utilized (on-site conveyance systems) (24 hr.) _____
No. of Subarea _____
Watershed Name _____
Explain: _____

- c. Does the submission and/or district meet the criteria for the applicable management district? _____
- d. Number of subarea(s) from Ordinance Appendix A of the _____
_____ Stormwater Management Plan or other subareas identified in other watershed stormwater management plans _____
- e. Type of proposed runoff control _____
- f. Does the proposed stormwater control criteria meet the requirements/guidelines of the Stormwater Ordinance? _____
If not, what variances/waivers are requested? _____

Reasons _____
- g. Does the plan meet the requirements of Article III of the Stormwater Ordinance? _____
If not, what variances/waivers are requested? _____
Reasons why _____
- h. Was TR-55, June 1986, utilized in determining the time of concentration? _____
- i. What hydrologic method was used in the stormwater computations? _____
- j. Is a hydraulic routing through the stormwater control structure submitted? _____
- k. Is a construction schedule or staging attached? _____
- l. Is a recommended maintenance program attached? _____

9. Erosion and Sediment Pollution Control (E&S):

- a. Has the stormwater management and E&S plan, supporting documentation, and narrative been submitted to the _____ County Conservation District? _____
- b. Total area of earth disturbance _____ S.F.

10. Wetlands

- a. Have the wetlands been delineated by someone trained in wetland delineation? _____
- b. Have the wetland lines been verified by a state or federal permitting authority? _____
- c. Have the wetlands been surveyed? _____
- d. Total acreage of wetland within the property _____
- e. Total acreage of wetland disturbed _____
- f. Supporting documentation _____

11. Filing

- a. Has the required fee been submitted? _____
Amount _____
- b. Has the proposed schedule of construction inspection to be performed by the Applicant's Engineer been submitted? _____
- c. Name of individual who will be making the inspections _____
- d. General comments about stormwater management at the development

THE UNDERSIGNED HEREBY CERTIFIES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF THE INFORMATION AND STATEMENTS GIVEN ABOVE ARE TRUE AND CORRECT.

SIGNATURE OF
APPLICANT's ENGINEER _____



DRAINAGE PLAN CHECKLIST

Project: _____
Municipality: _____
Engineer: _____
Submittal No.: _____
Date: _____

ARTICLE I: GENERAL PROVISIONS

Reference: Section 134-105 Applicability/Regulated Activities

1. Is the Proposed Project within the Swamp Creek watershed? Yes No
2. Does the Proposed Project meet the definition of a "Regulated Activity"? Yes No

STOP – If you have checked NO for question number 2, you are not required to submit a Storm Water Management Plan under the Swamp Creek Stormwater Management Ordinance.

ARTICLE I: GENERAL PROVISIONS

Reference: Section 134-106 Exemptions

Note: Parent Tract refers to the total parcel configuration on the date of the Municipal Stormwater Management Ordinance and includes any subdivision of lands which may have occurred after than date.

Parent Tract Area: _____ Acres

Total Existing Impervious Area (as of the date of the Municipal Stormwater Management Ordinance): _____ acres

Total New Impervious Area (all Phases): _____ acres

Parcel IS Exempt Parcel IS NOT Exempt

ARTICLE IV: STORMWATER MANAGEMENT

Reference: Section 134-404 Nonstructural Project Design

1. Has an Existing Resource and Site Analysis Map (ERSAM) been prepared?

Yes No, Explain _____

ARTICLE IV: STORMWATER MANAGEMENT (Continued)

2. Are any of the following Environmentally Sensitive areas identified on site?

- | | | | |
|-------------------------------|------------------------------|-----------------------------|----------------------------------|
| Steep Slopes | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Ponds / Lakes / Vernal Pools | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Streams | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Wetlands | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Hydric soils | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Flood plains | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Stream Buffer Zones | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Hydrologic Soil Groups A or B | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Recharge Areas | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Others: _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |

3. Does the site layout plan avoid Environmentally Sensitive Areas identified on site?

Yes No, Explain _____

4. Has a stream buffer been established per Section 134-406.G.?

Yes No, Explain _____

ARTICLE IV: STORMWATER MANAGEMENT

Reference: Section 134-405 Groundwater Recharge

1. Is the proposed activity considered a "Stormwater Hotspot"?

Yes No

2. Have provisions been installed to promote groundwater recharge on site?

Yes No, Explain _____

3. Total Recharge Volume Required: _____ cubic feet

4. How is the Required Recharge Volume being addressed?

<input type="checkbox"/> Infiltration Trench	<input type="checkbox"/> Dry Swales
<input type="checkbox"/> Infiltration Basin	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Bioretention	

ARTICLE IV: STORMWATER MANAGEMENT

Reference: Section 134-406 Water Quality Requirements

1. Have provisions been installed to address stormwater runoff water quality on site?

Yes No, Explain _____

2. Total Water Quality Volume Required: _____ acre feet

3. Is the site in a Special Protection watershed which includes Exceptional Value (EV) of High Quality (HQ) waters?

Yes No

4. How is the Required Recharge Volume being addressed?

Wet Detention Basin Sand Filter
 Extended Dry Detention Basin Constructed Wetlands
 Bioretention Other: _____

ARTICLE IV: STORMWATER MANAGEMENT

Reference: Section 134-407 Streambank Erosion Requirements

1. Has the 2- year proposed conditions flow been reduced to the 1- year existing conditions flow?

Yes No, Explain _____

2. Does the proposed conditions 1- year storm drain over a minimum 24- hour period?

Yes No, Explain _____

ARTICLE IV: STORMWATER MANAGEMENT

Reference: Section 134-408 Stormwater Peak Rate Control and Management Districts

1. Does the Proposed Conditions Runoff meet the Criteria established in Section 134-408.A?

Yes No, if you answered Yes proceed to Section V.

ARTICLE IV: STORMWATER MANAGEMENT

Reference: Section 134-409 Calculation Methodology

1. Which method(s) are utilized in the site stormwater management plan for computing stormwater runoff rates and volumes?

TR-20

PSRM

TR-55

Rational Method

HEC-1 / HEC-HMS

Other: _____

2. Were Table E-1 or Figure E-3 in Appendix E utilized in rainfall determination?

Yes

No, Explain _____

3. Were Table E-2 (Runoff Curve Numbers) or Table E-3 in the Appendix E (Rational Runoff Coefficients) utilized in calculations for runoff?

Yes

No, Explain _____

4. For any proposed storm water detention facility, were the appropriate design storms routed through the facility using the Storage-Indication Method?

Yes

No, Explain _____

ARTICLE IV: STORMWATER MANAGEMENT

Reference: Section 134-410 Other Requirements

1. Is this project subject to PENNDOT approval?

Yes

No

- a. If "YES" have these plans been forwarded to PENNDOT for review?

Yes

No, Explain _____

2. Have proposed wet detention basins incorporated biologic control consistent with the West Nile Guidelines presented in Appendix G?

Yes

No

Not Applicable

ARTICLE IV: STORMWATER MANAGEMENT (continued)

3. Are any proposed stormwater facilities subject to PADEP Chapter 105 permitting?

Yes

No

- a. If "YES" have these plans been forwarded to PADEP for review?

Yes

No, Explain _____

ARTICLE VII: MAINTENANCE RESPONSIBILITIES

Reference: Section 134-702 Responsibilities for Operations and Maintenance of Stormwater Controls/BMPs

1. Has a Stormwater Control and BMP Operations and Maintenance Plan been approved by the Municipality?

Yes No, Explain _____

2. Who shall assume responsibility for implementing the Stormwater Control and BMP Operations and Maintenance Plan?

Municipality Homeowner Association
 Private Owner Other: _____