

**Lower Salford Township  
379 Main Street  
Harleysville, PA 19438  
215-256-8087  
215-256-4869 (FAX)**

### **Subdivision and Land Development Filing Requirements**

The Lower Salford Township Planning Commission meets the fourth Wednesday of every month at 7:30 p.m. The deadline for plan submission is three Fridays prior to the meeting date. Scheduling will be on a first come first serve basis. When a **complete** application has been filed on time, for either a new or revised application, the applicant will be scheduled on the Planning Commission agenda. Please contact Mary L. West, Assistant Township Manager, to be scheduled on the agenda.

#### ***Tentative Sketch Plans***

- No fees required
- Completed Subdivision and Land Development Application Form
- 13 copies of folded plans (**in accordance with Chapter 142 Subdivision and Land Development Ordinance, Section 142-11 Tentative Sketch Plan Requirements**)

**Note:** Sketch plans are reviewed by the Montgomery County Planning Commission and Lower Salford Township Planning Commission only (no review fee required). If the applicant desires a review by the Township Engineer, 1 additional plan is required and the complete application emailed to the Township Engineer at [mafountain@cksengineers.com](mailto:mafountain@cksengineers.com). An escrow fee according to Resolution # 2013-13 (Township Fee Schedule) will also be required.

#### ***Preliminary Plans***

Check payable to Lower Salford Township for Application Fee (Chapter 84-1(U) Township Code)  
Check payable to Lower Salford Township for Review Escrows (Resolution #2013-13)  
Check payable to Montgomery County Treasurer for MCPC review (Act 247 Fee Schedule)

- Completed Subdivision and Land Development Application Form
- 18 copies of folded plans (4 full sets and 14 record plans)  
**(in accordance with Chapter 142 Subdivision and Land Development Ordinance, Section 142-13 Preliminary Plan Requirements) All requested plan waivers must be noted in the plan legend.**
- email complete application to the Township Engineer at [mafountain@cksengineers.com](mailto:mafountain@cksengineers.com)
- email complete application to the Township Traffic Engineer at [stephanie.butler@mcmtrans.com](mailto:stephanie.butler@mcmtrans.com)
- email complete application to the Township Office at [mwest@lowersalfordtownship.org](mailto:mwest@lowersalfordtownship.org)
- Township Extension of Time form, waiving 90-day review requirement, signed and on file with Township no later than the next Planning Commission meeting
- Two copies of the Stormwater Management and Erosion Control Reports
- Copies of deeds, recorded easements and rights-of-way may be required
- Copies of previous subdivision or land development plans may be required
- Copies of previous zoning decisions associated with the parcel may be required

***Final Plans that have previously received preliminary approval from Planning Commission***

- Completed Subdivision and Land Development Application Form
- 18 copies of folded plans (4 full sets and 14 record plans)  
**(in accordance with Chapter 142 Subdivision and Land Development Ordinance, Section 142-15 Final Plan Requirements) All requested plan waivers must be noted in the plan legend.**
- email complete application to the Township Engineer at [mafountain@cksengineers.com](mailto:mafountain@cksengineers.com)
- email complete application to the Township Traffic Engineer at [stephanie.butler@mcmtrans.com](mailto:stephanie.butler@mcmtrans.com)
- email complete application to the Township Office at [mwest@lowersalfordtownship.org](mailto:mwest@lowersalfordtownship.org)
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- Two copies of the Stormwater Management and Erosion Control Reports
- Copies of deeds, recorded easements and rights-of-way may be required
- Copies of previous subdivision or land development plans may be required
- Copies of previous zoning decisions associated with the parcel may be required

***Plan Revisions - If the plan is recommended to go back to the Planning Commission for review, submission requirements are as follows. Plans are not automatically scheduled from month to month. A complete application for resubmission must be received by the Township Office three Fridays prior to the meeting date.***

- Completed Subdivision and Land Development Application Form
- 13\* copies of folded plans (\*includes 4 full sets and 9 record plans)
- 13 copies of applicant response letters
- email complete application to the Township Engineer at [mafountain@cksengineers.com](mailto:mafountain@cksengineers.com)
- email complete application to the Township Traffic Engineer at [stephanie.butler@mcmtrans.com](mailto:stephanie.butler@mcmtrans.com)
- email complete application to the Township Office at [mwest@lowersalfordtownship.org](mailto:mwest@lowersalfordtownship.org)

***Plan Revision for Final Plans***

- email complete application to the Township Engineer at [mafountain@cksengineers.com](mailto:mafountain@cksengineers.com)
  - email complete application to the Township Traffic Engineer at [stephanie.butler@mcmtrans.com](mailto:stephanie.butler@mcmtrans.com)
  - email complete application to the Township Office at [mwest@lowersalfordtownship.org](mailto:mwest@lowersalfordtownship.org)
- (Additional paper plans may be requested)

***Final Plans (for recording purposes)***

- 2 mylar and 6 paper copies of the final plan. **Please include the MCPC File # on the final plan.** (Do not fold final plans. One mylar and one paper copy will be returned to the applicant after recording is done by Township Solicitor.)

**Note: Plans will be recorded after all the required legal documents are filed with the Township, all required escrow monies have been posted, and all legal and engineering invoices are paid up to date.**