

SUBDIVISION and LAND DEVELOPMENT PROCESS

Plan Submission, Review & Approval



- Township:** Solebury Township
- ZHB:** Zoning Hearing Board
- BOS:** Board of Supervisors
- PC:** Planning Commission
- BCPC:** Bucks County PC
- BCCD:** BC Conservation District
- BCHD:** BC Health Department
- PA DEP:** PA Department of Environmental Protection
- SD:** Subdivision
- LD:** Land Development
- SALDO:** Subdivision & Land Development Ordinance

Applicant Action

Township Action

Meeting

Phase 1 Preliminary Actions (§22-301)	<div style="border: 2px solid purple; border-radius: 15px; padding: 10px; width: 80%; margin: auto;"> PLAN CLASSIFICATION: </div>	Type of Development	Sketch Plan	Preliminary Plan	Final Plan	Applicant-Dependent
		Minor Residential SD & LD (§)	Recommended	Recommended	Required	
		Major Residential SD & LD (§)	Recommended	Required	Required	
		Minor Commercial SD & LD (§)	Recommended	Recommended	Required	
		Major Commercial SD & LD (§)	Recommended	Required	Required	
<div style="border: 2px solid purple; border-radius: 15px; padding: 10px; width: 80%; margin: auto;"> PRE-APPLICATION MEETING (Optional): </div>	<ul style="list-style-type: none"> The Township recommends that new projects be reviewed with Township Staff prior to submitting a Sketch Plan or a Preliminary/Final Plan Application. Identify necessary impact studies (Article VI), and potential zoning issues. Establish Professional Service Agreement (PSA) with appropriate escrow fee. 			<div style="border: 2px solid orange; border-radius: 15px; padding: 10px; width: 80%; margin: auto;"> Meeting with Township Staff (Recommended) </div>		2 - 4 Weeks Dependent on Township Staff Availability

Phase 2
Sketch Plan
(\$22-302)

SUBMIT SKETCH PLAN (recommended):

Township Staff and Township Engineer will Review Submission

- The plan will be reviewed during a regularly scheduled Planning Commission Meeting (held once per month).
- The applicant can also request that the plan be reviewed specifically by BCPC.

PC Meeting

BOS Meeting

1 - 2 Months
Dependent on how close submission date is to next regularly scheduled meeting

Phase 3
Preliminary/Final Plan
(\$22-303 & 304)

SUBMIT PRELIMINARY/FINAL PLAN

Township Staff will review application for completeness and forward to Township Engineer, Township Traffic Engineer (if required), affiliated Fire Department, and BCPC.
Note: PC cannot act on an application until BCPC review is received or 30 days after submission.

- Preliminary Plan may be submitted separate or concurrent with final plan if minor subdivision.
- Submit all required impact studies (Article VI).
- Submit PA DEP Sewage Facilities Planning Module Application Mailer.

Note: this process may require multiple visits to the Township Staff and PC.

Township Zoning Officer & Township Engineer will review application based on SALDO, SWM, and other ordinances and issue review letters as needed.

PC Meeting
PC will provide comments, review waiver requests, and will recommend for BOS to:

- Approve
- Approve with conditions/waiver
- Table
- Deny

Incorporate Conditions and visit PC again (if unconditional approval is not recommended).

BOS Meeting

Major Development
6 - 12 Months

Minor Development
4 - 6 Months

Dependent on how many times Applicant submitted plan to PC, and how quickly Applicant addresses comments in between regularly scheduled meetings.

Phase 4
Record Final Plan
(§22-305)

Submit final plan and all other required materials that satisfy conditions for approval.

Township engineer will review Final Plan and issue a Final Clean Letter once all conditions for approval are satisfied.

Financial Security & Inspection Escrow Determination
Applicant must provide a Construction Cost Estimate to the township engineer.

Township engineer will review applicant's Construction Cost Estimate and (may) suggest any adjustments necessary to establish the estimated Cost of Completion.

Township Solicitor will review each agreement prior to execution by the Developer and the BOS.

1. Applicant must provide the required Financial Security and Inspection Escrow to the Township
2. Financial Security may be provided in the following forms:
◦ *Cashier's Check*
◦ *Letter of Credit*
◦ *Any method accepted by the Municipal Planning Code (link)*

Township Solicitor will prepare a Land Development Agreement and a Financial Security Agreement.

Final Plan Signing and Recording

- After the Township Engineer has issued a Final Clean Letter, and the LD and Financial Security Agreements have been executed, the approved Final Plans must be signed by all parties:
 - *Plan Preparer(s)*
 - *Property Owner(s)*
 - *Applicant(s)*
 - *Township Engineer*
 - *The BOS*
- After all parties have signed, the Township Solicitor will record the Approved Final Plan with the Bucks County Recorder of Deeds.

Township Contacts

Township Manager: Christopher Garges
Township Engineer: Wynn Associates
Township Traffic Engineer: McMahon Associates
Township Planner: Simone Collins Landscape Architecture
Township Solicitor: Curtin & Heefner LLC
Township Zoning Officer: Zachary Zubris
Township PC Admin. & Right-to-Know Officer: Jean Weiss

Phase 5

Pre-Construction

REQUIRED PRE-CONSTRUCTION MEETING (prior to any site-work) will be held after completing the following:

- *Developer must provide the required Financial Security and Inspection Escrow to the Township.*
- *Developer must execute LD and Financial Security Agreements.*
- *Developer must record Final Plan.*



Developer requests to schedule Pre-Construction Meeting with Township Staff and Township Engineer.

Developer is responsible for ensuring other parties are able to attend (Developer, Site Contractor, BC Conservation District, PA DEP, PennDOT, etc.)



Pre-Construction Meeting

Phase 6

Financial Security Releases

Partial Financial Security Releases may be requested by the developer on a monthly basis.

- Requests for Financial Security Releases must be made to the Township Engineer.*
- Prior to submitting a Financial Security Release, the Developer must verify the quantities of work completed.*
- Requests for Financial Security Release will be based on line item descriptions, quantities, and unit costs from the estimated Cost of Completion.*
- The Township Engineer will review and process the Financial Security Release and forward to the Township for certification.*