

This application must be completed on both sides by the applicant, or their agent, and submitted digitally following the procedures below for subdivision and land development reviews mandated by the Pennsylvania Municipalities Planning Code (PaMPC), Act 247 of 1968, as amended.

MUNICIPALITY: _____	PLAN TYPE: <input type="checkbox"/> Land Development <input type="checkbox"/> Subdivision
NAME OF PROPOSAL: _____	PLAN CLASS: <input type="checkbox"/> Major <input type="checkbox"/> Minor
LOCATION: _____	<input type="checkbox"/> Municipal <input type="checkbox"/> Sketch
TAX PARCEL NO.: _____	TOTAL ACREAGE: _____
APPLICANT: _____	APPLICANT TELEPHONE: _____
APPLICANT ADDRESS: _____	APPLICANT EMAIL: _____
OWNER OF RECORD: _____	DEVELOPMENT TYPE: <input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial
OWNER ADDRESS: _____	<input type="checkbox"/> Conversion <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional
OWNER EMAIL: _____	<input type="checkbox"/> Lot Line Change <input type="checkbox"/> Office <input type="checkbox"/> Residential
PRESENT LAND USE: _____	

PROPOSAL:
NONRESIDENTIAL: Number of Building Lots or Leaseholds: _____ **RESIDENTIAL:** Number of Lots or Units: _____
 Proposed New Building Area: _____
Gross square feet (floor area)

WATER SUPPLY: <input type="checkbox"/> Public <i>(Check one)</i> <input type="checkbox"/> Community On-site <input type="checkbox"/> Individual On-lot	SEWERAGE: <input type="checkbox"/> Public <i>(Check One)</i> <input type="checkbox"/> Community <input type="checkbox"/> Individual On-lot	OPEN SPACE: <input type="checkbox"/> Public <i>(Check One)</i> <input type="checkbox"/> Private TOTAL OPEN SPACE ACREAGE: _____
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Submission Procedures: Please follow this link to view full and detailed submission procedures for submitting this application along with all documents: <https://www.buckscounty.gov/398/Subdivision-Land-Developments>

- 1) Submit this completed application to planningcommission@buckscounty.org, or click on the SUBMIT button on the bottom of Page 2.
- 2) A confirmation email will be sent back to submitter with official BCPC number and a link to upload required documents (see below).
- 3) Once all documentation has been received and reviewed for completeness, an email will be sent back to submitter with fee confirmation.
- 4) Confirmed fee should be mailed to the Bucks County Planning Commission. Review of the submission will begin when fee is received.

The following documentation is **required** for every plan submission, at the applicable level, in addition to a completed application form. Please check the appropriate state of plan submission and the inclusion of the required documentation:

<input type="checkbox"/> Sketch Plan <i>or</i>	<input type="checkbox"/> One digital file of plan
<input type="checkbox"/> Revised Sketch Plan	
<input type="checkbox"/> Preliminary Plan <i>or</i>	<input type="checkbox"/> One digital file of preliminary plan/revised preliminary plan
<input type="checkbox"/> Revised Preliminary Plan	<input type="checkbox"/> One digital file of proof of variances, special exceptions, conditional uses, or other agreements
If applicable {	<input type="checkbox"/> One digital file of Sewage Facilities Planning Module
	<input type="checkbox"/> One digital file of Transportation Impact Study
<input type="checkbox"/> Revised Final Plan	<input type="checkbox"/> One digital file of final plan/revised final plan
	<input type="checkbox"/> One digital file of conditions of preliminary approval

If proposal is made by applicant or agent directly to the Bucks County Planning Commission (BCPC), the following certification is required to assure that all plans submitted to the BCPC are also submitted to the municipal government for review.

I hereby certify that this plan has been submitted for review to the Township/Borough of _____ and that, if the plan is withdrawn from consideration by the municipality, it will also be withdrawn from the BCPC review process via written notification. Members of the BCPC and staff are authorized to enter land for site inspection if necessary.

Print Name of Applicant

Signature of Applicant

Date

BCPC USE ONLY

BCPC File No.: _____

Date Received: _____

Fee Paid: _____

BUCKS COUNTY PLANNING COMMISSION FEE SCHEDULE FOR REVIEWS

The following fees will be charged by the Bucks County Planning Commission for subdivision and land development reviews as authorized by Act 194 amending Act 247, the Pennsylvania Municipalities Planning Code. These fees are effective **January 1, 2023**. Plans will not be accepted for review without the appropriate fee and completed application form. If you need assistance in calculating application fee(s), please call us at 215-345-3400.

Residential subdivisions, land developments, and conversions *(Including Tentative Planned Residential Development Plans)*

				Base Fee	+		
up to	2	lots or units	=	\$200	+	\$70	for each buildable lot/unit over 2
3	up to	10	lots or units	=	\$105	+	\$70 for each buildable lot/unit over 2
11	up to	25	lots or units	=	\$630	+	\$50 for each buildable lot/unit over 10
26	up to	50	lots or units	=	\$1,320	+	\$45 for each buildable lot/unit over 25
51	up to	100	lots or units	=	\$1,980	+	\$25 for each buildable lot/unit over 50
101	+		lots or units	=	\$2,640	+	\$20 for each buildable lot/unit over 100

Nonresidential land developments

				Base Fee	+		
0	up to	5,000	square feet	=	\$315	+	\$0.055 per square foot of floor area
5,001	+		square feet	=	\$500	+	\$0.20 per square foot of floor area, not to exceed \$6,000 in addition to the base fee

Nonresidential subdivisions

up to	2	lots or units	=	\$230		Curative Amendments (not municipal curative amendments)	\$2,500	
3	up to	10	lots or units	=	\$130			per lot
11	+		lots or units	=	\$105	per lot	Private Petitions for Zoning Change (not municipal petitions)	\$2,000

For the purposes of this Fee Schedule the definitions in Article II of the Pennsylvania Municipalities Planning Code of subdivision and land development shall be used.

There is **no fee** for review of a sketch plan or final plan submission (unless otherwise noted below).

All fee charges are intended to cover the entire review process from preliminary to final stages **except** as follows:

- 1) **Each resubmission of a plan with minor revisions** shall be subject to an additional fee, not to exceed the required fee listed in the tables above or \$250.00, whichever is less. A subdivision which proposes no more than two lots may be resubmitted with minor revisions one time without a charge for the review.
- 2) **Each resubmission of a plan involving a major revision or change in program** from the original submission shall be required to pay an additional fee as required in the tables above. A major revision or change in program may include, but is not limited to, a change in use, dwelling type, density, lot layout, street layout, or site layout.
- 3) **Each plan submitted for review two years or more after the first submission** shall be subject to an additional fee, not to exceed the required fee listed in the tables above or \$200.00, whichever is less, if the plan contains only minor revisions. If there are major revisions to the plan, the submission will require a fee in accordance with the fee schedule above. Major changes are as noted in #2 above.
- 4) **Proposals submitted which contain a mix of uses** will be subject to the appropriate fee for each use.

MEETINGS WITH THE STAFF of the Bucks County Planning Commission to discuss applications either prior to or during the formal development application are encouraged and are free of charge. Appointments can be made by contacting 215-345-3400.

SIGNING OF PLANS FOR RECORDING: The Bucks County Planning Commission now signs plans electronically. If you have municipally-signed plans with an official BCPC number you can go directly to the Bucks County Recorder of Deeds to record your plan. Please contact the Recorder of Deeds at 215-348-6209 should you have any questions about recording your plan.

REQUESTS FOR ADDITIONAL COPIES OF REVIEW: Digital copies of the Bucks County Planning Commission review of this proposal will be sent to the applicant, the municipality, and the municipal engineer. If you wish to have digital copies sent to other persons, please list their **NAME(S), TITLE(S), and EMAIL(S):**

SUBMIT