

Bethel Township

1092 Bethel Road
Garnet Valley, PA 19060
Phone: 610-459-1529
Fax: 610-459-1529 x2921
www.betheltwp.com

DATE RECEIVED:



PLANNING APPLICATION

All Applications MUST include a Complete Application, Copy of Subject Property Deed, Complete Reimbursement Agreement for professional service, and Required Fees.

Escrow Fee: _____ **Township Fee:** _____

Applicant Information

Applicant: Owner Equitable Owner Leasee

Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

Authorized Agent/Attorney: Same as Applicant

Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

Property Information

Owner: _____ Is the Deed Included? _____
Address: _____
Phone: _____ Fax: _____ Email: _____
Tax Parcel ID: _____ Zoning District: _____
Residential Commercial Lot Size: _____

Type of Review (Check all that Apply)

Land Development Subdivision Conditional Use Application for Waivers
Zoning Text Amendment Zoning Map Amendment

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Description of Proposed Project: _____

Does this project require new street addresses (If yes please fill out Request for Address Form)? Yes No

Acknowledgement: I certify that I am the owner/authorized agent for all owners of the property or properties included within this application and authorized to submit/represent this application before the Township of Bethel.
Signature: _____ **Date:** _____

Please fill in the remaining application as applicable to your project! ALL SUBMITTED PLANS SHALL SHOW OR BE ACCOMPANIED BY THE FOLLOWING (check all that are included and apply):

A. Scale no smaller than fifty (50) feet to the inch	
B. Proposed development name or identifying title	
C. Plan seal of Engineer	
D. Date, Scale and North Point	
E. Name and Address of the record owner of the property	
F. Name of the developer of the property	
G. Name of the registered engineer or surveyor responsible for the plan	
H. Tract boundaries with bearing and distances	
I. Location map at a scale of 1" = 800'	
J. Name of all adjoining property owners (address and folio #)	
K. Zoning on tract and property adjacent thereto	
L. Contours at vertical interval of two (2) feet and Datum	
M. Existing conditions including buildings, sewers, water mains, culverts, petroleum product lines, fire hydrants, water courses, tree masses and other significant natural features. All existing trees on or adjacent to the tract, including name, right-of-way width and cart way width, etc.	
N. Natural Features Plan designating notable features such as steep slope areas between 15% and 25% and very steep slope of 25% and above, notable trees, geologic formations and wet or unsuitable soils for construction, flood plain limits, etc.	
O. Proposed Development Plan including Zoning requirements, statement of intent, number and size of lots, building bulk and Land Use, density, square footage of structures, height, provision for parking and important landmarks	
P. Proposed improvement plan showing, but not limited to, site geometry, grading, utilities, etc. Proposed minimum set-back lines (building envelope) and required zoning data in table form. Locations, size and invert elevation of all sanitary storm sewers and locations of all manholes, inlets, and culverts, etc.	

CONDITIONAL USE APPROVAL AND WAIVERS

Indicated the Section of Code for which you are seeking Conditional Use Approval and/or Waivers: _____

Conditional Use Checklist (check all that are included and apply):

1.	Sets of Plans Required:	
	A. Large 24x36- 11 sets (Twp Engineer (1), Property File (1), Planning Commission Copy (7), Planning Commission Solicitor (1), Fire Marshal (1), Township Supervisors (5), Township Solicitor (1))	
	B. Small 11x17- 11 sets (Planning Commission, BOS, Property File, Solicitor)	
	C. One ELECTRONIC copy of plans	
2.	ADDITIONAL REPORTS AND ANALYSIS (2 copies plus electronic copy)	
	A. Proposed storm drainage collection system design with all necessary calculations	
	B. Storm Water Management Plan in accordance with ordinance and all supporting Storm Water calculations	

ZONING TEXT/MAP AMMENDMENTS AND WAIVERS

Indicate the Section of Zoning Code which you are seeking to amend: _____

Zoning Text and Map Amendment Checklist (check all that are included and apply):

1.	Sets of Proposed Zoning Maps Required:	
	A. Large 24x36- 11 sets (Twp Engineer (1), Property File (1), Planning Commission Copy (7), Solicitor (1), Fire Marshal (1))	
	B. Small 11x17- 11 sets (Planning Commission, BOS, Property File, Solicitor)	
	C. One ELECTRONIC copy of plans	
2.	Proposed Zoning Text Changes	
	A. 11 Copies (Twp Engineer, Solicitor, Planning Commission, BOS, Property File)	
	B. Electronic Copy	
3.	A list of names and addresses of all property owners within 600ft of the property	
4.	County referral form (to be delivered to the county by the Applicant)	

LAND DEVELOPMENT AND SUBDIVISION

Plan Status: Sketch Preliminary Final Amended

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Land Development and Subdivision Checklist (check all that are included and apply):

1.	Sets of Plans Required:	
	A. Large 24x36- 11 sets (Twp Engineer (1), Property File (1), Planning Commission Copy (7), Solicitor (1), Fire Marshal (1))	
	B. Small 11x17- 11 sets (Planning Commission, BOS, Property File, Solicitor)	
	C. One ELECTRONIC copy of plans	
2.	ADDITIONAL REPORTS AND ANALYSIS (2 copies plus electronic copy)	
	A. Proposed storm drainage collection system design with all necessary calculations	
	B. Storm Water Management Plan in accordance with ordinance and all supporting storm water calculations.	
	C. Soil Erosion and Sediment Control Plan with all necessary calculations as required under the Erosion-Sediment Control Ordinance. (This plan can be submitted separately)	
	D. Statement of type and use of proposed building	
	E. Landscaping	
	F. Parking lot lighting	
	G. Wetland study	
	H. Planning Module	
	I. Traffic Study	
	J. Geotechnical Study	
3.	County referral form (to be delivered to the county by the Applicant)	

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REQUEST FOR NEW STREET ADDRESSES

Indicate the number of new addresses required and the closest, existing intersection to the proposed development:

Please include two (2) copies of a Site Plan indicating the new address locations and a map indicating the overall location of the new addresses within the Township.



To Be Completed by Township Personnel

Proposed Addressing (please label Site Plan as well):

SIGN OFFS:

Chief of Police: _____ Date: _____
Fire Marshal: _____ Date: _____
Township Engineer: _____ Date: _____
Postmaster: _____ Date: _____

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BETHEL TOWNSHIP

Additional Information and Instructions

- The Planning Commission meets on the 1st Wednesday of the month.
- Applicants MUST apply by 12:00 Noon 30 days prior to the date on which they would like to appear at the Planning Commission
- Required documents:
 - Completed Application
 - Property Deed
 - Any additional relevant documents
 - Fees per Township approved fee schedule
 - Plans as per the application check list
 - An **electronic copy** of all documents
- The PA Municipalities Planning Code (Act 247, amended by Act 190 of 1990) requires townships to render a decision on subdivision and land development projects within 90 days for the first public meeting of the Township Planning Commission following the date of your submittal. Based on changes and revisions requested or initiated by the applicant that date could be extended by letter agreement from the applicant to the Township.
- Generally concurrent to these processes, the application is reviewed by other agencies including the PA Dept of Transportation, PA Dept of Environmental Protection and/or the US Army Corp of Engineers, Delaware County Conservation District, Delaware County Planning Department who address environmental, health and transportation issues.
- The Planning Commission also may request additional studies be provided such as traffic studies, fiscal impact analysis and sewerage analysis which may impact township public sewers in the future planning process.
- The Planning Commission and Board of Supervisors consider all these staff and review agency reports in rendering their recommendations and decisions on an application.
- The month subsequent to which the Planning Commission has completed review of all data and rendered a recommendation, the plan is placed on the Board of Supervisors agenda for Action. The Township staff, Township Engineer and the Township Solicitor assemble all the applicable reports, data and information which is considered by the Board of Supervisors and citizens and confirmed by a legal binding resolution acted on by the board at the appropriate public meeting. Depending on the type of Application, there may be a public hearing involved.
- Conditional Use Applications follow a Zoning timeline and as per the PA Municipalities Planning Code (Act 247, Article IX, Section 908 (1.2), the first hearing before the Board shall be commenced within 60 days from the date of the receipt of the applicant's application. For Conditional Use Applications, a Zoning Placard ("Yellow Board") will be filled out by the Township and **taken by the applicant** to post on the subject property for a period of at least 7 days prior to the hearing at the Board of Supervisors. **Proof of timely posting (a picture) is**

required to be presented at the hearing. If no proof is presented, the hearing will be continued at the Applicant's expense for failure to meet the requirements of the PA Municipalities Planning Code.

- Additional fees are charged where more than one hearing is required.
- Neighbors are notified of the request by mail and posting of the legal notice in the local newspaper and the Township building. They are permitted to appear or oppose your application.
- You may need the aid of an attorney or other professional help depending on the specific request.
- The applicant is responsible for posting the property at least 10 days prior to the Planning Commission Meeting following the initial submittal. The notification posters are available at the Township Administrative Office.
- Copies of return receipts cards with a copy of the notification letter shall be submitted prior to or at the regularly scheduled Planning Commission Meeting.
- The County application must be signed by the Planning Commission Chairman. It is the applicant's responsibility to deliver the plans and County Act 247 Application signed by the Township to the County Planning Commission.
- The Planning Commission will not forward the application to the Board of Supervisors for approval until all review comments are resolved, all applicable PennDOT permits are obtained, Planning Module approval is received from PA DEP, and the NPDES Permit is issued.
- Following the Final Recommendation by the Planning Commission, the applicant shall notify the Township Manager or Township Secretary to be placed on the Board of Supervisors Agenda for consideration of Final Plan Approval.
- No plans shall be signed for recording without an executed Developers Agreement, Improvement Security Agreement and Stormwater Management Agreement (if applicable).
- When Public Sewers are involved, the Applicant is responsible for contacting the Bethel Township Sewer Authority and making proper applications with the Authority. The review process for the sanitary sewers is a separate and distinct process from the Subdivision and Land Development Approval Process. However, the Board of Supervisors will not issue final approval of a plan until it has taken such action as may be necessary to reserve capacity in the sewer system.