

Right of way Grants on Property: Yes ___ No ___; or Deed Restrictions-Yes ___ No ___
If yes, describe:

Will property be serviced by on-site water? Yes _____ No _____

Will property be serviced by in-site sewage disposal? Yes _____ No _____

Are any historic dwellings nearby? Yes _____ No _____
If yes, identify dwellings and approximate distance:

**APPLICATION PROCEDURES
FOR
SUBDIVISION & LAND DEVELOPMENT
BETHEL TOWNSHIP**

Bethel Township has prepared a Subdivision and Land Development Application Package Consisting of the Following:

- A. Bethel Township Application Form.
- B. Bethel Township Application Fee Schedule.
- C. Delaware County Act 247 Application.
- D. Delaware County Fee Schedule.
- E. PA D.E.P. Construction Fact Sheet

MEETING DATES

The Bethel Township Planning Commission meets the first Wednesday of each month at 7:00 p.m., at 1092 Bethel Rd., Garnet Valley, PA 19060, in the John Meyers Building.

The Bethel Township Board of Supervisors meets the second Tuesday of each month at 6:30 p.m.

Please note that the meeting date is subject to change if the regularly scheduled meeting falls on a Holiday or Election Day.

NOTE: THE APPLICANT MUST PROVIDE A FLASH DRIVE AND ELECTRONIC EMAIL COPY WITH PDF COPIES OF ALL LETTERS, APPLICATIONS, PLANS, AND PERMITS ASSOCIATED WITH THE APPLICATION. THE BOARD OF SUPERVISORS WILL NOT SIGN THE PLANS FOR RECORDING WITHOUT THE ELECTRONIC COPIES.

GENERAL APPLICATION PROCEDURE

A. SKETCH PLANS (REQUIRED FOR ALL MAJOR SUBDIVISIONS AND LAND DEVELOPMENTS)

1. Contact Planning Commission Secretary, at (btplanningcommission@gmail.com), (township.secretary@betheltwp.com) Township Engineer (mrh@gdhoutman.com), one week prior to the date of the P.C. Meeting that Applicant plans on submitting Sketch Plans.
2. Bring ten copies of the sketch plan to the Planning Commission Meeting.
3. The applicant, or Engineer, shall make a presentation of the plans to the Planning Commission.
4. The Planning Commission will provide verbal comments on the plan to the applicant.
5. The Sketch Plan Process is informal. The process provides the applicant with some initial insight of the Township with respect to the application.
6. Any suggestion, comment, or direction provided to the applicant is subject to change when Preliminary Plans are submitted and reviewed.

B. PRELIMINARY PLANS

1. Pick up Subdivision and Land Development Application Package and current Fee schedule at Township Offices.
2. Retain Professional Engineer or Surveyor to Prepare Plans & Complete Application.
3. Contact Planning Commission Secretary, (btplanningcommission@gmail.com) and (township.manager@betheltwp.com), (township.secretary@betheltwp.com), and the Township Engineer (mrh@gdhoutman.com) one week prior to the date of the P/C meeting that the Applicant would like to submit plans and application/fees and request to be put on the agenda.
4. The applicant is required to send Certified Mail Notifications to all abutting property owners (including property owners across public roads). The notifications shall state
 - 1) A Subdivision (or Land Development) Application has been filed with Bethel Township;
 - 2) Location of project
 - 3) General description of project (i.e. number of lots or buildings);
 - 4) The date, time and location of the first meeting that the Preliminary Plans will be on the Planning Commission Agenda.The applicant must also post the property. The posters may be obtained at the Township Building during working hours.

INITIAL MEETING

4. Plans/Applications are to be submitted at a regularly scheduled Planning Commission Meeting. Signing of Applications and submission of application fees will generally occur at the end of the meeting.

5. The necessary number of plan sets, calculations, and other supporting data are to be submitted at the initial Planning Commission Meeting for each application stage (Sketch, Preliminary & Final)
6. The applicant is expected to provide a brief presentation (over-view) of the proposed Subdivision or Land Development at the Initial Meeting when the application is submitted.
7. Refer to Submission Requirements for Number of Prints to be submitted.
8. The Subdivision or Land Development Plans will be submitted to the Township Engineer for review by the Township.
9. The County Application must be signed by the Planning Commission Secretary or Chairman. **It is the applicant's responsibility to deliver three sets of plans, County Act 247 Application signed by the Township, and submit the Delaware County Application Fee to the Delaware County Planning Commission located in Media, PA.**
10. **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.**
11. The Planning Commission Secretary shall distribute plans to the Bethel Township Sewer Authority, and Township Fire Marshall (if required).

SUBSEQUENT MEETINGS

12. The Township Engineer will review the plans and issue comments to the Bethel Township Planning Commission, and applicant six (6) days prior to the Planning Commission Meeting following the initial submission.
13. The applicant or applicant's engineer shall be ready to discuss any issues contained within the review.
14. At the subsequent Planning Commission Meetings, the applicant shall hear the comments of the Planning Commission, Township Engineer, and general public and revise plans accordingly.
15. Re-submission of plans shall be made at regularly scheduled Planning Commission Meetings. The applicant shall contact the Planning Commission Secretary one (1) week before the meeting if they plan to re-submit plans.
16. Re-submissions and subsequent reviews of the application will continue until such time that the Planning Commission is comfortable with granting Preliminary Plan Approval. If the review process will take longer than 90 days, the applicant will be asked to grant an extension or time for the Township to review the application. If the applicant fails to grant a time extension, the Planning Commission will be force to render a decision on the application as it stands at the end of the 90 days.

C. FINAL PLANS

19. The process will repeat for the submission of Final Subdivision and Land Development Plans.
20. 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.
21. Following the Final Recommendation by the Planning Commission, the applicant shall notify the Township Manager at 610-459-1529 to be placed on the Board of Supervisors Agenda for consideration of Final Plan Approval.
22. If applicable, no plans shall be signed for recording without an executed Developers Agreement.
23. Refer to Submission Requirements for number of plans required for signatures.

NOTE:

- 1) No application requiring easements or rights-of-way will be granted Preliminary Approval without written documentation that the easement is, or will be granted.**
- 2) If the Applicant is required to temporarily leave the Planning Commission Review Process to seek guidance from the Board of Supervisors concerning waiver requests or other matters, the Applicant shall sign an indefinite extension and submit to the Planning Commission Secretary. It is the Applicant's responsibility to coordinate with the Township Assistant Manager to be placed on a Board of Supervisors Meeting Agenda. Following action by the Board of Supervisors on the specific requests of the Applicant, the application will be referred back to the Planning Commission. The Applicant shall rescind the indefinite extension and sign a new 90-day extension in order to continue the Plan Review Process with the Planning Commission.**
- 3) 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.**

SUBMISSION REQUIREMENTS

Sketch Plan

1. 11 Sets of Plans
 - a. Nine– Planning Commission Members
 - b. One – Township Engineer
 - c. One – Township File
2. No Fees or Application Required.

Preliminary Plans

1. Four (4) Copies of Bethel Township Subdivision and Land Development Application.
 - a. One – Township Engineer
 - b. One – Planning Commission Members
 - c. One – Township Fire Marshall
 - d. One – Township File
2. Bethel Township Application Fee.
3. Bethel Township Escrow Fee for Plan Review by Township Engineer and Solicitor.
4. Five (5) Copies of Delaware County Act 247 Application.
 - a. One – Township Engineer
 - b. One – Planning Commission Chairman
 - c. One – Planning Commission Secretary
 - d. One – Township File
 - e. One – Delaware County Planning Commission
5. Delaware county Application Fee.
6. 16 Copies of Preliminary Plans
 - a. Seven- Planning Commission Members
 - b. One – Township Engineer
 - c. One – Township File
 - d. One – Township Fire Marshal
 - e. One – Township Supervisors
 - f. Three – To be delivered to Delaware County Planning Commission
 - g. Two – Bethel Township Sewer Authority (BTSA)
 - h. Electronic digital full copy of plans emailed to Township Engineer, Planning Commission and Township Secretary.
7. Adjoining Property Owner Notification
 - a. Copies of the Return Receipt Cards with a copy of the Notification Letter Shall be submitted prior to, or at, the next regularly scheduled Planning Commission Meeting following the Initial Meeting when plans are submitted
8. Drainage Calculations
 - a. Two (2) copies of Storm Water Management Calculations and Drainage Area Maps.
9. Additional Information
 - a. The Planning Commission may request additional information such as Traffic Reports, Environmental Reports, and Conceptual Architectural.

- b. Any information that the Applicant may feel is helpful for the Planning Commission to review and process the Application.

Re- Submissions

- a. 10 Copies of Revised Plans.
- b. Two (2) Copies of Revised Calculations.
- c. Electronic digital full copy of plans emailed to Township Engineer, Planning Commission and Township Manager.
- d. Any Additional Information that the Planning Commission may have requested.

Final Submission

1. If Final Plans are submitted within **six (6) months** of the Preliminary Plan Approval, then new Bethel Township Applications and fees are not required, if after six (6) months, follow procedures set forth for 'Preliminary Submission', as noted above.
2. Five (5) copies of Delaware County Act 247 Application.
 - a. One – Township Engineer
 - b. One – Planning Commission Chairman
 - c. One – Planning Commission Secretary
 - d. One – Township File
 - e. One – Delaware County Planning Commission
3. Delaware County Application Fee.
4. 20 sets of Final Plan
 - a. Eight - Planning Commission Members
 - b. One – Township Engineer
 - c. One – Township File
 - d. Five – Township Supervisors
 - e. Three – To be delivered to Delaware County Planning Commission.
 - f. Two – BTSA
 - g. Electronic digital full copy of plans emailed to Township Engineer, Planning Commission and Township Assistant Manager.
5. Drainage Calculations
 - a. Two Copies of Storm Water Management Calculations and Drainage Area Maps.
6. Additional Information
 - a. The Planning Commission may request additional information such as Traffic Reports, Environmental Reports, and Conceptual Architectural.
 - b. Any information that the Applicant may feel is helpful for the Planning Commission to review and process the Application.

TOWNSHIP FEES and ESCROW

1. The Bethel Township Application Fee is due at the time of Preliminary Plan Submission and is non-refundable.
2. The escrow fee is to be kept, in its full amount, by the Township until the Plan is approved.
3. The applicant shall reimburse the Township for expenses incurred for review of the plans. The reimbursable fees include, but are not limited to, the Township Engineer and Township Solicitor Review Fees. If the applicant does not reimburse the Township for fees incurred, the Township will halt the review process and use the escrow fee to cover the reimbursable expenses.
4. Following Plan approval, the escrow fee shall be returned to the applicant minus any outstanding invoices.

PLAN RECORDING

1. The applicant shall submit the following for signatures by the Board of Supervisors:
 - a. One Set of Mylars (Township Engineer)
 - b. One full set of Mylar Copy of the Subdivision Plans (Township Files)
 - c. Two full paper sets of prints (Township Files)
 - d. One paper copy of the Subdivision Plans (Recorder of Deeds)
 - e. Number of paper copies of subdivision plans that applicant desires to maintain.
2. All plans shall be signed and notarized by the Applicant, and signed by the Design Engineer prior to submitting to the Township.
3. The prints shall be brought to the meeting that the applicant expects to be granted Final Plan Approval.
4. After Delaware County Recorder of Deeds signs and posts plans, signed copies as listed above must be returned to Bethel Township. No permits will be issued until copies are returned to Bethel Township.

NOTE: THE APPLICANT MUST PROVIDE A FLASH DRIVE WITH PDF COPIES OF ALL LETTERS, APPLICATIONS, PLANS, AND PERMITS ASSOCIATED WITH THE APPLICATION. THE BOARD OF SUPERVISORS WILL NOT SIGN THE PLANS FOR RECORDING WITHOUT THE ELECTRONIC COPIES.