

**Township of Cheltenham
Montgomery County, Pennsylvania**

**SUBDIVISION/LAND DEVELOPMENT
APPLICATION CTDA NO. _____**

Date submitted: _____

- INITIAL SUBMISSION**
- AMENDED SUBMISSION**

The undersigned Applicant hereby makes application for approval of the Subdivision/Land Development of the property noted in Item 1. Pursuant to the provisions of Chapter 260, entitled "Subdivision and Land Development" of the Cheltenham Code. **ATTACHED ARE THIRTY-FIVE (35) FOLDED PRINTS** of the

Subdivision/Land Development Plan and two (2) copies of all other required submittal materials.

1. Location: _____

2. Plan Type: _____

Title: _____

Date: _____ Revision Dates: _____

Prepared by: _____

Address: _____

**NOTE: MUST BE ADDRESS OR RESIDENCE/
OFFICE; P.O. BOX NOT ACCEPTABLE.**

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

Contact Person: _____

Contact Numbers:

Work: _____

Mobile: _____

Fax: _____

Email: _____

3. **OWNER:** _____
(Signature)

(Printed Name)

Address: _____

**NOTE: MUST BE ADDRESS OF RESIDENCE/
OFFICE; P.O. BOX NOT ACCEPTABLE.**

Contact Numbers:

Work: _____

Mobile: _____

Home: _____

Fax: _____

Email: _____

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

4. **APPLICANT:** (If Owner is Applicant, check here _____).

(Signature)

(Printed Name)

Address: _____

**NOTE: MUST BE ADDRESS OF RESIDENCE/
OFFICE; P.O. BOX NOT ACCEPTABLE.**

Contact Numbers:

Work: _____

Mobile: _____

Home: _____

Fax: _____

Email: _____

5. **ESCROW FUNDING ENTITY:**

(If same as Owner, check here _____.)

(If same as Applicant, check here _____.)

Name: _____
(Print)

Address: _____

NOTE: PLEASE TYPE OR PRINT WITH BLACK INK

**NOTE: MUST BE ADDRESS OF RESIDENCE/
OFFICE; P.O. BOX NOT ACCEPTABLE.**

Contact Numbers:

Work: _____

Mobile: _____

Home: _____

Fax: _____

Email: _____

Employer Identification Number: _____
(For Individual, use Social Security Number.)

**PLEASE NOTE THAT UNUSED PORTION OF ESCROW FEE CANNOT
BE REFUNDED WITHOUT THE TOWNSHIP HAVING THE ESCROW
FUNDING ENTITY'S EMPLOYER IDENTIFICATION NUMBER ON FILE
PER IRS REQUIREMENTS.**

CHELTENHAM TOWNSHIP ESCROW ACCOUNT NO. _____.

6. SUBDIVISION/LAND DEVELOPMENT DATA:

a. General Description. (Use attachment, if necessary.)

b. Parcel Identifiers:

i. Street Address _____

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- ii. CTWP Block _____ Unit _____
- iii. Montco Tax Parcel No. 31-00-_____
- c. Size of property: _____ ±AC
- d. Property Street Frontage: (All Streets): _____ ±LF
- e. Proposed number of lots: _____
- f. Proposed linear feet of street: _____ ±LF
- g. Existing building(s) size:
- i. Footprint _____ ±SF
- ii. # Floors _____
- iii. Building Height _____ ±FT
- iv. Gross Square Footage _____ ±GSF
- h. Proposed buildings(s) size:
- i. Footprint _____ ±SF
- ii. # Floors _____
- iii. Building Height _____ ±FT
- iv. Gross Square Footage _____ ±GSF
- i. Zoning District: _____

Does Subdivision/Land Development comply with

Zoning Regulations? _____ Yes _____ No

- If answer is **NO**, state Zoning Hearing Board (“ZHB”) decision or pending application that grants/will grant Variances/Special

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Exceptions to Zoning Non-Conformities. _____

- If answer is **NO**, state Variances/Special Exceptions required.
(Use attachment, if necessary.)_____

- m. Other special features: (Use Attachments, as required.)

7. **ITEMS REQUIRED FOR COMPLETE SUBMISSION:**

- a. **THIRTY-FIVE (35) SETS FOLDED PRINTS**
- b. Required Fees
- c. Two (2) copies of Environmental Impact Study
- d. Two (2) copies of all other submittals (Traffic Studies, Stormwater Management Analysis, etc.)
- e. Completed Montgomery County Planning Commission Review Application

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8. FEE SCHEDULE:

a.	Subdivision Fees (1)	Filing Fee (2)	Escrow Fee (3)
	i.. Lot line adjustment	\$150	\$1500
	ii. Two lot subdivision	\$400	\$1750
	iii. Three lots and up subdivision	\$600	\$1750 +\$50/lot (5)
b.	Land Development Fees (1)		
	i. Single residential lot devel.	\$300	\$2000
	ii. HVAC development	\$300	\$2000
	iii. Telecom. development	\$300	\$2000
	iv. Commercial, industrial, institutional and multi-family - less than 1 acre disturbed land - less than 25,000 GSF building area - less than 3 DU (6)	\$500	\$4500
	v. Commercial/industrial, institutional and multi- family	\$1000	\$4500 plus \$500 for each additional acre disturbed or increment thereof plus \$1000 for each additional 25,000 GSF or increment thereof plus \$50 for each DU in excess of 3 DU.
c.	Sign Posting Fees (7)		

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1 to 5 Total Signs \$50.00 each
Additional Signs over 5 \$25.00 each

- d. Hourly Charges for
 Subdivision/Land Development Reviews (1)
 Township Engineer \$100/hr
 Assistant to the Township Engr. \$ 75/hr
 Assistant Building Insp. \$ 50/hr
 Clerical Services \$ 25/hr

9. **APPLICATION FEES:**

- a. Filing Fee \$ _____
b. Posting Fee \$ _____
TOTAL NON-REFUNDABLE FEE \$ _____
c. Escrow Fee \$ _____

**Issue separate checks for Items 8.a, 8.b and 8.c.
Make checks payable to "Cheltenham Township"**

Date received by Township _____

Submission complete ___ Yes ___ NO

Items missing _____

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Date of complete submission _____

NOTES:

- (1) Per Resolution No. 6-04
- (2) Filing Fee is non-refundable
- (3) Escrow fee to reimburse the Township for the reasonable and necessary expenses incurred by the Township in the review and approval process of the Subdivision/Land Development Application. Such expenses shall include, but not be limited to:
 - a. Fees for the services of the Township Engineer and/or Consulting Engineers related to the review and consideration of the plan.
 - b. Fees for the services of the Assistant to the Township Engineer, Assistant Building Inspector, Engineering Aide, Permit Clerk, etc. related to review and consideration of the plan.
 - c. Fees for clerical services related to the review and consideration of the plan.
 - d. Fees for the services of the Township Solicitor related to the review and decision process of the application.
 - e. Advertising costs incurred through the review and decision process.
 - f. The cost for engineering and traffic surveys, professional certifications, and other services deemed necessary by the Board of Commissioners in reviewing the plan, including the services of a professional planner.
 - g. Recording fees (if any are incurred by the Township).
 - h. Administrative charges of ten (10) percent of the total cost incurred above.
If the plan is denied, any unused portion of the escrow fee will be returned to the Applicant.
If the plan is approved, any unused portion of the escrow fee will be returned to the Applicant after the plan is recorded.
- (4) The Township Engineer shall determine the initial escrow amount required at the time of application, such escrow amount shall be paid into the escrow account for said application, and the Township shall not begin the review of the Subdivision/Land Development until receipt of full payment of the initial escrow amount. If, at any time or times during or after the review and approval process, the Township believes that the funds necessary to reimburse the Township for the reasonable and necessary expenses incurred or to be incurred by the Township

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in the review and approval process of the Subdivision/Land Development Application are in excess of the amount then held in the Escrow Fund, the Township shall so notify the Applicant/Developer/Owner, and the Applicant/Developer/Owner shall deposit with the Township such additional monies as has been determined by the Township to be needed to complete the review and approval process.

The escrow amount determinations shall not limit the obligation of the Applicant/Developer/Owner for the payment of all Township Staff fees at the rates noted in Section 7.d. of the fees charged by the Township Solicitor, Consultants, Planners, etc. and of all other costs incurred by the Township in the review and approval process of this application.

- (5) Additional escrow fee per lot for all lots.
- (6) DU: Dwelling Unit
- (7) Sign Posting Requirements per CCS 260-2.:

Total Street Frontage To be Posted	Spacing of Signs	Total Signs Required
0 to 500 feet	150 feet	3
0 to 800 feet	200 feet	4
0 to 1500 feet	300 feet	5
0 to 2400 feet	400 feet	6
0 to 3500 feet	500 feet	7
0 to 4800 feet	600 feet	8
over 4800 feet	600 feet	

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