



# West Rockhill Township

1028 Ridge Road  
Sellersville, PA 18960  
215-257-9063  
Fax 215-257-0701

[www.westrockhilltownship.org](http://www.westrockhilltownship.org)

## **SUBDIVISION AND LAND DEVELOPMENT** **PROCEDURES AND APPLICATIONS**

To: Applicants/Engineers/Representatives

From: Township Manager

Enclosed is a copy of Resolution 2018-05, which has revised submission requirements for all Land Developments and Subdivision projects. Please note the electronic submission requirements.

**West Rockhill Township strongly encourages the pre-submission of a sketch plan for informal review by the Planning Commission before preparation of a formal application.** Enclosed Ordinance No. 195 explains the sketch plan procedure and Fees in Lieu of Recreation.

The current **Fee Schedule** is available at [www.westrockhilltownship.org](http://www.westrockhilltownship.org) or at the Township office.

**The Applicant** is responsible for submission of applications to:

- Bucks County Planning Commission
- Bucks County Conservation District
- Bucks County Department of Health

Prompt submissions will expedite your review process.

The review schedule before West Rockhill Township is as follows:

1. Sketch or Preliminary/Final Plans: Planning Commission – 2<sup>nd</sup> Tuesday of each month.
2. Preliminary/Final Approval – Board of Supervisors – 3<sup>rd</sup> Wednesday of each month.
  - a. Approval/Authorization to prepare Resolution/Agreement – first month
  - b. Action on Resolution/Agreement – following month

RESOLUTION NO. 2018-05

A RESOLUTION OF THE BOARD OF SUPERVISORS  
OF WEST ROCKHILL TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA

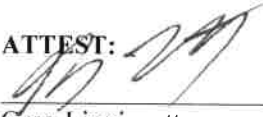
BE IT RESOLVED THAT the procedures for Subdivision and Land Development Applications shall be revised as follows:

1. Submissions shall be made to the township during normal business hours and shall not be permitted during Planning Commission and/or Supervisors public meetings.
2. **Submission Guidelines:** Completed township applications and required fees shall be received as follows:
  - a. Preliminary and Final major and minor subdivision or land development plans must be received by the township no less than thirty (30) days prior to a scheduled Planning Commission meeting date.
  - b. Revised subdivision or land development plans must be received by the township no less than twenty one (21) days prior to a scheduled Planning Commission meeting date.
  - c. Sketch Plans, in which the applicant is requesting an informal Township review, must be submitted no less than thirty (30) days prior to a scheduled Planning Commission meeting date.
  - d. Sketch Plans in which no Township review is requested must be received no less than ten (10) days prior to a scheduled Planning Commission meeting date.
  - e. Plans received after the set forth deadlines will be scheduled on the next regular monthly meeting of the Planning Commission.
  - f. The applicant and/or their agent(s) are responsible for submission of plans, applications, and fees to the Bucks County: Planning Commission, Conservation District, and Department of Health.
3. **Preliminary and Final Plan Applications** (prepared in accordance with Article III of the Subdivision and Land Development Ordinance) must include:
  - a. **Two (2)** copies of the Application and associated letters.
  - b. **Two (2)** copies of all associated documents and reports (i.e. Storm Water, Traffic Studies).
  - c. **Two (2)** complete full size plan sets.
  - d. **Seven (7)** 11x17 inch copies of Record Plan and all other plan sheets which depict existing features, landscape and drainage, road and/or site improvements.
  - e. **One (1)** electronic **PDF** copy of the full plan set and all reports or documents emailed or submitted on disc or flash drive
  - f. **At the time of Final Approval, two sets of plot plans must be submitted for each lot with a site capacity calculation for each lot.**
4. **Sketch Plans**
  - a. **Two (2)** full size plans.
  - b. **Seven (7)** 11x17 inch copies.
  - c. **One (1)** electronic **PDF** copy of the full plan set and all reports or documents emailed or submitted on disc or flash drive
5. All Preliminary and Final Plan presentations before the Planning Commission and Board of Supervisors **must be presented in electronic PDF format** and include at a minimum:
  - a. Record Plan and all other designs to accurately depict existing features, road, site, landscaping, and drainage improvements.
  - b. List of waiver requests and design issues referring to the Township Consultant's review letters.
  - c. Artist rendering of proposed buildings.

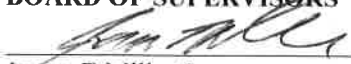
**THEREFORE, BE IT RESOLVED THAT the Board of Supervisors of the Township of West Rockhill hereby revokes Resolution 2015-04 and enacts these Subdivision and Land Development Application Procedures.**

Resolved this     day of June, 2018.

ATTEST:

  
\_\_\_\_\_  
Greg Lippincott  
Manager

WEST ROCKHILL TOWNSHIP  
BOARD OF SUPERVISORS

  
\_\_\_\_\_  
James E. Miller Jr.

  
\_\_\_\_\_  
Jay Keyser

  
\_\_\_\_\_  
Donald D. Duvall



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## SUBDIVISION REVIEW APPLICATION

*This application must be completed by the applicant or his/her agent and submitted with the required number of plans and fees to the Township. All applications except sketch plans must also be submitted by the applicant to the Bucks County Planning Commission for review.*

Type of Submission: \_\_\_ Sketch Plan \_\_\_ Preliminary Plan \_\_\_ Preliminary/Final Plan

Name of Subdivision \_\_\_\_\_

Location \_\_\_\_\_

Tax Parcel No. \_\_\_\_\_ Total Acreage \_\_\_\_\_ Zoning \_\_\_\_\_

**Applicant** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Owner of Record** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Registered Engineer or Surveyor** \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**PROPOSAL:** Number of Lots \_\_\_\_\_

Water Supply: Private \_\_\_\_\_ Public \_\_\_\_\_

Sewer Service: On-Lot \_\_\_\_\_ Public \_\_\_\_\_

*When applicable, Planning Modules, Plans, Resolution for Plan Revision, Letter of Transmittal (5 each), and fee must be submitted for application to the Bucks County Health Department.*

*Where applicable, has submission been made to the following?*

Supplying Water Authority: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Servicing Sewer Authority: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

PennDOT (Highway Permit): Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Bucks Co. Conservation District: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

I hereby certify that I am familiar with submission requirements of the West Rockhill Township Submission and Land Development Ordinance and, to the best of my knowledge, the application/plan(s) conform to submission requirements of Article III. In the event revised plans are submitted for review, which have not been requested in writing by the township, I authorize an extension in the township review period of 90 days from the date of receipt by the township Secretary. Employees and/or agents of West Rockhill Township are authorized to enter land for site inspection, if necessary.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## STORMWATER MANAGEMENT/GRADING PLAN APPLICATION

*A completed application form and fee must be submitted with two (2) copies of required associated plans and documents to the township administrative listed above. A Professional Services Agreement is also required.*

Checklist of Stormwater Management/Grading Plan Requirements:

- Two (2) copies of plan signed and sealed by a responsible engineer
- Two (2) copies of stormwater narrative and calculations signed and sealed by same
- Two (2) copies of onsite soil test results (certified by responsible soil scientist) for feasibility of use of infiltration stormwater management facilities
- Two (2) copies of the "Engineer's Opinion of Probable Cost" for use in determining the Performance Guarantee

Date \_\_\_\_\_

Tax Map Parcel Number \_\_\_\_\_ Name of Development \_\_\_\_\_

Address of Project \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of Property Owner \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of Design Engineer \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Type of Development proposed:  Residential  Commercial  Industrial  Other

Total Parcel Size \_\_\_\_\_ AC

Total Amount on new impervious surface \_\_\_\_\_ SF

Minimum distance between proposed impervious surface and nearest downstream property boundary \_\_\_\_\_ FT

Exemption of Stormwater Management Ordinance Requirements requested?  Yes  No

I hereby certify that to the best of my knowledge, the above information is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant or Agent for Applicant



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## WAIVER OF NINETY DAY REQUIREMENT

RE: SUBDIVISION PLAN OF \_\_\_\_\_

I/We acknowledge that on \_\_\_\_\_, we submitted for official filing the enclosed application for approval of a preliminary or final plan of subdivision, and that by submitting this application, I/We are waiving the requirement under the Municipalities Planning Code and Township ordinances that official action be taken on this subdivision or land development plan within ninety (90) days from the applicable starting date. I/We are waiving this ninety (90) day clock to permit us to make appropriate adjustments and revisions to the plan as a result of the plan review process.

I/We further acknowledge and agree that we can restart the ninety (90) day time period under the Municipalities Planning Code by providing thirty (30) days written notice to West Rockhill Township that the ninety (90) day review time period should commence.

I/We further agree and acknowledge that by submitting this preliminary or final plan of subdivision or land development, we are consenting to site visits and/or inspections of the property, by either the appointed or elected officials of West Rockhill Township.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_



**WEST ROCKHILL TOWNSHIP**  
**PROFESSIONAL SERVICES AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between **WEST ROCKHILL TOWNSHIP**, Bucks County, Pennsylvania, with offices located at 1028 Ridge Road, Sellersville, PA 18960 (hereinafter referred to as “**Township**”) and \_\_\_\_\_ (hereinafter referred to as “**Developer**”) whose mailing address is: \_\_\_\_\_.

**W I T N E S S E T H:**

**WHEREAS**, the Developer is the legal and equitable owner of certain real estate bearing Bucks County Tax Map Parcel No. 52 - \_\_\_\_\_,

\_\_\_\_\_  
(address, location, description)

upon which Developer submitted \_\_\_\_\_

\_\_\_\_\_  
(Name of Subdivision, Plan or Project)

prepared by \_\_\_\_\_, dated \_\_\_\_\_, last revised \_\_\_\_\_ consisting of \_\_\_\_\_ sheets or sheet \_\_\_\_\_ of \_\_\_\_\_; and

**WHEREAS**, the Developer has presented to the Township plans for subdivision and/or land development, highway occupancy permit or other such plans for the use of their land on or within the Township; and

**WHEREAS**, the Developer has filed with the Township such plans and has requested approval for permits to build or requested approval of any such plans to make use of its property, which plans are hereby incorporated by reference and made a part hereof;

**WHEREAS**, the Developer has requested and/or requires the Township approval and/or review of its proposed plans, and the Township is willing to authorize its professional staff to review said plans upon execution of the Agreement and upon deposit of an escrow account according to the current West Rockhill Township Fee Schedule.

**NOW, THEREFORE**, the parties agree as follows:

1. The Developer and Township hereby authorize and direct the Township’s consulting engineer or his designee(s) (hereinafter referred to as “**Engineer**”) to review the

engineering or site plans and to make such recommendations and specifications as may be necessary with respect to such plans and to make any and all engineering inspections as required by the Township pursuant to its ordinances or codes which in the Engineer's opinion are required in accordance with good engineering practices.

2. The Developer and the Township acknowledge that the Township will incur additional engineering, legal and other costs and fees relating to the development of the subject site and review and approval of Developer's proposed plan or project.

3. The Developer shall pay: (a) the Engineer's charges and fees for review of and/or preparation of any Plans or development proposals and all subsequent inspections, monitoring or testing performed in order to insure compliance with all applicable ordinances of the Township or other rules, regulations and statutes; (b) legal fees for review by the Township Solicitor of any and all plans, documents, correspondence or other materials and matters or issues related to the Developer's Plan or proposal; and (c) an administrative charge of ten percent (10%) but not less than Fifty Dollars (\$50.00) per invoice for expenses which are incurred by the Township by reason of this Contract. All charges and fees shall be paid by the Developer as required by the Township and in accordance with Paragraph 4 below. It is understood by its executing this Agreement that the Developer specifically accepts the fee schedules currently in effect.

4. The Developer hereby agrees to deposit with the Township the sum of \_\_\_\_\_ payable as cash in U.S. Dollars or check drawn on a Pennsylvania bank as security for the payment of all costs and expenses, charges and fees as set forth in Paragraph 3 above, upon execution of this Agreement, which shall be held in a non-interest-bearing account by the Township.

In the event that the above deposited escrow fund shall fall below the original deposit, the Developer shall immediately, upon receipt of written notice from the Township or its agent(s), deposit sums with the Township necessary to replenish the account to its original balance. In the event that this is insufficient to pay current Township-incurred expenses, Developer agrees to pay the total amount currently due for Township-incurred expenses without delay in addition to reestablishing the base escrow account balance. The Township will use its best efforts to advise the Developer of the impending likelihood that its costs have exceeded the required escrow account sums as described above.

Developer and Township agree that upon completion of the proposed development and/or upon completion of Township's review of Developer's plan or proposal, all unused portions of the escrow account as described above shall be returned to the applicant upon written request to the Township Manager and in accordance with the instructions, if any, with said written request.

Developer and Township acknowledge that the West Rockhill Township Subdivision and Land Development Ordinance requires Developer to pay Township's professional services relating to this plan or project and in the event that Developer fails to provide sufficient funds in the above-described revolving escrow account upon fifteen (15) days written notice to the Developer or make initial deposit payment described above within five (5) days of the date of this Agreement, Developer shall be in default of this Agreement and in violation of said Section of the Subdivision and Land Development Ordinance if Developer's plan or proposal constitutes a subdivision or land development as defined by the Municipalities Planning Code.

In the event of Developer's default as described above, the Township may refuse to issue any permit or grant any approval necessary to further improve or develop the subject site until such time as the terms of this Agreement are strictly met by Developer.

6. The Developer and the Township further agree that all fees or costs arising out of this Agreement shall be paid prior to the issuance of any permit, occupancy or otherwise, for the use, improvement or construction of the buildings as proposed on the Developer's final Plan or project. The Developer agrees and acknowledges that no permit, occupancy or otherwise, shall be issued until all outstanding fees and costs due the Township as of the date of the requested Occupancy Permit have been paid and Developer is not in default under this Agreement.

7. The Developer may at any time terminate all further obligations under this Agreement by giving fifteen (15) days written notice to the Township that it does not desire to proceed with the development as set forth on the Plan and upon receipt of such written notice by the Developer to the Township, the Developer shall be liable to the Township for its costs and expenses incurred to the date and time of its receipt of the notice, plus the applicable administrative costs and expenses as outlined in Paragraph 3 above.

8. The Developer and the Township further agree that the Township shall have the right and privilege to sue the Developer or then property owner in assumpsit for reimbursement or to lien the property or both in its sole discretion for any expense in excess of the then current balance of



funds on deposit with the Township in accordance with this Agreement incurred by the Township by reason of any review, supervision and inspection of Developer's project by its professionals including, but not limited to, the Township Engineer and Solicitor. The Township's election of its remedies under this paragraph shall not constitute a waiver of any other remedies the Township may have.

9. The Developer and the Township acknowledge that this Agreement represents their full understanding as to the Township's reimbursement for professional or consultant services and that the parties intend to execute Development and Financial Security Agreements if the project constitutes a subdivision or land development under Township ordinances. Any such Development and Financial Security Agreements may incorporate or replace the party (ies) in agreement and Escrow Fund established under this contract.

10. This Agreement shall be binding on and inure to the benefit of the successors and assigns of Developer. The Township shall receive thirty (30) days advance written notice from Developer of any proposed assignment of Developer's rights and responsibilities under this Contract for Professional Services.

**IN WITNESS WHEREOF**, and intending to be legally bound, the parties have caused their signatures to be affixed and have affixed their hand and seals the day and year first above written.

**BY:** \_\_\_\_\_  
(Applicant's Signature)  
\_\_\_\_\_  
(Applicant's Printed Name)

**WEST ROCKHILL TOWNSHIP BOARD OF SUPERVISORS**

\_\_\_\_\_  
Manager

**ATTEST:**

\_\_\_\_\_  
Secretary

ORDINANCE NO. 195

AN ORDINANCE OF WEST ROCKHILL TOWNSHIP AMENDING THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE TO ENCOURAGE AND FACILITATE PRESUBMISSION REVIEW OF SKETCH PLANS AND PROVIDING FOR RECREATIONAL USE FOR RESIDENTIAL SUBDIVISIONS AND LAND DEVELOPMENTS OR, IN THE ALTERNATIVE, A FEE IN LIEU THEREOF

*The Board of Supervisors of Township of West Rockhill, upon recommendation of the Township Planning Commission and the Bucks County Planning Commission, hereby enacts and ordains the following ordinance:*

**Section One. Amendment of Article IV Section 401 of the Subdivision and Land Development Ordinance**

Article IV, Section 401 of the West Rockhill Township Subdivision and Land Development Ordinance is hereby amended to read as follows:

**PRESUBMISSION SKETCH PLAN**

**§401. Sketch Plan**

**A. Purpose**

1. The purpose of the presubmission sketch plan is to provide an opportunity for the applicant to consult informally with the West Rockhill Township Planning Commission before preparing a preliminary and/or final plan and formal application for approval.
2. The presubmission sketch plan procedure gives the Township the opportunity to provide informal guidance to the applicant at a stage when potential differences can be easily resolved
3. Submission of the sketch plan, while not required, is strongly encouraged.

**B. Submission and Review Procedure.**

1. The applicant or his agent shall distribute the required number of prints of the presubmission sketch plan and forms to the Township.
2. The plan requirements in §§22-403 and 22-404 are not mandatory.

**C. Suggested Plan Data (Minor Subdivision).**

It is suggested but not required that the sketch plan show the following:

1. Name, address and telephone number of the owner of record and applicant, including a reference to the tax map parcel number and the deed book and page number of the last deed of conveyance, .
2. Name and address of the engineer, surveyor or person responsible for the plan.
3. Location map.
4. North arrow.
3. Zoning requirements, including:
  - (a) Applicable district.
  - (b) Maximum density permitted and proposed density.
  - (c) Lot size and yard requirements.
  - (d) Any variances or special exceptions granted or needed.
4. Written and graphic scales (including scale of location map).
5. Total acreage of the site.
6. Site boundaries.
7. Streets on and adjacent to the site.
8. Buildings (and their uses), driveways, sewer systems, wells if known and any other significant features.
9. Proposed general lot layout.
10. Types of buildings proposed.
11. Number of units proposed.
12. Significant topographical, geological, and physical features including, but not limited to, floodplains, steep slopes, boulders, ponds, streams, wetlands, which may impact or limit the proposed use of the property.
13. The proposed method of water supply, sewage disposal and stormwater management shall be noted.

**D. Suggested Plan Data (Major Subdivision or Land Development).**

It is suggested that the presubmission sketch plan show:

1. Name of subdivision or land development.
2. Name, address and telephone number of the owner of record and applicant, including a reference to the tax map parcel number and the deed book and page number of the last deed of conveyance.
3. Name and address of the engineer, surveyor, or person responsible for the plan.
4. Zoning requirements, including:
  - (a) Applicable district.
  - (b) Maximum density permitted and proposed density.
  - (c) Lot size and yard requirements.
  - (d) Required and proposed open space and impervious surface ratios.
  - (e) Any variances or special exceptions granted or needed.
5. Location map showing relation of site to adjoining properties and streets within 1000 feet. Scale 1 inch equals 800 feet.
6. North point.
7. Written and graphic scales (including scale of location map).
8. Total acreage of the site.
9. Site boundaries.
10. Streets on and adjacent to the site.
11. Buildings (and their uses), driveways, sewer lines, sewer system, wells, storm drains, culverts, bridges, utility easements, quarries and other significant manmade features within the site.
12. Proposed general street layout.
13. Proposed general lot layout.
14. Types of buildings proposed.

15. Number of units proposed
16. Open space areas.
17. Recreation areas.
18. Significant topographical, geological, and physical features including, but not limited to, floodplains, steep slopes, boulders, ponds, streams, wetlands, which may impact or limit the proposed use of the property.
19. The proposed method of water supply, sewage disposal and stormwater management shall be noted.

**Section Two.      ARTICLE VI      Section 610 Recreation Land/Fee Requirements.**

Article VI, Section 610 is hereby amended to add the following Subsection:

A. . Recreational Land/Fee

1. A minimum of 0.0342 acres or 1490 square feet of suitable recreation land shall be provided per dwelling unit within all residential subdivision or land developments, unless a fee-in-lieu thereof is determined to be appropriate as set forth in Section 610.A.2. This requirement is based on the following: a goal of providing 10.5 acres of recreation land per 1,000 residents in accordance with the standards of the National Park and Recreation Plan and an average family size of 3.264 persons as determined by the U.S. Census of 2000.
2. Where the Township determines that the dedication of the land required for recreation purposes is not feasible under the criteria set forth in this Section, and upon agreement with the applicant or developer, the applicant or developer shall pay a fee or construct recreational facilities in-lieu-of the dedication of any such land in compliance with the following:
  1. The fee shall be equal to the fair market value of the land otherwise required to be improved for recreational use. The fair market value of land shall be established annually by the Board of Supervisors and shall be set forth in the Township fee schedule. In the event the Board of Supervisors does not set a new fair market value for any given year(s), the fair market value shall remain as it was last established.

**Section Three. Repealer.**

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**Section Four. Severability.**

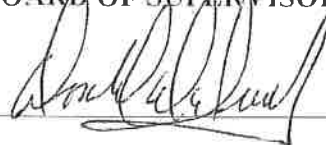
If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Ordinance. It is hereby declared as the intent of the Board of Supervisors of West Rockhill Township, that this Ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included therein.

**Section Five. Effective Date.**

This Ordinance shall become effective five (5) days after enactment.

ENACTED AND ORDAINED this 21 day of May, A.D., 2008.

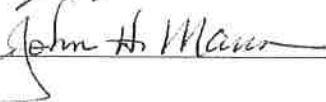
WEST ROCKHILL TOWNSHIP  
BOARD OF SUPERVISORS



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