

APPLICANT PROCEDURE FOR LAND DEVELOPMENT/SUBDIVISION PLANS:

1. Applicant fills out Application for Act 247 Review.
2. Applicant returns completed Application to Tincum Township along with 15 copies of the signed and sealed plans and a check payable to Tincum Township in the correct amount.
3. Secretary fills out the municipal section of the Application and gives applicant their copies.
4. Applicant takes plans to Delaware County Planning Department for review.
5. If plans are not approved, applicant receives a letter from the Township Engineer stating what issues need to be addressed.
6. If plans are approved, applicant gets copies of plans, which must be signed, notarized, etc.
7. Applicant brings plans back to Township Office to be signed by President of Board of Commissioners and Township Secretary.
8. Applicant takes signed copies of plans to the Delaware County Planning Department at the Courthouse to be stamped.
9. Applicant takes plans to the Recorder of Deed at the Courthouse to be recorded.
10. A copy of the signed plans must be returned to the Township and will become part of the permanent record of the Land Development/Subdivision File.
11. Plans approved by the Board of Commissioners must be recorded within thirty days.

Plans are also reviewed by the Tincum Township Planning Commission and the Board of Commissioners.

SUBDIVISION/LAND DEVELOPMENT FEES

Preliminary

\$1,000.00 plus \$200 per acre

Final

\$1,000.00 plus \$200 per acre

Fees

If the engineering fees for a Subdivision/Land Development Application exceed the above stated fees, the applicant will be billed as stated in Resolution No. 2010-15.

Engineering fees are attached.

PROCEDURE FOR FILING APPROVED LAND DEVELOPMENT PLANS

1. At least 3 sets of plans must be signed by the President of the Board of Commissioners and attested by the Secretary. The Township seal will be stamped.
2. The plans are then taken to the Delaware County Planning Department to be stamped. (Toal Bldg. 2nd Floor)
3. The plans are then taken to the Recorder of Deeds Department to be recorded at the Government Center Building, 1st Floor, in Media.
4. A copy of the plans must be returned to the Township to be part of the Land Development File.
5. This is the responsibility of the applicant.
6. Land Development Plans approved by the Board of Commissioners must be recorded within thirty (30) days.

DELAWARE COUNTY PLANNING COMMISSION

APPLICATION FOR ACT 247 REVIEW

Incomplete applications will be returned and will not be considered "received" until all required information is provided.

Please type or print legibly

DEVELOPER/APPLICANT

Name _____ E-mail _____

Address _____ Phone _____

Name of Development _____

Municipality _____

ARCHITECT, ENGINEER, OR SURVEYOR

Name of Firm _____ Phone _____

Address _____

Contact _____ E-mail _____

Type of Review	Plan Status	Utilities		Environmental Characteristics
		Existing	Proposed	
<input type="checkbox"/> Zoning Change	<input type="checkbox"/> Sketch	<input type="checkbox"/> Public Sewerage	<input type="checkbox"/> Public Sewerage	
<input type="checkbox"/> Land Development	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Private Sewerage	<input type="checkbox"/> Private Sewerage	<input type="checkbox"/> Wetlands
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Final	<input type="checkbox"/> Public Water	<input type="checkbox"/> Public Water	<input type="checkbox"/> Floodplain
<input type="checkbox"/> PRD	<input type="checkbox"/> Tentative	<input type="checkbox"/> Private Water	<input type="checkbox"/> Private Water	<input type="checkbox"/> Steep Slopes

Zoning District _____

Tax Map # __ / __ / ____

Tax Folio # __ / __ / ____ / ____

STATEMENT OF INTENT

Existing and/or Proposed Use of Site/Buildings (WRITING "SEE ATTACHED PLAN" IS NOT ACCEPTABLE):

FEE WORKSHEET (must be completed by applicant - see instructions on page 3)

- 1. Application fee (check only one) - residential (\$150) / commercial (\$200) _____

- 2. Subdivision:
Number of new lots from subdivision (\$10 ea. residential/\$50 ea. commercial) _____

- 3. Land Development:
Number of new dwelling units (\$10 ea. residential) _____
Square footage calculation for commercial (\$25 per each 1,000 sq. ft. or portion thereof) _____

- 4. Total..... _____

Total Site Area _____ Acres
Size of All Existing Buildings _____ Square Feet
Size of All Proposed Buildings _____ Square Feet
Size of Buildings to be Demolished _____ Square Feet

Print Developer's Name

Developer's Signature

MUNICIPAL SECTION

ALL APPLICATIONS AND THEIR CONTENT ARE A MUNICIPAL RESPONSIBILITY.

IMPORTANT: If previously submitted, show assigned DCPD File # _____

Print Name and Title of Designated Municipal Official

Phone Number

Official's Signature

Date

FOR DCPD USE ONLY

Review Fee: Check # _____ Amount \$ _____ Date Received _____

Applications with original signatures must be submitted to DCPD.

FEE WORKSHEET INSTRUCTIONS

A fee is not required if any of the following apply:

- Applicant is a municipality or public-school district
- The proposal is a resubmission within 180 days of the previous submission. **If the proposal has increased in intensity, a prorated fee will be required
- Stormwater management plan (stand-alone). Review of stand-alone stormwater management plans is not required

Separately submitted phased projects require a fee for each phase (phase resubmissions are addressed as stated above).

Line 1 - Application fee: Only check one box. If mixed use, check commercial.

Line 2 - Subdivision: New lots include consolidations and lots that have been adjusted in size (both positively and negatively) from a lot line adjustment. Open space and stormwater management parcels are not charged a fee.

Line 3 - Land Development: The square footage calculation is the project's total (not footprint). Mechanical rooms/areas and basements (if not proposed for activity from a use standpoint) can be omitted from the square footage calculation.

Apartment buildings/hotels are considered commercial and the land development fee is calculated by room - \$10 per unit (the square footage fee does not apply). Any commercial area built within an apartment building or hotel is subject to the square footage fee. Common areas are not subject to a fee.

Parking lot(s)/structure(s) (stand-alone submission) are only subject to the commercial application fee (from a land development standpoint – subdivision fees still apply if applicable).

Condominiums are considered residential (unless mixed use) and the land development fee is calculated by unit - \$10 each. Any commercial area built within a condominium is subject to the square footage fee. Common areas are not subject to a fee.

** Fees must be received at the time of application for said application to be considered administratively complete. Fees must be paid by check and made payable to "Delaware County Treasurer".