

## **SUBDIVISION / LAND DEVELOPMENT APPLICATIONS**

**General:** These plans first require review by the Borough Engineer and Berks County Planning Commission. They are then reviewed by the Planning Commission who makes recommendations for approval/denial to the Borough Council. Borough Council ultimately approves/denies a plan. There are usually multiple “conditions” to approval that must be met before plan sets will be signed by the Borough and released for recording. **The Borough Engineer (Technicon) generally oversees the majority of this process.**

### **Submission Deadlines:**

Sketch Plan – ten days prior to PC meeting; if a formal sketch plan zoning is requested, then deadline is 30 days prior to the PC meeting

Preliminary and/or Final Plan – 30 days prior to the PC meeting

All submissions to outside agencies including BCCD, PADEP, PennDOT, etc are the applicant’s responsibility with the exception of BCPC and Sewage Planning Modules to DEP.

**Plan Tracking** – from the initial submission, note the date of the first regularly scheduled PC meeting (1<sup>st</sup> Wednesday of each month). Plans must be approved / denied by Council within 90 days from the first PC meeting date. If this cannot be done (outstanding review comments, outside agencies, etc), then the applicant must provide a written extension of review time prior to the Council meeting near the end of the 90 day period. **Technicon can track these dates.**

**Application Fees & Review Escrows** – with the first submission, the applicant will pay an application fee and a review escrow based upon the type of plan submission (see fee schedule). The application fee would be deposit to the general fund, but the review escrow needs to be set up in a separate account. The fees charged by the engineer and/or solicitor related to a particular subdivision / land development should be deducted from this escrow. If the escrow balance falls below 0, the applicant should be invoiced for the additional costs.

### **Review Process –**

\*Many plans the Borough sees will likely be submitted as a combined preliminary / final plan submission; However, if separate submissions are made, the applicant goes through the process for preliminary plan approval and then again for final plan approval.

**Borough Engineer** reviews the plans for conformance with Borough Ordinances and issues review letters. The plan and review letter is then reviewed at a subsequent Planning Commission meeting. Oftentimes, there are several review letters before a project is ready for review/approvals by the PC / Council.

**Planning Commission** discusses the plan at a regularly scheduled Planning Commission meeting (**regular meeting date needs to be set**) PC members need to receive packets containing a meeting agenda, prior meeting minutes, copies of plans/review letters and/or other pertinent information ahead of the meeting (packets should be ready the Thursday prior to the meeting). Borough Engineer attends planning commission meetings and at the meeting, the planning commission makes recommendations to Council regarding plans. Once a PC makes a recommendation on a plan, it goes on the next Council agenda. Borough Engineer will issue a letter detailing PC actions on a plan.

**Borough Council** discusses the plan at a regularly scheduled Council meeting (2<sup>nd</sup> Wednesday of a month). Council members need to receive copies of the plans/review letter/PC motion letter and/or other pertinent information in their meeting packets. Borough Engineer may attend Council meeting if a plan is on the agenda. Council either approves/denies plans and related waivers. Borough Engineer will issue a letter detailing the Council actions on a plan.

**Once a plan receives “conditional approval” from Council, then the applicant’s consultant works directly with the Borough Engineer to address all plan related and outside agency conditions. Once all these are met, they will work to address the final administrative items listed below.**

**Financial Security** – for subdivision / land developments requiring a financial security to be posted, this security must be posted in cash, by letter of credit or by bond prior to recording of the final plan. The Borough should NOT withdrawal any money from this security to pay inspection fees, etc. Periodically the Borough Engineer will issue financial security release letters, which once Council approves them, then the Borough may release the specified amount of funds either by check (for cash security) or by sending a letter indicating approval of the release to the bank/company holding the letter of credit or bond. **Technicon can send an example of a release letter to the bank.**

**Agreements -** Agreements are prepared by the Borough Solicitor. They must be executed and notarized by the applicant and then turned into the Borough for their signature / notarization. The agreements then need to be recorded by the Borough at the County. The recording fees may be taken from the review escrow as well as the Solicitor fees for preparation of the agreements.

Improvement Agreements - necessary if a financial security is required. Technicon’s financial security spreadsheet gets attached as an exhibit.

Stormwater Operations & Maintenance Agreement – necessary if stormwater facilities are proposed; Stormwater related plan sheets are attached as exhibits (Technicon can provide plan sheet copies).

**Municipal Stormwater Maintenance Fund** – those projects that require stormwater controls are required to contribute to the Borough’s stormwater maintenance fund to cover inspections for a period of 10 years after construction of the stormwater facilities. This money is placed in a separate escrow account and the costs of inspections over the 10 year period are deducted as they are incurred. Once the Borough Engineer does a final inspection at the end of the 10-year period and all items are addressed, any remaining funds may be returned to the applicant.

**Plan Recording** – Once all conditions of a plan approval are met, then the applicant will submit plans for signatures (minimum 8 copies). The Planning Commission / Council need to sign these and you will date the Council signatures based upon the date in my “All Conditions Met” letter. Once plans have been signed by the Borough and “All Conditions Met”, you will contact the applicant/their consultant to pick up and record the plans. They should return two copies to the Borough (one for the Borough files and one copy for Technicon).

**Sketch Plan:**

Submission: (by Applicant) – 10 days prior to PC Meeting

- 7 copies of plan
- 2 copies of supplemental data
- (optional) Applicant may request meeting with Borough Engineer and/or formal written review at applicant's sole expense – must provide review/meeting request letter and \$1,000.00 escrow deposit request; Written review requests must be submitted four weeks prior to PC meeting.

Submission Distribution: (by Borough)

- To Engineer: 1 Set of Plans, 1 Copy Supplemental Data, 1 copy review request letter (if applicable)
- Borough Retains (in a project file): 1 Set of Plans, 1 Copy Supplemental Data, 1 copy review request letter, escrow

Additional Plan Distribution:  To PC     To Council

**Sketch Plan Notes:**

No tracking of plan submission date is required.

Plan may be placed on next PC meeting agenda for informal discussion.

Review will only be conducted by Borough Engineer if applicant requests it and pays review escrow fee.

**Preliminary Plan (or Preliminary / Final Plan)**

Submission: (by Applicant) – 4 weeks prior to PC Meeting

- 2 copies of the application and all supplemental data / reports
- 14 complete sets of plans (Note Borough may require additional copies for fire company, Solicitor, or other agencies)
- Application Fee / Escrow deposit (two checks, payable to Mohnton Borough)
- BCPC Submission: 1 complete set of plans, BCPC application form (247 referral form) & BCPC fees (check payable to County of Berks)
- 5 sewer planning modules (for on-lot systems) with accompanying plot plan (Borough Engineer to determine if these are required)
- Waiver Request Letter (if applicable, as determined by Borough Engineer)

Submission Distribution: (by Borough)

- BCPC Submission: Sign application (247 Referral form) & forward with plan set & check to BCPC
- Planning Modules (if received, contact Engineer for procedure)
- To Engineer: 1 Set of Plans, 1 Copy Application, 1 Copy Supplemental Data/Reports
- Borough Retains (in project file): 1 Set of Plans, 1 Copy Application, 1 Copy Supplemental Data/Reports, Filing Fee goes to General Fund, Escrow goes in project specific escrow account

Other Sets of Plans  To PC  To Council \*Go in PC/Council Meeting Packets\*  
- Plans only distributed to PC until such time that a recommendation to the Council is made; Then plans would be included in Council packets; Borough Engineer will request additional plan sets for Council when needed

Resubmission: (Applicant)

- 2 copies of all supplemental data/reports & response letter
- 14 complete sets of plans
- Escrow replenishment, as determined by the Borough
- Waiver Request Letter (if applicable)

Resubmission Distribution: (Borough)

- To Engineer: 1 Set of Plans & 1 Copy Supplemental Data / Reports & Response letter
- Borough Retains (in project file): 1 Set of Plans, 1 Copy Supplemental Data/Reports & Response letter & Escrow (deposited to project specific account)

Other Sets of Plans  To PC  To Council \*Go in PC/Council Meeting Packets\*

\*Once conditional plan approval is obtained, resubmissions to address conditions are handled off-line with Engineer – 1 set of plans & supplemental data/reports & response letter required

## **Final Plan**

**\*\*if a separate Preliminary Plan approval was not received, follow preliminary plan instructions**

### Submission: (by Applicant)

- 2 copies of the application & all supplemental data / reports
- 14 complete plan sets
- Filing fee / escrow deposit
- BCPC submission only if phased final plan

### Submission Distribution: (Borough)

- BCPC Submission: Sign application & forward to BCPC if phased plan
- To Engineer: 1 Set of Plans, 1 Copy Application, and 1 Copy Supplemental Data
- Borough Retains (in project file): 1 Set of Plans, 1 Copy Application, 1 Copy Supplemental Data/Reports, Filing Fee goes to General Fund, Escrow goes in project specific escrow account

Reduced Sets of Plans  To PC  To Council \*Go in PC/Council Meeting Packets\*  
- Plans only distributed to PC until such time that a recommendation to the Council is made; Then plans would be included in Council packets

### Resubmission: (Applicant)

- 2 copies of response letter & all supplemental data/reports
- 14 complete sets of plans
- Escrow replenishment, as determined by the Borough

### Resubmission Distribution: (Borough)

- To Engineer: 1 Set of Plans & 1 Copy Supplemental Data/Reports & Response letter
- Borough Retains: 1 Set of Plans & 1 Copy Supplemental Data/Reports & Response letter

Other Sets of Plans  To PC  To Council \*Go in PC/Council Meeting Packets\*  
- Plans only distributed to PC until such time that a recommendation to the Council is made; Then plans would be included in Council packets

\*Once conditional plan approval is obtained, resubmissions to address conditions are handled off-line with Engineer – 1 set of plans & supplemental data/reports & response letter required

**Agreements/Financial Security:**

- Agreements are prepared by Borough Solicitor;
- Borough Engineer determined Stormwater Maintenance Fund Contribution amount and required Financial Security amount.
- Cash Financial securities are held in a separate project specific account (NOT with review escrow funds) and funds are only used/released by recommendation of Borough Engineer and approval of Council

- Stormwater Operations & Maintenance Agreement executed/notarized by landowner
- Improvements Agreement executed/notarized by landowner
- Stormwater Maintenance Fund Contribution paid (if applicable)
- Financial Security Posted

Security Type  Cash  Letter of Credit  \_\_\_\_\_

Bank Information (Name/Address/Number) \_\_\_\_\_

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**Recording**

Submission (by Applicant)

- Final set of plans to TEI for review prior to submitting copies for recording
- 8 copies of plans to the Borough for signatures (2 for Borough, 1 for Engineer, 3 for Berks County, 2 for applicant)
- Pay outstanding review charges (amount provided by Borough) prior to picking up plans for recording
- Record plans within 90 days of signature by Council or approvals are void
- Return two recorded copies to the Borough

Borough Actions

- Must have a letter from TEI noting that all conditions of final plan approval have been met prior to signing plans for recording
- All outstanding review charges shall be paid prior to releasing plans for recording
- Retain 1 copy of signed plans until recorded plans are returned;
- Upon receipt of recorded plan copies, put one in Borough files and give the other to Borough Engineer; Discard (Shred) signed (but not recorded) copy of plans

**Stormwater Plans (not involving land development / subdivision):**

Stormwater management plans may be required if the proposed development does not meet the exemption criteria in the stormwater ordinance (based upon lot size / proposed impervious coverage)

Submission: (Applicant)

- 2 copies of stormwater plans, application and supplemental data/reports
- Payment of Stormwater Escrow Fee

Submission Distribution: (Borough)

- To Engineer: 1 set of Plans, application and supplemental data/reports
- Borough Retains: 1 set of plans, application, supplemental data/reports, and escrow (in project specific account)

Resubmission: (Applicant)

- 2 copies of all plans and supplemental data / reports

Resubmission Distribution: (Borough)

- To Engineer: 1 Set of Plans & 1 Copy Supplemental Data/Reports
- Borough Retains: 1 Set of Plans, 1 Copy Supplemental Data/Reports

Prior to Release of Building Permits: (by Borough)

- Letter from TEI stating stormwater plans are approved
- Executed/Notarized Stormwater Operations & Maintenance Agreement (prepared by solicitor)
- Stormwater Maintenance Fund Contribution Paid (determined by Borough Engineer)
- Financial Security (amount determined by Borough Engineer)

Security Type  Cash  Letter of Credit  \_\_\_\_\_

Bank Information (Name/Address/Number) \_\_\_\_\_  
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