

**Resolution No. 97-27-11-08**  
**For Complete information Contact Township Office**

**PROCESSING PROCEDURES**

Applicant inquires about procedures for subdivision and/or land development approval, is sent appropriate forms and requested to make appointment with Manager/Assistant Manager at time of submission.

Applicant submits 20 copies of plan, completed plan check list, Township and Soil Conservation Service application forms, completed engineering/legal escrow agreement form, DEP Planning Modules and the following checks to the Township offices:

Check for Montgomery County Planning Commission filing review fee

Check for Montgomery County Soil Conservation Service (Erosion and Sediment Control Plan) filing review fee

Check for Review Escrow Fund

Manager/Assistant Manager assures all documents are complete and reviews plan check list with applicant. Any incomplete application shall not be considered a formal application.

Manager/Assistant Manager logs application date and check information on plans and distributes plans as follows:

Montgomery County Planning Commission with completed Request for Review from and fee

Montgomery County Soil Conservation Service with completed application and fee

Board of Supervisors	)	
Planning Commission	)	
Superintendent of Highways	)	
Township Engineer	(	with brief report prepared by
Township Solicitor	)	Manager/Assistant Manager
Chairman, Recreation Board	)	
Chairman, Sewer Authority	)	

Pennsylvania Department of Environmental Protection with completed Planning Modules

Township File

Township Planning Commission conducts initial review at first meeting following submission; submissions must be made by 12:00 Noon on the Friday ten days before the Planning Commission Meeting to be included on the agenda.

Township Planning Commission conducts final review at first meeting after all other review comments have been received from the appropriate persons or agencies. Recommendations are made via formal motion for submission to the Board of Supervisors.

Final revised plans must be submitted to the Township Office before 12:00 Noon on the Friday before the Board of Supervisors Regular Meeting to be included on the agenda.

The Board of Supervisors shall act on the plan within ninety (90) days of the date stamped on the plan.  
The following optional consequences shall result from action by the Board:

- (a) If the Board approves the plan by motion, the applicant would then resubmit five (5) copies of the approved plan [three (3) paper copies and two (2) Mylar or linen copies] for seal and signature of Township Officials after Owner's Certificate and Notary Acknowledgement are completed.
- (b) The Board may conditionally approve a plan by resolution, in which case the applicant shall be required to indicate acceptance of the conditions by signing and returning said resolution to the Township Office with fourteen (14) calendar days upon receipt. The applicant shall then resubmit the proposed plan demonstrating compliance with the conditions stipulated and upon acceptance, copies as noted in (a) above shall be provided for seal and signature of Township Officials after Owner's Certificate and Notary Acknowledgment are completed.
- (c) If the Board disapproves the plan, the Township Secretary will notify the applicant, in writing, of the defects in the application, will describe the requirements which have not been met and shall cite the provisions of state law or Township ordinance relied upon.

Upon approval as noted in paragraph (a) or (b) above and execution of the record plans as noted, the Township will retain two (2) paper copies and one (1) linen or mylar copy for its records. The Township Solicitor will record the one remaining paper copy of the plan with the Montgomery County Planning Commission and the one remaining linen or mylar copy of the plan with the Montgomery County Recorder of Deeds for a fee of seventy-five (\$75.00) to be paid at the time of the submission of the record plans for seal and signatures.

Approval will be effective for a period of five (5) years, unless extended by the Board. Where final approval is preceded by preliminary approval, the five year period shall be counted from the date of the preliminary approval. No subsequent change or amendment in the Zoning Ordinance, Subdivision Ordinance or other governing ordinance or plan shall be applied to affect adversely the right of the applicant to commence and to complete any aspect of the approved development in accordance with the terms of such approval within five (5) years from such approval.

When deemed desirable, the applicant may be requested to agree, in writing, to an extension of time prescribed herein, in which case the Board when rendering its decision, shall communicate it to the applicant prior to the termination of the extended time period.

This resolution rescinds and replaces Franconia Township Resolution No. 87-19-14-09.

DULY ADOPTED at a Regular Meeting of the Board of Supervisors of Franconia Township held this 11<sup>th</sup> day of August, 1997.

BOARD OF SUPERVISORS  
FRANCONIA TOWNSHIP

By: \_\_\_\_\_  
Chairman

Attest:

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Secretary

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