Subdivision & Land Development Process

1. Township Review & Approval

**Stage 1**
Recommended Pre-Application Review

- Applicant informally meets and discusses project with staff
- Applicant submits concept for LDC review and comments
- LDC comments sent to applicant noting issues of concern
- If required, applicant submits application to ZHB for any required zoning relief prior to submitting a Tentative Sketch or Preliminary Subdivision or Land Development application

**Stage 2**
Filing Application

- Applicant submits fees and files Tentative Sketch or Preliminary Plan to Planning Division
- Application reviewed by Planning Division for completeness
- Application accepted
- Application denied; letter sent to applicant with reasons stated; fees returned

**Stage 3**
Review Process

- Montgomery County Planning Commission
- LDC
- Township Engineer
- Advisory Boards (EAC, HARB, HC, etc.)

- Applicant submits revised plans/information (a minimum of 17 days) prior to the PC meeting when the application is to be discussed
- Planning Division develops and distributes an Issues Memo and Recommended Conditions of Approval or Reasons for Denial

**Stage 4**
Public Meetings

- Planning Commission reviews application
- Recommends approval with conditions, or recommends denial
- Tables application
- Building and Planning Committee reviews application
- Recommends approval with conditions, or recommends denial
- Tables application
- Board of Commissioners reviews application
- Approves application with conditions
- Denies application
- Tables application
- Upon Tentative Sketch plan approval, a Preliminary Plan application must be submitted (plan proceeds back to stage 2)

**Board Of Commissioners**
**EAC** Environmental Advisory Council
**HARB** Historical Architectural Review Board
**HC** Historical Commission
**LDC** Land Development Committee
**PC** Planning Commission
**ZHB** Zoning Hearing Board

No Time Limit
Within Seven Days
Approx. 6-12 Weeks

SEE OPPOSITE SIDE
Subdivision & Land Development Process

2. Final Plan Process

Step 1: Obtain Preliminary Land Development and/or Preliminary Subdivision Approval from the Board of Commissioners (see opposite page).

Step 2: Within 30 days, sign and return the Approval Letter to the Planning Division.

Step 3: Submit Final Site Plan Package to Planning Division (all plots must be double-sided):
- Applicant response letter to Conditions of Approval
- Three full sets of Final Plan addressing Conditions of Approval
- Certified Public Improvement Estimate
- Legal Description(s), if applicable

Step 4: Administrative Review:
- Planning Division
- Township Engineer
- Township Engineer Establishes Financial Guarantee Amount

T township Engineer and Planning Division issue review letters regarding outstanding issues.

Step 5: Plan conform (All uses except Single Family Residential)
- Submit application and appropriate fees to Building Division for Building Permit

Step 6: Plan conform (Single Family Residential)
- Submit three copies of revised plans including one highlighted set

Step 7: Solicitor Review (check with Planning Division for fee)

Cash
- Other methods of payment
  - Letter of credit
  - Escrow agreement
  - Bond

Step 8: Approve
- Revisions required
- Final plans signed by Township Engineer
- Final plans signed by Township Secretary

Step 9: Applicant Records Plan at Montgomery County
- County Planning Commission stamps 6 sets of plans (keeps 1)
- County Board of Assessments
- County Recorder of Deeds (1 copy of plan & recording fee). Clerk will complete "Certification of Recording."

Step 10: Submit Recorded Plans to Township Planning Division
- 2 paper sets
- Completed "Certification of Recording"
- Applicant retains 2 paper copies

Step 11: Register deeds at Lower Merion Township ($10 per parcel)

Step 12: Submit Applicable Permit(s) and fees to the Building & Planning Division
- Runoff & Erosion Control Permit or Minor Grading Permit
- Improvement Construction Permit
- Watercourse Permit
- Building Permit Bundle (if not previously submitted under Step 6)
- Other

Grading and building permit(s) issued

Upon completion of escrowed improvements, submit written request for refund of remaining escrow to Planning Division.

Township Engineer recommends amount of refund

B&J makes recommendations to the Board of Commissioners

Board of Commissioners approves refund

Declaration of Completion signed by Township Manager

Escrow Released
- Cash: Released by Township
- Other Payment: Letter authorizing release
  - Is sent to financial institution

1 Applicants are encouraged to meet with the Building Inspectors to review the architectural plans (if applicable) and to initiate the Building Permit review process in the order listed above; however, steps 4 and 6 are not necessarily required to be followed in the sequence listed above.

2 Building Permits will not be issued until the plans have been recorded and the appropriate permits have been obtained through the Planning Division.