

SUBDIVISION and
LAND DEVELOPMENT
PROCESS

Plan Submission, Review, and Approval



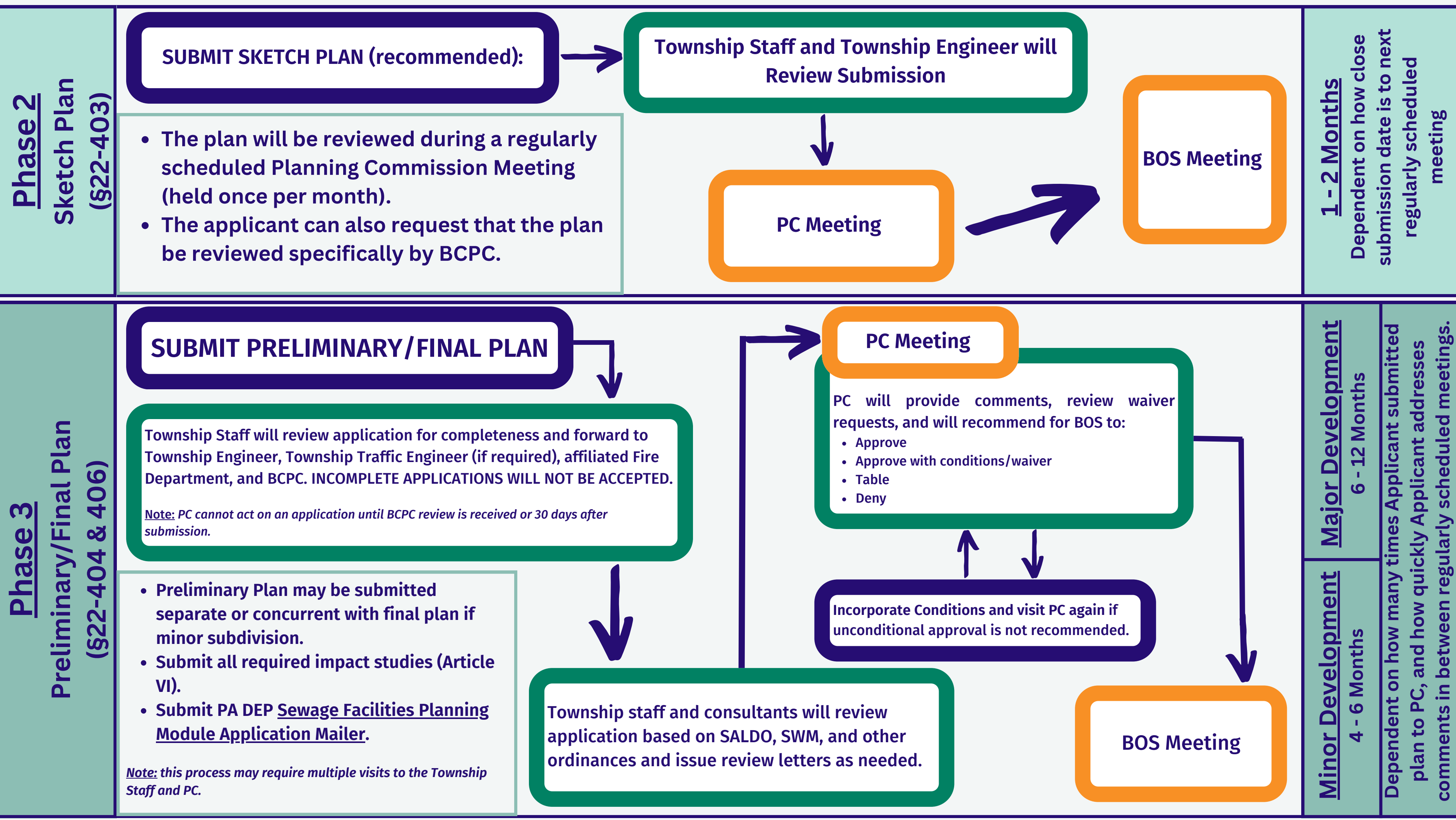
Township: Solebury Township
ZHB: Zoning Hearing Board
BOS: Board of Supervisors
PC: Planning Commission
BCPC: Bucks County PC
BCCD: BC Conservation District
BCHD: BC Health Department
PA DEP: PA Department of Environmental Protection
SD: Subdivision
LD: Land Development
SALDO: Subdivision & Land Development Ordinance

Applicant
Action

Township
Action

Meeting

Phase 1: Review Process Preliminary Actions (§22-402)	PLAN CLASSIFICATION:	Type of Development	Sketch Plan	Preliminary Plan	Final Plan	Applicant- Dependent
		Minor Residential SD & LD (§)	Recommended	Recommended	Required	
		Major Residential SD & LD (§)	Recommended	Required	Required	
		Minor Commercial SD & LD (§)	Recommended	Recommended	Required	
		Major Commercial SD & LD (§)	Recommended	Required	Required	
	PRE-APPLICATION MEETING (Recommended): - The Township recommends that new projects be reviewed with Township Staff prior to submitting a Sketch Plan or a Preliminary/Final Plan Application. - Identify necessary impact studies (Article VI), and potential zoning issues. - Establish Professional Service Agreement (PSA) with appropriate escrow fee. Meeting with Township Staff (Recommended)	2 - 4 Weeks Dependent on Township Staff Availability				



Phase 4
Record Final Plan
(§22-408)

Submit final plan and all other required materials that satisfy conditions for approval.

Township engineer will review Final Plan and issue a Final Clean Letter once all conditions for approval are satisfied.

Financial Security & Inspection Escrow Determination
Applicant must provide a Construction Cost Estimate to the township engineer.

Township engineer will review applicant's Construction Cost Estimate and (may) suggest any adjustments necessary to establish the estimated Cost of Completion.

Township Solicitor will review each agreement prior to execution by the Developer and the BOS.

1. Applicant must provide the required Financial Security and Inspection Escrow to the Township
2. Financial Security may be provided in the following forms:
 - *Cashier's Check*
 - *Letter of Credit*
 - *Any method accepted by the Municipal Planning Code (link)*

Township Solicitor will prepare a Land Development Agreement and a Financial Security Agreement.

Final Plan Signing and Recording

- After the Township Engineer has issued a Final Clean Letter, and the LD and Financial Security Agreements have been executed, the approved Final Plans must be signed by all parties:
 - *Plan Preparer(s)*
 - *Property Owner(s)*
 - *Applicant(s)*
 - *Township Engineer*
 - *The BOS*
- After all parties have signed, the Township Solicitor will record the Approved Final Plan with the Bucks County Recorder of Deeds.

Township Contacts

Township Manager: Christopher Garges

Township Engineer: Wynn Associates

Township Traffic Engineer: Bowman

Township Planners: Simone Collins Landscape Architecture
Thomas Committa Associates

Township Solicitor: Curtin & Heefner LLC

Township Director of Planning & Zoning: Zachary Zubris

Township PC Admin. & Right-to-Know Officer: John Ives

Phase 5

Pre-Construction

REQUIRED PRE-CONSTRUCTION MEETING (prior to any site-work) will be held after completing the following:

- *Developer must provide the required Financial Security and Inspection Escrow to the Township.*
- *Developer must execute LD and Financial Security Agreements.*
- *Developer must record Final Plan.*



Developer requests to schedule Pre-Construction Meeting with Township Staff and Township Engineer.

Developer is responsible for ensuring other parties are able to attend (Developer, Site Contractor, BC Conservation District, PA DEP, PennDOT, etc.)



Pre-Construction Meeting

Phase 6

Financial Security Releases

Partial Financial Security Releases may be requested by the developer on a monthly basis.

- Requests for Financial Security Releases must be made to the Township Engineer.*
- Prior to submitting a Financial Security Release, the Developer must verify the quantities of work completed.*
- Requests for Financial Security Release will be based on line item descriptions, quantities, and unit costs from the estimated Cost of Completion.*
- The Township Engineer will review and process the Financial Security Release and forward to the Township for certification.*