



# BENSALEM TOWNSHIP

*Building and Planning Department*  
2400 Byberry Road • Bensalem PA 19020  
215-633-3644 • FAX 215-633-3653

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## SUBDIVISION AND LAND DEVELOPMENT APPLICATION

### Notice To All Applicants for a

- Minor Land Development
- Major Land Development
- Major Sub-Division

A **Traffic Study** is now required at the time of application submission.



# BENSALEM TOWNSHIP

Building and Planning Department  
2400 Byberry Road • Bensalem PA 19020  
215-633-3644 • FAX 215-633-3653

## SUBDIVISION AND LAND DEVELOPMENT APPLICATION SITE AND PLAN CHARACTERISTICS

<b>CHECK ONE:</b>	<b>DATE OF SUBMISSION:</b>
<input type="checkbox"/> Sketch Plan	Tax Parcel # _____
<input type="checkbox"/> Lot Line Change	Location _____
<input type="checkbox"/> Minor Subdivision	Zoning Classification _____
<input type="checkbox"/> Minor Land Development	Proposed # of Lots or Leaseholds _____
<input type="checkbox"/> Preliminary Subdivision	Area of Commercial Bldg of Addition (sf) _____
<input type="checkbox"/> Preliminary Land Development	Name of Development _____
<input type="checkbox"/> Final Subdivision	Proposed Use _____
<input type="checkbox"/> Final Land Development	Site Area (ac) _____
<input type="checkbox"/> Conditional Use	Development Area (ac) _____

**SUBMISSION IS TO INCLUDE A DISC WITH APPLICATION AND PLAN(S) IN PDF FILE FORMAT  
or email same to [lalston@bensalemPA.gov](mailto:lalston@bensalemPA.gov).**

1. Name, address & phone No. of Applicant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Signature* *Daytime Contact Number*

2. Name, address & phone No. of Attorney:  
(if other than applicant)

\_\_\_\_\_

*Signature* *Daytime Contact Number*

3. Name, address & phone No. of Owner:

\_\_\_\_\_

*Signature* *Daytime Contact Number*

4. Name, address & phone No. of Person Designing Plan:

\_\_\_\_\_

*Signature* *Daytime Contact Number*

5. Has parcel ever been subject to subdivision or land development approval? \_\_\_\_\_

If Yes: Date of Approval \_\_\_\_\_  
 Plan Title \_\_\_\_\_  
 Recording Date \_\_\_\_\_  
 Plan Book \_\_\_\_\_  
 Page \_\_\_\_\_

6. Has parcel ever received relief from the Zoning Hearing Board? \_\_\_\_\_  
 If yes, list date of decision and attach copy of the decision. \_\_\_\_\_
7. Deed restrictions that apply or are being contemplated. If no restrictions, state none. If yes, attach copy.  
 \_\_\_\_\_  
 \_\_\_\_\_
8. List proposed improvements and utilities to be installed:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
9. List title of each plan, report and any other documents submitted:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 10 List presence of floodplain, wetlands, steep slopes or any other environmental features on site:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 11 List all variances and special exceptions that will be required from the Zoning Hearing Board for this application:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 12 List all zoning changes, conditional uses and waivers that will be required for this application:  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE:** Plan requirements can be found in The Code of the Township of Bensalem, Chapter 201

<b>FOR MUNICIPAL USE ONLY:</b>	
Date Received:	_____
Application Fee:	_____
Escrow:	_____

## SECTION VIII SUBDIVISION & LAND DEVELOPMENT/ZONING HEARING BOARD FEES

### Professional services agreement.

At the time of submission, the applicant shall execute a professional services agreement with the Township. The agreement includes the establishment of an escrow account to cover the expenses of the Township for advisory services incidental to the review of the application. These services may include engineering, legal, planning, traffic, landscaping and any other consultant necessary, in the opinion of the Township, to properly examine the proposed application. To any fees incurred by the Township, the sum of 10% shall be added as reimbursement to the Township to cover administrative, overhead and other costs associated and incurred for the collection of such fees and their distribution. The escrow account funds shall be replenished to an amount to be determined by the Township within 15 days of when the applicant is notified by the Township that the funds are depleted to 25% of the original amount. Escrow amounts shall be established in accordance with the professional services agreement; all unused funds within the escrow account shall be returned to the applicant upon written request within 12 months of the approvals. Escrow funds not returned to the applicant within the 12 month period following the project completion shall be forfeited to the Township.

### **A) SUBDIVISION PLANS - APPLICATION FEES & ESCROWS**

- 1) Sketch Plan \$1000 Application Fee \$ 5,000.00 Escrow
  
- 2) Residential - Preliminary

Minor Lot Line Change 2 lots	\$1000 + \$50 per/lot App Fee	\$ 5,000.00 Escrow
3 to 10 lots	\$1000 + \$50 per lot Application Fee	\$10,000.00 Escrow
11 to 20 lots	\$2500 + \$50 per lot Application Fee	\$15,000.00 Escrow
21 to 40 lots	\$3000 + \$50 per lot Application Fee	\$20,000.00 Escrow
41 to 60 lots	\$3500 + \$50 per lot Application Fee	\$25,000.00 Escrow
61 to 80 lots	\$4000 + \$50 per lot Application Fee	\$30,000.00 Escrow
81 or more lots	\$5000 + \$50 per lot Application Fee	\$30,000.00 Escrow
  
- 3) Commercial/Industrial Subdivision and  
Lot Line Change \$1,500 + \$100.00 per lot App Fee \$15,000 Escrow
  
- 4) Final Subdivision Plan Fifty Percent (50%) of the Preliminary Application Fee

**B) Land Development Plans**

1) Sketch Plan	\$1000.00 Application Fee	\$5,000.00 Escrow
2) Preliminary Plan		
Up to .5 acre	\$1000.00 Application Fee	\$ 10,000.00 Escrow
.6 to 1 acre	\$2500.00 Application Fee	\$ 10,000.00 Escrow
1.1 to 2 acres	\$3500.00 Application Fee	\$ 10,000.00 Escrow
2.1 to 5 acres	\$5500.00 Application Fee	\$ 15,000.00 Escrow
5.1 to 20 acres	\$6500.00 Application Fee	\$ 20,000.00 Escrow
20.1 or more acres	\$7500.00 Application Fee	\$ 25,000.00 Escrow
3) Final Land Development Plan Fifty Percent (50%) of the Preliminary Application Fee		

**\*Escrow amounts are minimum amounts required. Additional amount may be required based upon the actual acreage and intensity of Development.**

**C) Master Development Plan**

The same as a Preliminary Plan, and, in addition the applicant shall deposit an amount equal to One Hundred (\$100.00) Dollars per acre of gross site area in escrow. The escrow amount shall be used to pay the actual and reasonable expenses of outside consultants engaged by the Township to review the studies required by the Zoning Ordinance pertaining to Traffic Impact, Natural and Historic Resources, and Fiscal and Community Impact. Unused amounts shall be returned to the applicant, but no amount in addition to that described herein shall be required for those purposes.

**(D) Conditional Use Application Fee**

All applicants for a conditional use shall pay an application fee \$2500.00 and an Escrow of \$5,000.00 at the time of application. Fee is non-refundable.

**(E) Application for Change of Zoning Classification**

Any person who shall petition the Council of Bensalem Township for change in or amendment to the Bensalem Ordinance of 1954 as supplemented and amended shall pay an application fee of \$3500.00 and an Escrow of \$5,000.00.

If an applicant wishes to make application for a combined preliminary and final subdivision and/or land development plan approval, the applicant shall pay the appropriate fees for both the preliminary and final plans as listed. It is understood that Bensalem Township Council is under no obligation to grant a combined preliminary and final approval.

Fees shall be submitted at the time of application of subdivision or land development plan.

All fees for the Bucks County Planning Commission shall also be submitted **by the applicant** at the time of application. Checks shall be made payable to the Bucks County Planning Commission in accordance with their fee schedule.

Escrows listed are required to be paid with the application,

Fees for the approved Planning Agency shall be billed separately in the event the Township finds it necessary to engage the professional services of a consultant. The fee will apply to all subdivisions, land developments and Rezoning petitions. (To be paid before final action taken by the Township Council).

## BCPC Municipal and Act 247 Subdivision and Land Development Application Instructions

As a result of the COVID-19 Pandemic and to ensure the timely review of subdivision and land development applications, the BCPC has adopted the following **new electronic submission procedures effective immediately, until further notice.**

### **Procedures for Reviews of Subdivisions and Land Developments (Act 247)**

As a result of the COVID pandemic, all proposed plans and supplemental reports, such as traffic impact studies and planning modules are to be submitted electronically. The newly updated 2020 Subdivision and Land Development Review Application can be found at:

<http://www.buckscounty.org/government/PlanningCommission>

The new procedures for electronically submitting an application are as follows:

1. All Act 247 applications, plans, supporting reports, and a scan of the application fee check are to be emailed to: [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org) and copied to Evan Stone, BCPC Executive Director, at [estone@buckscounty.org](mailto:estone@buckscounty.org), and Michael Roedig, BCPC Director of Planning Services, at [maroedig@buckscounty.org](mailto:maroedig@buckscounty.org). Please do not email proposals to individual staff planners. **Do not mail/submit the fee check until step 2 below is completed.**

To facilitate the submission of plan documents, only the following plan sheets need to be submitted:

- A. Cover Sheet
  - B. Existing Conditions plan
  - C. Record plan/site zoning requirements/statistics
  - D. Layout plan
  - E. Grading plan
  - F. Stormwater plan
  - G. Landscaping plan
2. The submission will be reviewed for completeness and correct fee calculation, then an acknowledgment email will be sent back from [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org), including the assigned BCPC number. **Once the confirmation email is received, please indicate the BCPC number on the fee check along with the tax parcel number(s) of the subject parcel(s) in the submitted application. Once this payment is received by the BCPC, the plan will be officially logged in, and the required MPC 30 day review clock will start.**
  3. Please mail the confirmed fee check noting the assigned BCPC number, plan name, and TMP number(s), via the USPS to the BCPC at 1260 Almshouse Road, Doylestown, PA 18901. This will ensure proper crediting of the fee with the application.
  4. If an application is deemed incomplete or the fee is calculated incorrectly, this will be communicated back to the submitting party in an email from: [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org).

Act 247 reviews are distributed as soon as they have been completed by staff. Reviews will be emailed to municipal officials with copies to the applicant and the applicant's consultants, if requested. **Either on the application or in the submitting email, please provide the email addresses of all parties to receive a copy of the review.**

**BCPC Municipal and Act 247 Subdivision and Land Development Application Instructions****Municipal Reviews****Reviews of Ordinances, Comprehensive Plans, Ordinance Amendments, School District Actions, and Municipal Land Acquisitions**

***Municipal applications are to be submitted electronically.*** All municipal proposals and official correspondence should be submitted to: [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org) and copied to Evan Stone, BCPC Executive Director, at [estone@buckscounty.org](mailto:estone@buckscounty.org), and Michael Roedig, BCPC Director of Planning Services, at [maroedig@buckscounty.org](mailto:maroedig@buckscounty.org). Please do not send proposals to individual staff planners. A municipal proposal is not considered “received” until an acknowledgment email is received back from [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org).

Municipal reviews are distributed after they are approved by the BCPC Board at their monthly meeting. Reviews are emailed to municipal officials with copies to the municipal solicitor. If additional parties require a copy, please indicate on the submitting email and please provide their email addresses.

**Recording of Subdivisions and Land Developments**

Requirements for the recording of approved subdivision and land development plans can be found at: <http://www.buckscounty.org/government/RowOfficers/RecorderofDeeds>. A BCPC number is required to be placed on all approved subdivisions and land developments, indicating that the BCPC has reviewed the plan in accordance with PaMPC requirements. However, we understand that there are circumstances where the subdivision and land development process has been waived and therefore *no BCPC review is required. In these cases, “N/A” may be placed on the BCPC signature line, but the applicant must provide a letter to the Recorder of Deeds from the municipality stating that the process has been waived. The letter will be scanned at the Recorder’s office and provided to us electronically so that we may officially sign off on the plan.*

**BCPC Board Meeting Schedule**

Until further notice, the BCPC Board will meet virtually on the first Wednesday of each month at 2 PM. Meetings are open to applicants and the public. A public telephone call in number will be posted to the BCPC website 24 hours prior to the meeting. All meeting information can be found here: <http://aboutus-bucksgis.opendata.arcgis.com/>

**For updated information from the County, and our COVID-19 response please visit:**

<https://covid19-bucksgis.hub.arcgis.com/>

This application must be completed by the applicant or his/her agent and submitted along with one copy of the plan, one digital copy of the plan, and required fee (see fee schedule on back) for subdivision and land development reviews mandated by the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended.

MUNICIPALITY: \_\_\_\_\_

NAME OF PROPOSAL: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TAX PARCEL NO.: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PRESENT LAND USE: \_\_\_\_\_

PLAN TYPE:  Land Development  Subdivision

PLAN CLASS:  Major  Minor  
 Municipal  Sketch

TOTAL ACREAGE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

APPLICANT EMAIL: \_\_\_\_\_

DEVELOPMENT TYPE:  Agricultural  Commercial  
 Conversion  Industrial  Institutional  
 Lot Line Change  Office  Residential

PROPOSAL:

**NONRESIDENTIAL:** Number of Lots or Leaseholds: \_\_\_\_\_ **RESIDENTIAL:** Number of lots or units: \_\_\_\_\_

Proposed new building area: \_\_\_\_\_  
Gross square feet (floor area)

WATER SUPPLY:  Public  Community On-site  Individual On-lot  
*(Check one)*

SEWERAGE:  Public  Community  Individual On-lot  
*(Check One)*

OPEN SPACE:  Public  Private  
*(Check One)*

TOTAL OPEN SPACE ACREAGE: \_\_\_\_\_

The following documentation is **required** for every plan submission, at the applicable level, in addition to a completed application form. Please check the appropriate state of plan submission and the inclusion of the required documentation:

<input type="checkbox"/> Sketch Plan <i>or</i>	<input type="checkbox"/> One copy of plan
<input type="checkbox"/> Revised Sketch Plan	<input type="checkbox"/> One <b>digital</b> file of plan ( <b>CD or USB drive</b> )
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<input type="checkbox"/> Preliminary Plan <i>or</i>	<input type="checkbox"/> One copy of preliminary plan/revised preliminary plan
<input type="checkbox"/> Revised Preliminary Plan	<input type="checkbox"/> One <b>digital</b> file of preliminary plan/revised preliminary plan ( <b>CD or USB drive</b> )
	<input type="checkbox"/> Review fee (see schedule on back)
	<input type="checkbox"/> Proof of variances, special exception, conditional uses, or other agreements
	<input type="checkbox"/> Sewage Facilities Planning Module, one copy, one digital copy
	<input type="checkbox"/> Transportation Impact Study, one copy, one digital copy
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<input type="checkbox"/> Final Plan <i>or</i>	<input type="checkbox"/> One copy of final plan/revised final plan
<input type="checkbox"/> Revised Final Plan	<input type="checkbox"/> One <b>digital</b> file of final plan/revised final plan ( <b>CD or USB drive</b> )
	<input type="checkbox"/> Review fee (see schedule on back)
	<input type="checkbox"/> Conditions of preliminary approval

If proposal is made by applicant or agent directly to the Bucks County Planning Commission (BCPC), the following certification is required to assure that all plans submitted to the BCPC are also submitted to the municipal government for review.

I hereby certify that this plan has been submitted for review to the Township/Borough of \_\_\_\_\_ and that, if the plan is withdrawn from consideration by the municipality, it will also be withdrawn from the BCPC review process via written notification. Members of the BCPC and staff are authorized to enter land for site inspection if necessary.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**BCPC USE ONLY**

BCPC File No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_



## BUCKS COUNTY PLANNING COMMISSION FEE SCHEDULE FOR REVIEWS

The following fees will be charged by the Bucks County Planning Commission for subdivision and land development reviews as authorized by Act 194 amending Act 247, the Pennsylvania Municipalities Planning Code. These fees are effective January 1, 2018. Plans will not be accepted for review without the appropriate fee and completed application form. If you need assistance in calculating application fee(s), please call us at 215-345-3400.

### Residential subdivisions, land developments, and conversions *(Including Tentative Planned Residential Development Plans)*

				Base Fee	+		
up to	2	lots or units	=	\$160			
3	up to	10	lots or units	=	\$100	+	\$65 for each lot/unit over 2
11	up to	25	lots or units	=	\$600	+	\$45 for each lot/unit over 10
26	up to	50	lots or units	=	\$1,200	+	\$40 for each lot/unit over 25
51	up to	100	lots or units	=	\$1,800	+	\$20 for each lot/unit over 50
101	+		lots or units	=	\$2,400	+	\$15 for each lot/unit over 100
Please show your calculations:							

### Nonresidential land developments

				Base Fee	+		
0	up to	5,000	square feet	=	\$300	+	\$0.045 per square foot of floor area
5,001	+		square feet	=	(no base fee)	+	\$0.15 per square foot of floor area, not to exceed \$5,000
Please show your calculations:							

### Nonresidential subdivisions

up to	2	lots or units	=	\$225	
3	up to	10	lots or units	=	\$125 per lot
11	+		lots or units	=	\$100 per lot
Please show your calculations:					

<b>Curative Amendments</b> (not municipal curative amendments)	\$2,000
<b>Private Petitions for Zoning Change</b> (not municipal petition)	\$1,500

For the purposes of this Fee Schedule the definitions in Article II of the Pennsylvania Municipalities Planning Code of subdivision and land development shall be used.

There is **no fee** for review of a sketch plan or final plan submission (unless otherwise noted below).

All fee charges are intended to cover the entire review process from preliminary to final stages **except** as follows:

- 1) **Each resubmission of a plan with minor revisions** shall be subject to an additional fee, not to exceed the required fee listed in the tables above or \$225.00, whichever is less. A subdivision which proposes no more than two lots may be resubmitted with minor revisions one time without a charge for the review.
- 2) **Each resubmission of a plan involving a major revision or change in program** from the original submission shall be required to pay an additional fee as required in the tables above. A major revision or change in program may include, but is not limited to, a change in use, dwelling type, density, lot layout, street layout, or site layout.
- 3) **Each plan submitted for review two years or more after the first submission** shall be subject to an additional fee, not to exceed the required fee listed in the tables above or \$160.00, whichever is less, if the plan contains only minor revisions. If there are major revisions to the plan, the submission will require a fee in accordance with the fee schedule above. Major changes are as noted in #2 above.
- 4) **Proposals submitted which contain a mix of uses** will be subject to the appropriate fee for each use.

**MEETINGS WITH THE STAFF** of the Bucks County Planning Commission to discuss applications either prior to or during the formal development application are encouraged and are free of charge. Appointments can be made by contacting 215-345-3400.

**SIGNING OF PLANS FOR RECORDING:**-The Bucks County Planning Commission now signs plans electronically. If you have municipally-signed plans with an official BCPC number you can go directly to the Bucks County Recorder of Deeds to record your plan. Please contact the Recorder of Deeds at 215-348-6209 should you have any questions about recording your plan.

**REQUESTS FOR ADDITIONAL COPIES OF REVIEW:** Copies of the Bucks County Planning Commission review of this proposal will be sent to the applicant, municipality, and municipal engineer. If you wish to have copies sent to other persons, please type names, addresses and **emails**:


Effective Date: January 1, 2016



# BUCKS COUNTY CONSERVATION DISTRICT

1456 FERRY ROAD, SUITE 704  
DOYLESTOWN, PA 18901-5550  
P (215)345-7577 F (215)345-7584

*In Pursuit of Environmental Excellence*

## E&S APPLICATION / GENERAL INFORMATION FORM

This form must be completed and submitted along with the required plans and fees for **both** first time E&S reviews and resubmissions.  
Please see page 2 for instructions regarding the number of copies required for various submissions.

**PLEASE SUBMIT ONLY FOLDED PLANS TO THE DISTRICT. ROLLED PLANS WILL NOT BE ACCEPTED.**

Township/Borough \_\_\_\_\_ Project Street Location \_\_\_\_\_

Project Name \_\_\_\_\_

Tax Parcel No. (s) \_\_\_\_\_

Name of Nearest Stream \_\_\_\_\_ Stream Classification \_\_\_\_\_

Submitted By:  Engineering Firm/Plan Designer  Contractor  Landowner  Twp.

Sealed Engineer Name: \_\_\_\_\_ Engineering Contact: \_\_\_\_\_

Name of Engineering/Designing Firm \_\_\_\_\_ Phone#: \_\_\_\_\_ Ext. \_\_\_\_\_

Mailing Address \_\_\_\_\_ Fax#: \_\_\_\_\_

E-mail: \_\_\_\_\_

Landowner Name(s) \_\_\_\_\_ Landowner Phone# \_\_\_\_\_

Landowner Mailing Address \_\_\_\_\_

\*TOTAL ACREAGE \_\_\_\_\_ \*ACRES TO BE DISTURBED \_\_\_\_\_ #Lots \_\_\_\_\_ #Units \_\_\_\_\_

**\*Do not use square feet. Square feet divided by 43,560 = Total Acres**

Plan Date **OR** Most Recent Revision Date: \_\_\_\_\_. This is a: **NEW PLAN**  **RESUBMISSION**   
**OR an ADMINISTRATIVE INCOMPLETE INFO ONLY (\$250.00 RE-FILING FEE)**

**INCLUDED WITH SUBMISSION ARE:**  PLANS/NARRATIVES  FEE(S)  NPDES APPLICATION\*

\* PROJECTS WITH EARTH DISTURBANCES OF ONE (1) ACRE OR MORE MUST BE ACCOMPANIED WITH BOTH AN E&S APPLICATION AND AN NPDES (NOI) APPLICATION

### FEE SCHEDULE FOR E&S REVIEWS (BASED ON DISTURBED ACRES ONLY)

**SINGLE FAMILY HOME (1 RESIDENCE) WITH UNDER 1 ACRE OF DISTURBANCE = \$150.00**

#### ALL OTHER EARTH DISTURBANCE

**\*\* PLEASE READ PAGE 2 UNDER "EXEMPTIONS AND EXCEPTIONS"\*\***

.02296 to 0.99 acres = \$ 610.00  
1.0 to 1.99 acres = \$1,235.00  
2.0 to 4.99 acres = \$1,850.00  
5.0 to 9.99 acres = \$2,475.00  
10.0 to 24.99 acres = \$3,600.00

25+ acres = \$3,600.00 +  
Additional \$75.00 per acre for each acre over 25  
(Fractions of an acre are rounded up to the next whole acre.)

**TIMBER HARVEST (DISTURBED ACRES ONLY)**  
0.0-24.99 ACRES = \$65.00  
25.0+ ACRES = \$100.00 + ESC PERMIT

#### **SMALL POND WORK**

E&S FEE = \$65.00  
PLEASE NOTE: PROJECTS MAY REQUIRE AN NPDES PERMIT. PLEASE SEE REVERSE SIDE UNDER "NPDES INFORMATION".

*BCCD USE ONLY BEYOND THIS POINT*

ENTRY # \_\_\_\_\_

DATE SENT BACK \_\_\_\_\_

E&S FEE REC'D \$ \_\_\_\_\_ CHECK# \_\_\_\_\_

DEP CWF FEE \$ \_\_\_\_\_ CHECK# \_\_\_\_\_

EXPEDITED FEE\$ \_\_\_\_\_ CHECK# \_\_\_\_\_

P&H FEE \$ \_\_\_\_\_ CHECK# \_\_\_\_\_

NPDES FEE \$ \_\_\_\_\_ CHECK# \_\_\_\_\_

NPDES # ASSIGNED \_\_\_\_\_

12/23/2015

PLEASE READ ALL INSTRUCTIONS ON PAGE 2 OF APPLICATION

**GENERAL INFORMATION:**

E&S reviews are processed in the order they are received. The District is required to complete its review within 30 days. Projects requiring NPDES Applications (NOI) will be reviewed for Administrative and Technical completeness within 15 Business days of receipt. If the NOI is considered to be Administratively and Technically Complete, the E&S review will follow within 22 Business days. Re-submittals will be processed within 17 business days of receipt.

The BCCD Office Does NOT process Chapter 105 General Permits 1 – 9 & 15. They must be submitted to the S.E. Regional DEP Office, 2 East Main Street, Norristown, PA 19401. 484-250-5900. Please refer to the DEP website ([www.dep.state.pa.us](http://www.dep.state.pa.us)) for any further information.

If a meeting with the BCCD is needed, PLEASE CALL AHEAD TO SCHEDULE AN APPOINTMENT.

E&S Review letters are sent to the Landowner, appropriate Municipal government, Bucks County Planning Commission, and Engineer / Plan Designer.

**PLEASE NOTE:** If copies of review letters are needed by any other entities please attach names and addresses.

**E&S FEE INFORMATION:**

BCCD DOES NOT ACCEPT CASH OR CREDIT CARDS.

**E&S FEE EXEMPTIONS AND EXCEPTIONS:**

County agencies, volunteer fire stations, volunteer ambulance services, conservation co-operator farms, & plans with lot subdivision only and no earth moving involved are exempt from fees. Municipalities and Public Schools please submit One half (1/2) of the fee listed under “ALL OTHER EARTH DISTURBANCE” fee schedule.

FEES ARE REQUIRED FOR ALL OTHER SUBMISSIONS.

THERE ARE NO EXEMPTIONS FROM EXPEDITED REVIEW FEES.

E&S submissions and resubmissions require one (1) plan set, one (1) General Information Form, and appropriate fee. MAKE CHECKS PAYABLE TO “BUCKS COUNTY CONSERVATION DISTRICT” OR “BCCD”.

Withdrawal of a submission prior to a response from the BCCD is subject to a fee of either fifteen percent (15%) of the original fee or \$150.00, whichever is less. Plans withdrawn for any reason will require a full fee when resubmitted.

**NPDES INFORMATION:**

A separate federally mandated NPDES General Permit is needed if proposed earth disturbance is one (1) acre or greater. The fee for this permit is \$500.00, payable to “BCCD-CWF”

An NPDES Individual Permit is needed if the project is one (1) acre or greater and located in High Quality (HQ) or Exceptional Value (EV) Watershed. Please refer to Chapter 93, Water Quality Standards, Title 25 of PA CODE. The fee for this permit is \$1500.00, payable to “BCCD-CWF”.

With every NPDES Submission, please include 3 copies of plans and narratives for review, and a check for \$100.00 per disturbed acre, (rounded to the nearest whole acre) made payable to the “PA-CWF”. DISTURBED ACRE FEES ARE COLLECTED BY THE BCCD AND DELIVERED TO THE PA DEP WEEKLY.

BCCD requires a \$250.00 Re-filing fee for NPDES applications found to be incomplete on the first submission. Required information must be submitted to BCCD within 60 days of notice or the application and all associated plan sets will be considered withdrawn.

ALL APPLICATIONS FOR NPDES PERMITS ARE PROCESSED BY BCCD OFFICE. PLEASE INCLUDE THEM WITH THE E&S SUBMISSION IN THEIR ENTIRETY.

FOR E&S FORM, NPDES FORMS, AND POLICIES PLEASE VISIT [www.bucksccd.org](http://www.bucksccd.org) OR [www.dep.state.pa.us](http://www.dep.state.pa.us)

**RESUBMISSION GUIDELINES:**

Any submission involving a Major Revision from a previously reviewed plan shall be required to submit the FULL E&S Fee. A MAJOR change or revision on a plan may include, but is not limited to: a change in use, lot layout, street layout, grading changes, or basin revisions. If you have any questions, please call the BCCD office.

A Fee of 50% of the CURRENT FEE or \$1000.00 whichever is less, will be charged for each resubmission without major changes.

New revision dates noted on the plans require a resubmission to BCCD, including an application and resubmission fee. A new review letter is required with corresponding plan dates.

Failure to begin earth moving within 2 years from date of BCCD’s Adequate E&S Review Letter will require a resubmission and will be subject to a full E&S fee.



# BENSALEM TOWNSHIP

*Building and Planning Department*  
Office 215-633-3644 • Fax 215-633-3753  
Matthew K. Takita  
*Director of Building and Planning*  
2400 Byberry Road • Bensalem, PA 19020

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To: All Applicants  
From: Impact Fee Advisory Committee  
Re: Imposition of Impact Fees

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Please be advised that the submission for Subdivision and/or Land Development Application submitted by you to Bensalem Township shall be reviewed by the Impact Fee Advisory Committee.

Pursuant to Act 209 of the Commonwealth of Pennsylvania and Ordinance No. 91-19 of the Township of Bensalem, a highway impact fee shall be imposed when appropriate.

For your information, the Impact Fee Advisory Committee meets the third Tuesday of each month following the date of your application. You are welcome to attend this meeting.