BENSALEM TOWNSHIP

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

EXHIBIT PC-28

REZONING CHECKLIST

NAME OF APPLICANT: _____ Date of Complete Submission: _____

The following checklist summarizes the information which must be submitted with and/or shown on the Rezoning Plan in order to be reviewed by Township Agencies and the Bensalem Township Council. These requirements were adopted and approved by the Bensalem Township Board of Supervisors on May 28, 1968.

The Checklist must be completed by the applicant at the time of submission.
IF INCOMPLETE, the Rezoning Request shall be returned to the applicant noting the deficiencies.

Check each item completed. If item is not applicable, note "N/A" in the space provided.

	N/A	
☐		Must submit copy of application and plan(s) on a disc in .pdf file format or email same to lalston@bensalempa.gov
☐		25 copies of Petition For Changes Of Zoning
☐		25 copies of plans folded no larger than 8" X 11"
☐		Copy of Deed or Agreement of Sale
☐		Name and address of registered Land Surveyor or Professional Engineer who prepared plan and description.
☐		Complete scaled dimensions of property to be rezoned, including all bearings and distances.
☐		Relationship and/or location of subject property to the nearest street intersection (tie in distance).
☐		Owners of record of all adjoining property including deed book and page number.
☐		Zoning Classification of adjoining property.
☐		Existing use of all adjoining property regardless of zoning classification.
☐		Area of subject property shown in acreage and square feet.
☐		Number of lots into which the property is to be subdivided, if applicable.
☐		Existing use of subject property regardless of zoning classification.
☐		Width of abutting roadway (right-of-way, cartway, improved, or unimproved)
☐		Is lot in a subdivision, please check ☐ YES or ☐ NO If yes, show lot number(s), section number, name and recording information of subdivision.
☐		Date of plan.
☐		Description using the dimensions as shown on the plan.
☐		One copy of the Petition and Proposed Ordinance stapled to each copy of the Plan.
☐		Proof that the applicant has notified all adjacent property owners and residents in the immediate area who can potentially be affected by the petition.
☐		Other information required by the Bensalem Township Zoning Officer, please note here:
☐		One copy of the Petition and Proposed Ordinance stapled to each copy of the Plan.
SUBMISSION IS TO INCLUDE A DISC WITH APPLICATION AND PLAN(S) IN PDF FILE FORMAT OR EMAIL SAME TO lalston@bensalempa.gov		

SIGNATURES REQUIRED:

_____ _____
Engineer/Surveyor *Date*

_____ _____
Attorney *Date*

_____ _____
Applicant *Date*

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Petition for Change of Zoning

Application is hereby made by the undersigned. Enter the names and addresses of petitioner:

_____

_____

_____

_____

For an amendment to the Bensalem Township Zoning Ordinance of 1954, as amended, and the Bensalem Township Zoning Map, the said applicant represents:

1. That he/she/it/they, is/are the owner(s) of that portion of land situated in Bensalem Township which is described as follows:

   _____

   _____

   _____

   _____

   A plan or sketch of said premises showing adjoining owners is hereto attached.

2. The said premises are located in a section of the township which is presently zoned as a(n) _____ district and is situated at _____
   (insert present zoning classification) *(insert address and/or location of property and tax parcel #)*
   in said township.

3. The reason(s) your petitioner desires a change in zoning classification is/are follows:

   _____

   _____

   _____

   _____

4. Your petitioner requests his/her/it's/aforesaid premises to be changed in zoning classification from a _____ district to a _____ district.
   (insert present zoning classification) *(insert proposed zoning classification)*

5. In accordance with the Zoning Fee Schedule adopted by your Board, your petitioner submits herewith Two Thousand Five Hundred Dollars ($2500.00) in cash or check.

Respectfully submitted.

_____
Signature *Date*

A COPY OF THIS APPLICATION WITH *SIGNATURES* IS REQUIRED TO BE SUBMITTED

Note: If the applicant is a partnership or corporation, the name thereof shall be inserted in the above space provided for signatures, and the petition shall be signed on behalf of such partnership or corporation by a duly authorized partner or officer thereof.

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Petition for Change of Zoning

State of Pennsylvania
ss:
County of Bucks

_____

_____

_____

_____
Name(s) of petitioner(s) or authorized partner or officer

Being duly sworn according to the law, deposes and says that he/she is the petitioner, is a duly authorized partner or officer of the above-named partnership or corporation; that the petitioner is the owner of the premises described in the foregoing application and the facts set forth in the foregoing petition are true and correct as he/she verily believes.

_____
Signature *Date*

Sworn and subscribed before me this _____day
of _____, AD 20_____

_____My commission expires: _____
Notary Public

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Exhibit PC-28

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Petition for Change of Zoning

ORDINANCE No. _____

An ordinance of Bensalem Township, Bucks County, Pennsylvania further amending the Bensalem Township Zoning Ordinance December 6, 1954 as amended, and the zoning classification of Tax Map Parcel(s) No. _____ of the said zoning map from _____ to _____

Whereas, on petition of _____

_____

a public hearing was held for the purpose of considering the petition of the said _____

_____

to amend the Bensalem Township Zoning Ordinance of 1954 as more particularly set forth herein and whereas, the Bensalem Council after a public hearing deems it appropriate that the zoning classification of the hereinafter described Tax Map Parcel(s) located in the Township of Bensalem be changed from _____ to _____ so that the change will be in accordance with the spirit and intent of the Bensalem Township Zoning Ordinance adopted the 6th day of December 1954.

Now, therefore, be it enacted and ordained, and , and it is hereby enacted and ordained that:

1. The Zoning Classification of Tax Map Parcel(s) No. _____ shall be changed from _____ to _____
   The description of said Tax Map Parcel(s) No. _____ is attached hereto by number and labeled in accordance therewith, and is hereby incorporated herein as though set forth in full.
2. The Zoning Map of Bensalem Township shall be changed, corrected, and marked in accordance with the provisions of this ordinance, so that the same shall hereinafter show the aforesaid described portion of Bensalem Township to be classified as: _____

   _____
3. This ordinance shall become effective five (5) days after its enactment.

Ordained and enacted this _____ the day of _____ 20 _____

Bensalem Township Council

_____
Joseph Pilieri, Council President

_____
Joseph Knowles, Council Vice President

_____
Edward Kisselback, Council Secretary

_____
Jess Sloane, Member

_____
Edward J. Tokmajian, Jr., Member

Attest:

_____
Council Clerk/Debora F. McBreen

EXHIBIT “A”

LEGAL DESCRIPTION OF PROPERTY

BCPC
Bucks County Planning Commission

1260 Almshouse Road • Doylestown, Pa 18901
Phone 215/345-3400 FAX 215/345-3886 EMAIL bcpc@buckscounty.org

Subdivision and Land Development

2018 Review Application

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. _____ **Total Acreage** _____

Applicant _____ **Telephone** _____

Address _____

Owner of Record _____

Address _____

Present Land Use _____

Proposal

Residential 1) Number of lots or units _____

Nonresidential 1) Number of lots or leaseholds _____
2) Proposed new building area _____ Gross square feet (floor area)

Water Supply *(check one)*
- ☐ Public
- ☐ Community On-site
- ☐ Individual On-lot

Sewerage *(check one)*
- ☐ Public
- ☐ Community On-site
- ☐ Individual On-lot

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

☐ **Sketch Plan** *or*
☐ **Revised Sketch Plan**

- ☐ One copy of plan
- ☐ One digital file of plan

☐ **Preliminary Plan** *or*
☐ **Revised Preliminary Plan**

- ☐ One copy of preliminary plan/revised preliminary plan
- ☐ One digital file of preliminary plan/revised preliminary plan
- ☐ Review of fee (see schedule on back)
- ☐ Proof of variances, special exceptions, conditional uses, or other agreements
- ☐ Sewage Facilities Planning Module
- ☐ Transportation Impact Study

☐ **Final Plan** *or*
☐ **Revised Final Plan**

- ☐ One copy of final plan/revised final plan
- ☐ One digital file of final plan/revised final plan
- ☐ Review fee (see schedule on back)
- ☐ 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 _____

Review Date _____

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	+		
	-	2	lots or units	=	$160			
3	-	10	lots or units	=	$100	+	$65	for each lot/unit over 2
11	-	25	lots or units	=	$600	+	$45	for each lot/unit over 10
26	-	50	lots or units	=	$1,200	+	$40	for each lot/unit over 25
51	-	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

Nonresidential land developments

					Base Fee	+		
0	-	5,000	sq. ft.	=	$300	+	$45	for every 1,000 gross sq. ft. of floor area
5,001	+		sq. ft	=	(no base fee)		$0.15	per square foot not to exceed $5,000

Nonresidential subdivisions

	-	2	lots or units	=	$225	
3	-	10	lots or units	=	$125	per lot
11	+		lots or units	=	$100	per lot

Curative Amendments (not municipal curative amendments) $2,000

Private Petitions for Zoning Change (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 (unless otherwise noted below) submission.

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

1) **Each resubmission of a preliminary or final 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 preliminary or final 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, or street layout.
3) **Each plan submitted for review two years 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.
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: We require one paper copy of a final plan with municipal signatures when mylars/plans are brought in to the Bucks County Planning Commission for signing.

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 and addresses below:

Engineer/Architect/Surveyor:

_____

_____

_____

_____

Other:

_____

_____

_____

_____