



DUBLIN BOROUGH

119 Maple Avenue

Dublin PA 18917

Phone: (215) 249-3310

www.dublinborough.org

SUBDIVISION & LAND DEVELOPMENT APPLICATION

1. Date of Application _____ 2. Date of Plan or Revision _____

2. Application for:

- Subdivision Sketch Plan Lot Line Change Land Development
 Preliminary Plan Minor Subdivision Final Plan

3. Name of Subdivision or Land Development _____

4. Location: _____

5. Tax Parcel Number: _____ Total Acreage Gross _____ Net _____

6. New Buildable Site Area _____

7. Zoning Requirements: District _____ Minimum Lot Size _____

Maximum Density _____ Yards: Front _____ Side _____ Rear _____

8. Number of Lots or Dwelling Units _____

9. Equitable Owner of Record of Land _____

Address _____ Phone _____

Email Address _____

10. Applicant _____

Address _____ Phone _____

Email Address _____

11. Registered Engineer or Surveyor _____

Address _____ Phone _____

Email Address _____

12. Attorney _____

Address _____ Phone _____

Email Address _____

This is to certify that I have read Part 6 of the Dublin Borough Subdivision and Land Development Ordinance and that the accompany plan meets the requirements of that Article to the best of my knowledge.

Signature of Applicant

Signature of Registered Engineer or Surveyor

APPLICATION MUST BE COMPLETED IN FULL TO BE ACCEPTED / REVIEWED BY THE BOROUGH

**Dublin Borough
Subdivision and Land Development Procedures
Information for Applicants**

Applications:

All formal applications must be submitted to the Borough Secretary during regular office hours at least ten (10) days prior to the next scheduled Dublin Borough Planning Commission Meeting.

All required plans, fees and accompanying documentation must be submitted to the Borough in accordance with the Dublin Borough Submission Checklist (attached). No application shall be considered complete without this information.

If the application is found to be incomplete, the Borough Secretary, will advise the applicant, in writing, of the deficiencies within five (5) business days.

If the application is found to be complete, the application will be date-stamped, and a letter will be forwarded to the applicant with the anticipated application processing dates and scheduled Planning Commission and Borough Council meeting dates. The date stamped on the application shall be the date that the application is accepted by the Borough and from which all required review times shall be computed. The application will then be distributed for review to the Borough's professional staff, council, commissions and professional consultants.

If for any reason the Planning Commission does not meet within 30 days of the initial application filing approval date of the Borough Secretary, the Municipalities Planning Code (MPC) timetable for plan review processing will then automatically begin 30 days from the date the application is date stamped, unless waived by the applicant.

Review Process:

Upon receipt of the Borough's Engineer's review letter, it is recommended that the applicant conference with the Borough staff and/or Borough Engineer prior to the scheduled Planning Commission meeting when the Planning Commission would consider the application for a recommendation. During the conference, if it is determined that the application will require substantial revisions for compliance with the Borough ordinances, the Borough staff and/or engineer will advise the applicant of an appropriate course of action for revising the application. An extension to the 90-day time limit, as set forth by the MPC, may be necessary to allow sufficient time for the applicant to make necessary plan revisions and for the Borough staff and its engineer to review the revised application.

All revised applications must be resubmitted directly to the Borough Secretary. It shall be the responsibility of the applicant to submit the same number of revised plans the Borough as with the original application.

Recommendations and Plan Decisions:

The Planning Commission in its review shall consider the comments, if submitted, of the Bucks County Planning Commission, Bucks County Conservation District and Borough professional staff and consultants. At their anticipated monthly meeting, the Planning Commission may do any of the following:

- Recommend that the applicant address plan deficiencies or unresolved planning issues with Borough Staff
- Recommend to Borough Council that the plan be approved with conditions and specifically list such conditions
- Recommend to Borough Council that the plan be denied and specifically list the reasons for such a recommendation

The Borough Council shall take official action on all applications, after receiving the Borough Engineer report and the recommendation by the Planning Commission and within the 90-day time limit, unless the applicant grants a time extension. The action of the Borough Council shall be in writing and communicated to the applicant by mail within fifteen (15) days following the date of the official action.

Record Plans:

Final record plans to be recorded must be submitted directly to the Borough Engineer for review and execution prior to approval by Borough Council. The plans must include three (3) mylars and four (4) paper copies of the record plan(s). **All record plans must bear the original seal and signature and title of the professional engineer or surveyor responsible for the preparation of the plans and bear the notarized signature of the land owner(s).**

No final record plans shall be recorded for any project unless all of the following have been satisfied:

- All conditions of final approval have been met and approved by the Borough Solicitor and Engineer.
- All required outside agency approvals/permits have been obtained.
- All Borough legal, engineering, planning and administrative costs relative to the plan submission have been paid in full.
- The required financial security and developer's agreements have been executed and any required construction escrow has been posted with the Borough.

The Borough Zoning Officer will record all final record plans at the Bucks County Courthouse. The Borough will notify the applicant when the copies of the recorded plans are available to be picked up at the Borough Zoning Office.

Contract for Professional Services Agreement and Professional Escrows:

The applicant shall be responsible for maintaining the original escrow balance relative to the escrow account established with the Borough for the payment of Borough incurred costs and fees on behalf of the application per the Contract for Professional Services Agreement. The Borough shall forward an invoice to the application setting forth the amount deducted from said escrow account for payment of costs and fees. Within fourteen (14) days of the date of the invoice the applicant shall remit the amount of the invoice to the Borough, thereby bringing the balance of the escrow back to the original amount. In the event the applicant's escrow account balance falls below the original amount, the Borough may direct its professionals and consultants to cease work on the applicant's submission until such time as the escrow balance is restored to its original amount.

Any applicant who desires to meet with the Borough's professionals or consultants prior to submitting a plan application shall execute a Contract for Professional Services Agreement with the Borough and post an escrow amount to be determined therein to cover any costs incurred by the Borough associated with the aforementioned consultations.

**These guidelines may be amended from time to time, as needed.*



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SUBDIVISION & LAND DEVELOPMENT
PLAN SUBMISSION CHECKLIST

Date of Application _____

Subdivision/Land Development Name _____

Address of Property _____

Owner(s) Name _____

Applicants Name _____

Tax Map Parcel Number _____

Plan Sets - Folded to 8 ½ x 11: (18 Total)

_____ DB Planning Commission - 5 Copies

_____ DB Council - 8 Copies

_____ DB File - 2 Copies

_____ Borough Engineer - 1 Copy

_____ Borough Solicitor – 1 Copy

_____ Borough Planner - 1 Copy

_____ Fire Marshal – 1 Copy

Plan Sets for Outside Agencies – Folded to 8 ½ x 11 (3 Total): The borough will forward the plans to other reviewing agencies. Plans are not to be delivered to any reviewing agency by the owner, developer, or his/her agent.

_____ Bucks County Planning Commission - 2 Copies

_____ Bucks County Health Department - 4 Copies

_____ Bucks County Conservation District – 1 Copy

APPLICATION FORMS & FEES TO BE SUBMITTED TO THE BOROUGH

All applications MUST include these items, or the application will be considered administratively incomplete and returned to the applicant.

- _____ Dublin Borough Subdivision and Land Development Application (1 signed original)
- _____ Filing Fee according to the most current Fee Schedule adopted by Resolution
- _____ Escrow Fee according to the most current Fee Schedule adopted by Resolution
- _____ Contract for Professional Services Agreement (3 signed originals)
- _____ Application to Bucks County Planning Commission with fee
- _____ Application to Bucks County Conservation District with fee
- _____ Applicant Plan Submission Checklist (it is recommended that this item be completed by the applicant's professional engineer or land surveyor)
- _____ Stormwater Management Report (2 Copies)
- _____ PADEP Sewage Facilities Planning Module Application/Mailer (Original and 2 copies)
- _____ If applicable – Traffic Impact Study (2 copies)
- _____ If applicable – PADOT Highway Occupancy Permit Plan/Application (2 Copies)
- _____ If applicable – Community Impact Assessment Report (4 Copies)
- _____ If applicable – Bucks County Health Department Application and fee

Reviewed By: _____
Dublin Borough Zoning Officer

Date: _____

All fees or contribution in lieu of shall be payable to Dublin Borough. All plan sets, applications and forms shall be submitted directly to Dublin Borough.

The attached checklist is provided for the applicant as a guideline to assist in the submission process. All applications must include these items, or the application will be considered administratively incomplete and returned to the applicant.

APPLICANT'S CHECKLIST AND SUBMISSION PROCEDURES

IMPORTANT: *It is recommended that this item be completed by the applicant's professional engineer or land surveyor.*

Please use the following checklist as a guideline for application submission. If applicable, the Borough and Borough Engineer will look for these items in your application. Failure to provide an applicable item may delay acceptance of the application and plan approval.

Note: Maximum Record Plan Sheet Size 36" x 48" and all lettering shall be so drawn as to be legible if the plan should be reduced to half size.

Item	Code*	Applicant Comments
Type of Water Supply (Public or Private)		
PADEP Sewage Facilities Planning Module Application/Mailer		
List of Waivers/Variations/Special Exceptions on Record Plan		
Letter of Requested Waivers with Justification		
Provide signature lines on the Record Plan for Borough per Section 606 of the Chapter 22 of the Borough Code of Ord.		
Indicate Zoning Data Chart on Record Plan (required and proposed dimensions)		
Indicate Parking Requirements on Record Plan (required and proposed spaces)		
Indicate proposed Use Designation on Record Plan		
Indicate Site Capacity Calculations on Record Plan		
Names and mailing addresses of all adjacent property owners		
Soil Erosion and Sediment Control Plan		
Utility Plan		
Landscape and Lighting Plan (show street trees, buffer plantings, lighting locations, isolux lines)		
Stormwater Management Plan		
Wetland Certification on Record Plan		
PADOT Permit Application / Plan		
Existing and Proposed Easement, Right-of-Way or Other restrictions on the Property		
A development schedule indicating the approximate date when construction can be expected to begin and be completed		
A statement setting forth in detail the character of the improvements the applicant proposes		
A list of all encumbrances appearing of record in the Office of the Recorder of Deeds or marked lis pendens (pending lawsuits) in the Office of the Prothonotary.		

*A – Noted on Application P – Noted on Plan Sheet N/A – Not Applicable W – Noted on List of Waivers

**DUBLIN BOROUGH
90-DAY REVIEW PERIOD WAIVER**

I/We, the applicant, understand that the time necessary for adequate review of this application and plans for compliance with current Zoning and Subdivision and Land Development Ordinances, including reviews of any revised plans, may exceed the 90-day review period stipulated under the Municipalities Planning Code.

In recognition of the above, I/we hereby waive the 90-day review period, with the understanding that I/we may revoke this waiver at any time in the future, upon 30-day written notice to Dublin Borough Zoning Office.

Signature of Applicant _____

Date _____

Signature of Applicant _____

Date _____