

## **PROCEDURE FOR SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATIONS**

1. A completed application must be submitted to the Township Secretary on the form prescribed by the Township, and approved by the Board of Supervisors, in the form attached hereto as Exhibit “A” with all information required in the form to be accurately completed;
2. The application must be signed by the Owner of the property **and** the Surveyor/Engineer for the Plan and any designated Agent or Agents;
3. The application must be submitted along with seven (7) sets of prints and seven (7) copies of all other documents required by the Township’s Ordinance to be submitted with the application. Such Plans and other documents shall be submitted in both hard copy and digital formats;
4. Where the plan cannot strictly comply with the Terms of the Township’s Subdivision and Land Development Ordinance, the Applicant must submit a separate letter from the Owner and the Owner’s agent requesting a modification of any provision of the Subdivision and Land Development Ordinance required for plan approval along with the Application;
5. The application must also be submitted along with:
  - (a) A copy of the Applicant’s Deed, agreement of sale or other documents establishing the Applicant’s legal interest in the Property and their standing to file same;
  - (b) A list containing the names and addresses of all abutting property owners;
  - (c) A completed “Drafting Compliance Checklist” certifying that the Plan meets the basic drafting requirements of the Township’s Subdivision and Land Development Ordinance;
  - (d) A check made payable to the Township of Salem for all required fees and deposits where necessary and required<sup>1</sup>;
  - (e) A completed planning module (if a buildable lot with a new on-lot sanitary sewage disposal facility or facilities are proposed); and

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<sup>1</sup> This includes, but is not limited to, all Application Fees, Administrative Holding Fees and (where applicable) Professional Consultant Fees and/or Escrows

6. Applications that fail to comply with items one (1) through five (5) above will be rejected by the Township Secretary as “administratively incomplete” and returned to the Applicant.
7. Applications and/or Plans that have not been rejected by the Township Secretary for failing to meet the above requirements shall be distributed as follows:
  - (a) To each member of the Planning Commission for review at their next regular public meeting for compliance with the Township’s Subdivision and Land Development Ordinance;
  - (b) To the Township Solicitor for legal review of the Application and formal comment, prior to the Planning Commission’s next regularly scheduled meeting, the standing of the Applicant to proceed and any other legal issues regarding the Plan which may impact the review of the Plan by the Planning Commission and Township Supervisors or the Township’s ability to take “official action” on same;
  - (c) To the Township Engineer for review and report to the Township and Planning Commission, prior to its next regularly scheduled meeting, where the Plan:
    - i. is a Minor Subdivision requiring the submission of a Planning Module or other approval of sewage facilities;
    - ii. involves any public improvements;
    - iii. is a Major Subdivision or Land Development; and
  - (d) To any other Agency or Consultant required to properly review the Plan.
8. Applications submitted to and not rejected by the Township Secretary by NOON not less than fourteen (14) days prior to a regularly scheduled planning commission meeting shall appear on the agenda of the Planning Commission for that meeting. At that meeting the Planning Commission may either:
  - (a) Accept the Application as “administratively complete” and at the time of that meeting:
    - i. Review the Plan;
    - ii. provide comments to the Owner and their Agent regarding compliance of the Application and Plan with the Township’s Subdivision and Land Development Ordinance;
    - iii. table the plan for further review; and/or

- iv. where appropriate, make recommendations to the Board of Supervisors regarding the approval or rejection of the Plan; OR

(b) Declare the Plan to be “administratively incomplete” when a preliminary review of the application and plan indicates that:

- i. ownership of the property or the standing of the applicant to proceed has not been sufficiently established;
- ii. information contained in the Application or on the Plan is found to be, incomplete, incorrect or inaccurate;
- iii. there is a legal impediment which would preclude the ability of the Planning Commission to review the Plan or the Township to take “official action” on same.

9. At the time the Plan is determined to be “administratively incomplete”, the Planning Commission shall advise the Owner of the Property and/or their Agent of its determination, the reasons why the plan is incomplete making no further review of the plan until the Applicant:

(a) takes any and all actions necessary to make the plan “administratively complete”, and

(b) resubmits the Application to the Township to be placed on the Planning Commission’s next available agenda according to the required procedure above.

10. In the event the Plan is determined to be “administratively incomplete” at the Planning Commission’s meeting, all documents filed by the Applicant shall be forthwith returned to the Applicant and the time period for the Township to review and take official action on the Plan under the Pennsylvania Municipalities Planning Code shall not begin to run. The 90-day time-period required by the Municipalities Planning Code for the Township to take official action on any Application or Plan, shall not begin to run until the date upon which the Owner and/or their Agent submits an Application and Plan that are accepted by the Planning Commission as “administratively complete”.