

**Township of Cheltenham  
Montgomery County, Pennsylvania**

**LOT CONSOLIDATION/SUBDIVISION/LAND  
DEVELOPMENT  
APPLICATION CTDA NO. \_\_\_\_\_**

Date submitted: \_\_\_\_\_

**INITIAL SUBMISSION**       **AMENDED SUBMISSION**

Prior to printing the proposed SALDO Plans, the Applicant is encouraged to first set up a pre-application meeting with the Township Staff with respect to the proposed project. The undersigned Applicant hereby makes application for approval of the Subdivision/Land Development of the property noted in Item 1. Pursuant to the provisions of Chapter 260, entitled "Subdivision and Land Development" of the Cheltenham Code. **ATTACHED**

**ARE TWENTY (20) FOLDED PRINTS** of the Lot Consolidation/Subdivision/Land Development Plan and two (2) copies of all other required submittal materials. An additional ten (10) copies will be required once final plans are ready to be presented to the Public Works Committee for recommendation to the Commissioners.

1. Location: \_\_\_\_\_

2. Plan Type: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Revision Dates: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_

**NOTE: PLEASE TYPE OR PRINT WITH BLUE OR BLACK INK**

\_\_\_\_\_  
(NOTE: MUST BE ADDRESS OR RESIDENCE/OFFICE; P.O. BOX NOT ACCEPTABLE)

Contact Person: \_\_\_\_\_

Contact Numbers:

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



3. **OWNER:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**NOTE: MUST BE ADDRESS OF RESIDENCE/  
OFFICE; P.O. BOX NOT ACCEPTABLE.**

Contact Numbers:

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Home: \_\_\_\_\_

Fax: \_\_\_\_\_

**NOTE: PLEASE TYPE OR PRINT WITH BLUE OR BLACK INK**

Email: \_\_\_\_\_



4. **APPLICANT:** (If Owner is Applicant, check here \_\_\_\_\_.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**NOTE: MUST BE ADDRESS OF RESIDENCE/  
OFFICE; P.O. BOX NOT ACCEPTABLE.**

Contact Numbers:

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Home: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



5. **ESCROW FUNDING ENTITY:**

(If same as Owner, check here \_\_\_\_\_.)

(If same as Applicant, check here \_\_\_\_\_.)

Name: \_\_\_\_\_  
(Print)

**NOTE: PLEASE TYPE OR PRINT WITH BLUE OR BLACK INK**

Address: \_\_\_\_\_

**NOTE: MUST BE ADDRESS OF RESIDENCE/  
OFFICE; P.O. BOX NOT ACCEPTABLE.**

Contact Numbers:

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Home: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Employer Identification Number:** \_\_\_\_\_  
**(For Individual, use Social Security Number.)**

**PLEASE NOTE THAT UNUSED PORTION OF ESCROW FEE CANNOT  
BE REFUNDED WITHOUT THE TOWNSHIP HAVING THE ESCROW  
FUNDING ENTITY'S EMPLOYER IDENTIFICATION NUMBER ON FILE  
PER IRS REQUIREMENTS.**

**CHELTENHAM TOWNSHIP ESCROW ACCOUNT NO.** \_\_\_\_\_.



**6. LOT CONSOLIDATION/SUBDIVISION/LAND DEVELOPMENT DATA:**

a. General Description. (Use attachment, if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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- b. Parcel Identifiers:
  - i. Street Address \_\_\_\_\_  
\_\_\_\_\_
  - ii. CTWP Block \_\_\_\_\_ Unit \_\_\_\_\_
  - iii. Montco Tax Parcel No. 31-00- \_\_\_\_\_
- c. Size of property: \_\_\_\_\_ ±AC
- d. Property Street Frontage: (All Streets): \_\_\_\_\_ ±LF
- e. Proposed number of lots: \_\_\_\_\_
- f. Proposed linear feet of street: \_\_\_\_\_ ±LF
- g. Existing building(s) size:
  - i. Footprint \_\_\_\_\_ ±SF
  - ii. # Floors \_\_\_\_\_
  - iii. Building Height \_\_\_\_\_ ±FT
  - iv. Gross Square Footage \_\_\_\_\_ ±GSF
- h. Proposed buildings(s) size:
  - i. Footprint \_\_\_\_\_ ±SF
  - ii. # Floors \_\_\_\_\_
  - iii. Building Height \_\_\_\_\_ ±FT
  - iv. Gross Square Footage \_\_\_\_\_ ±GSF
- i. Zoning District: \_\_\_\_\_

Does Lot Consolidation/Subdivision/Land Development comply with;

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Zoning Regulations? \_\_\_\_\_ Yes \_\_\_\_\_ No

- If answer is **NO**, state Zoning Hearing Board ("ZHB") decision  
Or pending application that grants/will grant Variances/Special  
Exceptions to Zoning Non-Conformities. \_\_\_\_\_

\_\_\_\_\_

- If answer is **NO**, state Variances/Special Exceptions required.  
(Use attachment, if necessary.) \_\_\_\_\_

\_\_\_\_\_

- m. Other special features: (Use Attachments, as required.)

\_\_\_\_\_



**7. ITEMS REQUIRED FOR COMPLETE SUBMISSION:**

- TWENTY (20) SETS FOLDED PRINTS plus a CD of the plans**
- Required Fees
- Letter to Commissioners requesting waivers if applicable
- Two (2) copies of Environmental Impact Study
- Two (2) copies of all other submittals (Traffic Studies, Stormwater Management Analysis, etc.)

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- f. Completed Montgomery County Planning Commission Review Application.



8. **FEE SCHEDULE:**

Lot Consolidation/Subdivision/Development Fees(1) Filing Fee(2) Escrow fee(3).

(a) Residential Subdivision or Land Development

Number of Lots/Units	Application Fee	Professional Review Escrow*
1-5 lots/units	\$250, plus \$325 per lot/unit	\$2,500, plus \$625 per lot/unit
6-10 lots/units	\$300, plus \$275 per lot/unit	\$5,500, plus \$525 per lot/unit
11-25 lots/units	\$350, plus \$175 per lot/unit	\$8,000, plus \$424 per lot/unit
25+ lots/units	\$150, plus \$100 per lot/unit	\$10,000, plus \$225 per lot/unit
Lot Line Revision	\$325	\$1000

(b) Nonresidential Subdivision

Number of Lots	Application Fee	Professional Review Escrow*
1-3 lots	\$450 per lot	\$2,500, plus \$525 per lot
4+ lots	\$1,000, plus \$325 per lot	\$3,500, plus \$325 per lot
Lot Line Revision	\$525	\$1500

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(c) Nonresidential Land Development

New Construction	Application Fee	Professional Review Escrow*
Up to 3,000 sq. ft.	\$375, plus \$50 per 1,000 sq. ft.	\$1,000, plus \$325 per 1,000 sq. ft.
3,001 to 10,000 sq. ft.	\$275, plus \$50 per 1,000 sq. ft.	\$3,000, plus \$225 per 1,000 sq. ft.
10,001 to 25,000 sq. ft.	\$525, plus \$50 per 1,000 sq. ft.	\$5,000, plus \$200 per 1,000 sq. ft.
25,001 to 75,000 sq. ft.	\$625, plus \$50 per 1,000 sq. ft.	\$6,000, plus \$175 per 1,000 sq. ft.
75,001+ sq. ft.	\$1,100, plus \$50 per 1,000 sq. ft.	\$7,000, plus \$175 per 1,000 sq. ft.

(d) Plan Amendments/Minor Plans

Application Fee	Professional Review Escrow*
\$350, plus \$50 per 1,000 sq. ft.	\$2,500, plus \$325 per 1,000 sq. ft.

e.\* Professional Review Escrow – These funds are collected by the Township and used to pay fees associated with professional services provided by Township Consultants (engineering, legal, etc.). Fees are held by the Township and unused fees are returned to the applicant when project review is complete. The balance of the escrow must be maintained at a level of 25% of the original escrow at all times. Work will not be completed on the project unless the escrow balance is at or above 25% of the original escrow.

f. Sign Posting Fees (7)

1 to 5 Total Signs	\$50.00 each
Additional Signs over 5	\$25.00 each

g. Hourly Charges for Lot Consolidation/ Subdivision/Land Development Reviews (1)

Township Engineer	\$100/hr
Assistant to the Township Engr.	\$ 75/hr
Assistant Building Insp.	\$ 50/hr
Clerical Services	\$ 25/hr

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9. **APPLICATION FEES:**

a. Filing Fee \$ \_\_\_\_\_

b. Posting Fee \$ \_\_\_\_\_

TOTAL NON-REFUNDABLE FEE \$ \_\_\_\_\_

c. Escrow Fee \$ \_\_\_\_\_

**Issue separate checks for Items 8.a, 8.b and 8.c.  
Make checks payable to "Cheltenham Township"**



Date received by Township \_\_\_\_\_

Submission complete  Yes  NO

Items missing \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of complete submission \_\_\_\_\_

**NOTES:**

- (1) Per Resolution No. 13-17

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- (2) Filing Fee is non-refundable
- (3) Escrow fee to reimburse the Township for the reasonable and necessary expenses incurred by the Township in the review and approval process of the Lot Consolidation/Subdivision/Land Development Application. Such expenses shall include, but not be limited to:
  - a. Fees for the services of the Township Engineer and/or Consulting Engineers related to the review and consideration of the plan.
  - b. Fees for the services of the Assistant to the Township Engineer, Assistant Building Inspector, Engineering Aide, Permit Clerk, etc. related to review and consideration of the plan.
  - c. Fees for clerical services related to the review and consideration of the plan.
  - d. Fees for the services of the Township Solicitor related to the review and decision process of the application.
  - e. Advertising costs incurred through the review and decision process.
  - f. The cost for engineering and traffic surveys, professional certifications, and other services deemed necessary by the Board of Commissioners in reviewing the plan, including the services of a professional planner.
  - g. Recording fees (if any are incurred by the Township).
  - h. Administrative charges of ten (10) percent of the total cost incurred above.  
If the plan is denied, any unused portion of the escrow fee will be returned to the Applicant.  
If the plan is approved, any unused portion of the escrow fee will be returned to the Applicant after the plan is recorded.
- (4) The Township Engineer shall determine the initial escrow amount required at the time of application, such escrow amount shall be paid into the escrow account for said application, and the Township shall not begin the review of the Subdivision/ Land Development until receipt of full payment of the initial escrow amount. If, at any time or times during or after the review and approval process, the Township believes that the funds necessary to reimburse the Township for the reasonable and necessary expenses incurred or to be incurred by the Township in the review and approval process of the Lot Consolidation/Subdivision/Land Development Application are in excess of the amount then held in the Escrow Fund, the Township shall so notify the Applicant/Developer/Owner, and the Applicant/Developer/Owner shall deposit with the Township such additional monies as has been determined by the Township to be needed to complete the review and approval process.  
The escrow amount determinations shall not limit the obligation of the Applicant/Developer/Owner for the payment of all Township Staff fees at the rates noted in Section 7.d. of the fees charged by the Township Solicitor, Consultants, Planners, etc. and of all other costs incurred by the Township in the review and approval process of this application.

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- (5) Additional escrow fee per lot for all lots.
- (6) DU: Dwelling Unit
- (7) Sign Posting Requirements per CCS 260-2.:

Total Street Frontage To be Posted	Spacing of Signs	Total Signs Required
0 to 500 feet	150 feet	3
0 to 800 feet	200 feet	4
0 to 1500 feet	300 feet	5
0 to 2400 feet	400 feet	6
0 to 3500 feet	500 feet	7
0 to 4800 feet	600 feet	8
over 4800 feet	600 feet	

- (8) For Shade Tree Advisory Commission (STAC) review purposes, landscaping plans should include a chart showing the number of trees being removed, the species and caliber and a tree replacement schedule with the same.

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