

**Richland Township  
Subdivision and Land Development Procedures  
Information for Applicants**

1. Plans shall be submitted at least thirty-five (35) days prior to the meeting of the Richland Township Planning Commission.
2. The applicant shall be responsible for maintaining the original balance relative to the escrow account established with the Township for the payment of Township costs and fees. The Township shall forward an invoice to the applicant setting forth the amount deducted from the 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 Township, thereby bringing the balance of the escrow account back to the original amount. In the event the applicant's escrow account balance falls below twenty-five percent (25%) of the original amount, the Township may direct its professionals and consultants to cease work on the applicant's submission until such time as the escrow account balance is restored to its original amount.
3. All required plans, fees and accompanying documentation shall be submitted to the Township in accordance with the Richland Township Plan Submission Checklist.
4. The Township will date-stamp receipt of all plans and applications and will return applications, fees and plans to the applicant for the following agencies. It will be the responsibility of the applicant to deliver these plans to the agencies for review:
  - a. Bucks County Planning Commission
  - b. Bucks Conservation District
  - c. Quakertown Area Planning Commission
  - d. Bucks County Water and Sewer Authority
  - e. Richland Township Water Authority
5. All revised plans and other documentation shall be resubmitted to the Township at least twenty-one (21) calendar days prior to the meeting of the Planning Commission at which consideration is desired.
6. Plans will not be accepted by the Township for review unless and until all required copies are presented, all applicable fees are paid and escrow amounts are posted in accordance with the Township's requirements.
7. Township staff will review the application package and within five (5) days will issue a letter to the applicant indicating one of the following:
  - a. The plans have been found to be "administratively complete" and accepted for review.
  - b. The plans have not been found to be "administratively complete" and are being returned to the applicant. The reasons shall be listed.
8. The plans will be distributed for review to the Township professional staff, boards and commissions and professional consultants.

9. The Planning Commission, in its review, shall consider the comments, if submitted, of the Quakertown Area Planning Commission, Bucks County Planning Commission and the Township professional staff, boards and commissions and professional consultants. At their monthly meeting, the Planning Commission may do any of the following:
  - a. Require the applicant to re-address unresolved issues with the Township Staff.
  - b. Recommend to the Board of Supervisors that a plan be approved with conditions and specifically list such conditions.
  - c. Recommend to the Board of Supervisors that a plan be denied and specifically list the reasons for such a recommendation.
  
10. The Board of Supervisors shall take official action on all plans, after receiving the report and recommendation of the Planning Commission, and within the 90-day time limit imposed by the Municipalities Planning Code.
  
11. The action of the Board with regard to the plan submission shall be in writing, and communicated to the applicant personally or mailed to the applicant at his last known address not later than fifteen (15) days following the date of the decision. When a plan has been approved with conditions, the applicant shall have fifteen (15) calendar days from the date of the mailing of the decision in which to accept or reject such conditions. Failure of the applicant to respond to the Township, in writing, within the fifteen (15) day period shall result in the automatic denial of the plan submission.
  
12. The Township Engineer and Planner shall review any plan changes made by the applicant due to requirements of other regulatory agencies. It shall be the responsibility of the applicant to submit copies of any revised plans to the Township for distribution as follows:
  - a. Township File: 1 set
  - b. Township Engineer: 1 set
  - c. Township Traffic Engineer: 1 set
  - d. Township Planner: 1 set
  
13. No liens shall be recorded for any project unless all of the following have been satisfied:
  - a. Conditions of final approval have been met.
  - b. Any and all required agency approvals/permits have been obtained.
  - c. All of the Township's legal, engineering, planning and administrative costs relative to the plan submission have been paid in full.
  - d. The required financial security has been posted with the Township.
  
14. The Township solicitor shall record the plans at the Bucks County Courthouse.
  
15. Any applicant who desires to meet with the Township's professionals or consultants prior to submitting a plan application shall execute a Professional Escrow Agreement with the Township and post an escrow amount to be determined therein to cover any costs to the Township associated with the aforementioned consultations.
  
16. Applicant is required to provide written notification to adjoining and abutting property owners of the Planning Commission meeting where the plans will first be reviewed. The notice must include the date and time of Planning Commission meeting and briefly describe the proposed development project. Proof of notification to adjoining and abutting property owners shall be submitted to the Township at least ten (10) days prior to the first scheduled Planning Commission meeting for review of the submission. Proof shall be in the form of a letter certifying that the mailing was completed along with the date of mailing. Attached to the letter shall be a copy of the mailing list used and a

copy of the notice sent. (This section does not apply to minor subdivisions. A minor subdivision is the division of a single lot into not more than two residential lots.)

17. All agreements/plans/documents shall be submitted to the attention of the Township Manager and shall not be delivered directly to the Township's professional consultants.