

# Bedminster Township Supervisors

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March 10, 2008

To Bedminster Township Residents:

The attached *Guidelines for Residents on Process for Approval for Minor Subdivisions* have been prepared to assist you by providing information to explain the work required and the permits needed to construct a home or any other building on your property. These permit requirements are based on State, County and Township codes established to assure health and safety of all residents, including protection of water quality and the natural environment of the Township.

The Township will make every effort to assist you in obtaining all needed approvals as quickly as possible. Our primary goal is to be helpful to residents in completing the process in an expeditious manner while also complying with the codes adopted to protect the entire community.

If you feel you have special circumstances or unique property constraints, please bring these issues to the attention of the Township Manager for his review and possible referral to the Board of Supervisors.

Please feel free to contact us with any question you have.

*The Bedminster Township Land Use Office*

## **BEDMINSTER TOWNSHIP**

Below is a list of public officials involved with reviews of  
minor subdivision in the Township

### **SUBDIVISION PLANS:**

Zoning Officer

Township Secretary

Township Planner

Township Solicitor

Township Engineer

Planning Commission

**BEDMINSTER TOWNSHIP**  
**GUIDELINES FOR RESIDENTS ON PROCESS FOR OBTAINING APPROVAL FOR**  
**MINOR SUBDIVISIONS (2 LOTS OR LOT LINE CHANGES)**

**STEP 1. SKETCH PLAN APPLICATION**

The Township encourages you to meet informally with the Planning Commission to review the anticipated procedures, possible design changes, and projected timeline for review and approval. At this meeting, you will have the advice of the Township consultants to provide general guidance for processing your plan with as few restrictions as can be identified. The Bedminster Township Subdivision & Land Development Ordinance contains a detailed description of the various reviews and regulations which will be required for submitting and approving an application.

**STEP 2. APPLICATIONS**

There are several approvals required in order to subdivide a lot in Bucks County. Bedminster, like other Townships, requires you to obtain the following approvals from the Township:

- Professional Service Agreement - minimum cost = \$1,500.00
- Bucks County Planning Commission - average cost = various
- Bucks County Conservation District - average cost = various
- Review Escrow - minimum cost = \$2,000.00
- Sewage Planning Review - minimum cost = \$300.00 + escrow

As you can see, the average cost of submitting an application for review can be approximately \$3,800.00 or more, and that is before any plan review begins. All of these costs are Township costs only, they do not include your consultant costs. In all cases, your plans need to be prepared by a Professional Surveyor or Professional Engineer. Sometimes, other professionals such as a Wetland/Soil Scientist, Landscape Architect, or Hydrogeologist, is required. Several approvals may come from outside agencies such as Bucks County, or Pennsylvania DOT; they have their own review procedures and permit costs. (See the list of attached permits and approvals)

**STEP 3. APPLICATION REVIEW**

Once you have submitted the required applications, the Township begins a review of the information you provided, to determine if you comply with Township regulations. Your plans and reports will be reviewed by the Township Engineer, Township Planner, Township Solicitor, and Township Planning Commission. If these review boards find deficiencies between your plans and the Township regulations, the Township staff and consultants list these missing details in a review letter. You will also have to attend a meeting of the Township Planning Commission, which occurs once a month. Usually, minor subdivision plans that only propose one new lot, can be reviewed in three steps.

- a. First step, you submit your plans and reports, the Township reviews those items and sends you a letter identifying the missing items. You attend a meeting with the Planning Commission, discussing the items that need to be revised, and discussing the various road improvements and other lot improvements required by the regulations. This process usually occurs within 90 days of your application.
- b. The second step includes you discussing the plan revisions with your design consultants. After your designer makes the plan revisions in accordance with your

previous discussions with the Township, you can re-submit your plans and reports for a second review. If all the items of discussion with the Township have been addressed, you may receive a recommendation for plan approval. If the discussion items are not addressed, you will receive further review letters from the Township, and you will have to repeat Step A.

- c. The last step includes attending a meeting of the Board of Supervisors, to receive formal approval of your subdivision plan, and to obtain a letter of approval which outlines all the requirements you may have to complete to record your plan. This will include any remaining technical plan revisions, any legal obligations of yours regarding sewage agreements, deed restrictions, conservation easements, etc.

The total review process usually takes no less than 90-120 days, and can take up to a year or more depending on the level of complexity of your review comments, or the level of review of outside agencies over which the Township has no control (such as PennDOT, County Conservation District, County Planning Commission, PaDEP, etc.)

#### **STEP 4. OUTSIDE AGENCIES**

The Township has many requirements for approving a subdivision plan. Among these requirements are your responsibilities to provide the following:

- a. Safe driveway access for your lot.
- b. Erosion protection for soil disturbance on your lot.
- c. Protection of Natural Resources such as floodplain, steep slopes, ditches, etc.
- d. Adequate sewage disposal and water supply.
- e. Road improvements along the front of your lot, including landscaping, sidewalk, curb and bike paths.
- f. Management of storm water runoff from improved areas.
- g. Financial Security to complete all the work required above.

Some of these requirements are addressed by both Township requirements and County, State, or Federal regulations. In addition to meeting the Township requirements, you will be required to obtain permission from these other agencies before recording your plans. Your design professional will guide you through the process to make applications to these agencies to receive approvals. The requirements mentioned above usually require significant expenses to meet federal and state requirements for public health, safety, and welfare.

#### **STEP 5. RECORDING YOUR PLAN**

After the Township has received all relevant information related to approving your plan, which includes all required plan revisions, all outside agency approvals, delivery of all necessary agreements to the Township, you will have your design consultant prepare mylar plans for recording. These plans will be signed by you and your consultants prior to delivering them to the Township. Once the Township has received all the necessary information, they will record the plans and notify you to pick up a copy of the record plan. At that point, your new lot is officially created.