

Borough of Collegeville
491 E. Main St.
Collegeville, PA 19426-2645
610.489.9208 Fax: 610.489.6661

SUBDIVISION/LAND DEVELOPMENT

Date: _____ App. No. _____ M.C.P.C. No. _____

A. TYPE OF APPLICATION

_____	1. LAND DEVELOPMENT PLAN	_____	2. SUBDIVISION PLAN
_____	Minor	_____	Minor
_____	Major	_____	Major
_____	Sketch	_____	Sketch

B. OWNER

Name: _____
Address: _____
Phone: _____ Email: _____

C. APPLICANT

Name: _____
Address: _____
Phone: _____ Email: _____

D. DESIGN PROFESSIONAL

Name: _____
Address: _____
Phone: _____ Email: _____

E. DEVELOPMENT INFORMATION

Name: _____
Total Acreage: _____
No. of Lots: _____
Existing Zoning Classification: _____
Change in Zoning/Special Exception: _____
Any Encumbrances, Deed Restrictions: _____
If yes, attach copies

Checklist for Subdivision/Land Development Application Submissions

Fifteen (15) Copies of the following:

- Application
- Property Deed(s)
- Subdivision/Land Development Plans – *Folded*
Four (4) Full Size and Eleven (11) Readable Half Size
- Digital (Electronic) File
- Montgomery County Planning Commission Application and
Fee (*Please visit www.planning.montcopa.org to download the Municipal Request for Review*)
- Property Owner Mailing Labels: Name and mailing address on mailing labels of all property owners surrounding the land subject to the subdivision/land development.
- Fee
- Signed Consultant Escrow Fee Agreement
- Escrow Fee

The application is not considered complete until all items listed above are submitted. Completed applications must be received at least 30 days prior to next regularly scheduled Planning Commission meeting to be placed on the Planning Commission agenda. Planning Commission meets the 3rd Thursday of the month.

Consultant Escrow Fee Agreement

Name: Subdivision/Land Development

Location: Subdivision/Land Development

Tax Block

Tax Unit(s)

Name of Owner/Developer

I hereby agree and acknowledge that as owner/developer I will be responsible for any fees incurred when plans are reviewed by the Borough of Collegeville, including but not limited to the following: Borough solicitor, engineer, landscape architect, traffic engineer, street light consultant, traffic signal consultant, land planner, the Montgomery County Planning Commission, the Borough Council of Collegeville Borough, or any other body as required by law. Further I understand that the owner/developer must replenish the escrow within five business days after being notified by Collegeville Borough. Collegeville Borough has the right to cease all reviews until the escrow is replenished.

I herewith submit initial escrow monies in the following amount (minimum fee \$1,000) and understand that additional funds may be needed for further consultant reviews.

\$ _____

Signature of Owner/Developer*

Date Signed

Address

City

State

Zip Code

Phone

Accepted by Collegeville Borough

Date

*The person signing this agreement will be the individual directly accountable for payment of the subject fees. Accordingly, if it is desired to assign this responsibility to another party or firm, said property or the appropriate officer of said firm must execute this document.