



**Lower Gwynedd Township**  
1130 N. Bethlehem Pike, P.O. Box 625  
Spring House, PA 19477  
(215)646-5302- phone  
(215)646-3357-fax  
[www.lowergwynedd.org](http://www.lowergwynedd.org)

### **Subdivision and Land Development Application Procedures**

Requests for subdivision and land development approval shall follow the procedures set forth in the Pennsylvania Municipalities Planning Code (MPC), the Subdivision and Land Development Ordinance of Lower Gwynedd Township and other local and state regulations as applicable.

The enclosed packet accompanying this outline includes a Subdivision and/or Land Development Plan Application, a checklist, a time extension waiver letter, PSA, I-9 form (escrow purposes), a Montgomery County Planning Commission fee schedule, the Montgomery County Planning Commission review form, and the Montgomery County Conservation District Review Application.

**Applicants wishing to submit a complete preliminary application must include the following: \*An electronic version of your plan must be submitted\***

1. Completed Subdivision/Land Development Application Form
2. 8 Paper sets of full-sized Subdivision/Land Development Plans
3. 1 Copy of the Storm water Management/E&S Reports/Specs/Calculations
4. Electronic version of plan sets and reports
5. Completed checklist
6. Completed Municipal Request for Review (MCPC)
7. Applicable fees/ checks (made payable to appropriate parties/Do not combine checks- Escrow must be on a separate check made payable to Lower Gwynedd Township do not combine with application fee check)
8. Completed W-9 form with a copy of valid driver's license to establish an escrow & Signed PSA
9. Formal waiver letter if applicable
10. Montgomery County Conservation District Permit Service Application & Fee  
 (Electronic Submission Only-Send directly to MCCD; send copy to Twp)

**Other Items:** Please indicate those items that are applicable to your application that will be required as part of final plan approval but are not required as part of the preliminary plan submission:

- Army Corp of Engineers General Permit Application
- Lower Gwynedd Township Fire Marshal Review
- Lower Gwynedd Township Road Opening Permit
- Montgomery County Conservation Department: NPDES Permit Approval
- Montgomery County Health Department: On-lot Sewer System or On-lot Water
- Pennsylvania Department of Transportation (PennDot) Highway Occupancy Permit (HOP)
- Pennsylvania Department of Environmental Protection (DEP) Approval:
  - General Permit
  - Planning Module
  - Planning Module Exemption
  - Other
- Public Sewer Capacity Letter & Required Fees
- Public Water Capacity/Will Serve Letter & Required Fees
- Any legal descriptions, documentation or information necessary for preparation easements, deeds of dedication or any other legal documents
- Estimated cost of public improvements and information on lender providing financial guarantee

\*The Building/Zoning Department must receive applications no later than thirty (30) days before the next regularly scheduled Planning Commission meeting. Only full application submissions with associated fees will be accepted. Incomplete applications will not be processed until all required components are delivered. The list of other requirements will be covered through the process of subdivision and land development and all applicable required information will be delivered to the Township prior to plan recording and permit issuance.

Please review the Lower Gwynedd Township Subdivision and Land Development Ordinance (SALDO) Article V Section 1230.14-1240.16 and Article VI Section 1230.17-1230.21 for detailed instructions on the plan submission and review procedures.

In general, when a completed application and required documentation is submitted the formal land development process will commence. The Township will have 90 days from the first Planning Commission meeting to render a decision on an application, unless otherwise extended or waived. In the event the next Planning Commission meeting is more than 30 days after an application is submitted, the 90 day time limitation will begin on the date that the complete application package was submitted to the Township. The information will be circulated by the Township staff to the appropriate review agents. The Township Engineer will perform a formal review of the plans and issue a review letter to that effect. In most cases, a technical staff level meeting will be scheduled. The application will be accepted and presented at the Township Planning Commission. The Planning Commission will review the

letters received from the review agents and discuss the various items contained within. The Planning Commission will then make a recommendation for approval of the plan to the Board of Supervisors subject to conditions unless a recommendation for waiver or modification is attached. The Planning Commission may also make a recommendation of denial if the plans do not comply with the Township's ordinances.

Within 90 days of the start of the review period the Board of Supervisors shall review and evaluate the applicant's submission, review and evaluate all reports received from the review agencies, listen to the applicant's presentation if requested and discuss the project with the applicant if requested, and then determine whether the preliminary plan meets the objectives and requirements of the Township. A decision will be communicated to the applicant within 15 days following the decision and said decision will be acted on by a resolution of the Board of Supervisor at a regularly scheduled public meeting. In some instances both preliminary and final plan approval will be granted concurrently. In instances where a final plan submission is required separately (major subdivision/land development), the review and approval process is the same as it was for the preliminary plan approval process.

Final approval of the plan does not constitute an authorization for the sale of lots or the construction of any improvements, structures or buildings. Within 90 days of approval the applicant must file a record plan with the Montgomery County Recorder of Deeds and provide a receipt of such with the Township.



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**Subdivision and Land Development Plans Checklist**

This form must be completed by the owner's engineer and submitted as part of the subdivision and land development application.

**Legend:**

P= Preliminary Plans F= Final Plans  
S= Shown N/A= Not Applicable

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

<b>A. Location and Identification</b>	<b>P</b>	<b>F</b>	<b>S</b>	<b>NA</b>
1. Title consisting of				
a. Name of subdivision or land development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Name of address of owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Name and address of registered engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Date of plan and revised dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Plan scale shown graphically & equation form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. North point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Tract boundary with bearings and distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Total tract area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Zoning Classification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Drafting Standards</b>				
1. Plan sizes: 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Scales (minimum)				
a. Plan 1"= 100'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Profiles- horizontal: 1"= 40' - vertical: 1"=4'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Dimensions				
a. Approximate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Feet and decimals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bearings- degrees, minutes and seconds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Legend of existing and proposed features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Sheets numbered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C. Existing Features of the Land** P    F    S    NA

1. Abutting streets- location, name, right-of-way width, cartway or paving width, curb or paving location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Existing streets-center line courses and distances, rights-of-way radii at intersections, curve data, & curb line radii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Existing rights-of-way and easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Water courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Location and size of existing utilities (sanitary sewers, storm drainage facilities, electric, gas, water, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Location of existing fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Location and character of				
a. Existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Species & size of trees over 10' in diameter standing alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Limit of wooded areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Limit of marshlands & quarries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Limit of 100 year floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Existing contour lines (intervals not to exceed 2' for Grades of 4% or less and 5' intervals for grades over 5%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Datum for topography indicated on plan (use sanitary sewer datum when available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Existing survey monuments, pipes and pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Measured distances from center line of streets to existing structures which are to remain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Indication of buildings to be demolished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Property line tie-in by courses and distances to the nearest intersection of existing street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**D. Proposed Street, Lot Layout and Improvements**

1. Boundary line survey of land to be subdivided or developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Layout of proposed streets				
a. Names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Right-of-way widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Cartway widths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Center line courses & distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Curve Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Right-of-way radii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Curb line radii	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	P	F	S	NA
h. Typical cross section of proposed road & road widening including type, depth and crown of paving; type & size of curb, grading of sidewalk area; & slope of cut and fill extended beyond the right-of-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Profile of proposed streets showing existing ground elevation & proposed paving elevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Proposed curb grades, elevations, and stations of top of curb at grade intersections, and at points of horizontal curves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Lot layout and numbering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Lot areas				
a. Preliminary plans-approximate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Final plans-computed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Building setback lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Reference to land to be dedicated for public use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Rights-of-way and easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Preliminary layout of sanitary sewage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Final layout of sanitary facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Profiles of sanitary sewers showing existing & finished elevations over pipe, manhole locations & stations, invert elevations at manholes, pipe sizes, material & grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Preliminary layout of storm drainage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Final layout of storm drainage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Profile of storm sewers showing existing & finished elevations over pipe, manhole locations & stations, inlet locations, headwall locations, invert elevations at manholes, inlets and headwall & pipe sizes, materials & grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Hydrologic computations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Preliminary design of bridges, culverts, headwalls, channels and other structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Final design of bridges, culverts, headwalls, channels and other structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Survey monuments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Location and size of water mains, fire hydrants, and gas mains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Erosion and Sedimentation Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Erosion and Sedimentation Control Permit Copy if Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Stormwater management facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Application submitted to D.E.P. for Planning Module & Land Dev	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Appropriate D.E.P. modules and transmittal letter Completed and submitted to Township	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>P</b>	<b>F</b>	<b>S</b>	<b>NA</b>
24. D.E.P. Permit application & supporting data for stream encroachment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Percolation tests and other data sufficient to establish that on-site sanitary can be provided within the requirements of State & Local laws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Letter from appropriate wastewater treatment facility indicating that capacity is available in conveyancing lines and the sewage treatment plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Deeds of dedication for proposed roads, road widening, sanitary sewer easements & land to be dedicated to the Township	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Estimate of quantities and costs for all public improvements, both on-site and off-site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Applicant to prepare the revisions or supplement to the official Township Sewage Facilities Plan and complete modules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### **E. Certifications**

1. Certification of owner certifying his adoption of plan

Including signature of owner & notarization by

Notary Public

2. Certification of the Lower Gwynedd Twp Planning

Commission

3. Certification for approval by the Board of Supervisors

4. Seal and signature of registered engineer who prepared plans

5. Certification for data for the recording of plan with Recorder of Deeds

Signature of Owner's Engineer:\_\_\_\_\_

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



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

Mimi Gleason  
Township Manager  
Lower Gwynedd Township  
1130 North Bethlehem Pike  
P.O. Box 625  
Spring House, PA 19477

Dear Ms. Gleason:

Re: Subdivision Plan/Land Development Plan of \_\_\_\_\_

On \_\_\_\_\_, I (we) submitted the referenced plan for official filing.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code or the Lower Gwynedd Township Subdivision and Land Development Ordinance, this letter will serve as notice to Lower Gwynedd Township that the requirement that action be taken on this Plan within ninety (90) days, is hereby waived, without limitation as to time.

This waiver is granted to permit us to make such adjustments or revisions to the Plan as may be required during the Plan review process.

If we ever deem it necessary to limit the time of the subdivision or land development review process, we may revoke this extension of time in writing, sent certified mail, return receipt requested, and the Township shall be obligated to render a decision on our plans within sixty (60) days after the date on which the written revocation notice was received.

If the Township determines that insufficient progress is being made towards concluding the subdivision or land development review process, the Township may revoke this extension of time in writing, sent regular mail and certified mail, return receipt requested. For purposes of this provision, the Township's written notice shall be deemed received, if sent regular mail and certified mail, on the date of the written receipt on the certified mail return receipt, or three (3) days after the date indicated on the Township's notification letter in the event the certified mail is returned as "refused", "unclaimed", or is otherwise returned without indication of receipt, if addressed as follows (or to a subsequent address specifically provided to the Township by us for purpose of notice):

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

At any time 60 days after our receipt of such notice from the Township, we understand that the Township may take (but shall not be obligated to take) such action with regard to our plans as the Township deems necessary or appropriate.

We further understand that nothing herein shall be construed to prevent us from offering, and the Township from accepting, additional extensions of time in the future, but neither party shall be obligated to do so by the terms of this Agreement.

Sincerely,

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name & Title

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

Accepted by:

\_\_\_\_\_  
Chairman, Board of Supervisors

Attest:

\_\_\_\_\_  
Township Manager



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**APPLICATION FOR SUBDIVISION/LAND DEVELOPMENT**

Preliminary Subdivision <input type="checkbox"/>	Preliminary Land Development <input type="checkbox"/>	Lot Line Adjustment/Consolidation <input type="checkbox"/>
Preliminary Land Development <input type="checkbox"/>	Final Land Development <input type="checkbox"/>	Other <input type="checkbox"/>

Plan Title: \_\_\_\_\_ Date: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Tax Parcel No.: \_\_\_\_\_ Block: \_\_\_\_\_ Unit: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_ Number of Acres: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_  
(If corporation list name and two officers)

Phone#: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone#: \_\_\_\_\_  
(If other than owner)

Applicant's Address: \_\_\_\_\_ Email: \_\_\_\_\_

Plan Prepared By: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Plan Number: \_\_\_\_\_ Date of Plan: \_\_\_\_\_

Brief Description of Proposed Plan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List of Drawings:**

<u>Plan No.</u>	<u>Title</u>	<u>Date</u>	<u>Last Revision Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**List of Supporting Information:**

<u>Number</u>	<u>Description</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Type of Subdivision/Land Development Proposed:**

<u>Type</u>	<u>No. Units/Lots</u>
Subdivision of Land Only <input type="checkbox"/>	_____
Lot Line Adjustment or Consolidation Only <input type="checkbox"/>	_____
Residential Single Family Detached Dwelling <input type="checkbox"/>	_____
Residential Single Family Attached: <input type="checkbox"/>	_____
Carriage House <input type="checkbox"/>	_____
Townhouse/Twin <input type="checkbox"/>	_____
Residential Multi-Family: <input type="checkbox"/>	_____
Apartment <input type="checkbox"/>	_____
Non-Residential Land Development <input type="checkbox"/>	_____

**\*Montgomery County Planning Commission Review fees will be billed directly to the applicant and are not to be submitted to the Township.**

**Fees Attached:**

Township Application Fee: \_\_\_\_\_  
Township Escrow Fee: \_\_\_\_\_ Other Applicable Fees: \_\_\_\_\_

Signature of Applicant (as on deed): \_\_\_\_\_

**For Official Use Only:**

Date Received & Accepted:\_\_\_\_\_ Township Application Number:\_\_\_\_\_

Planning Commission Meeting Date:\_\_\_\_\_

Board Of Supervisors Meeting Date:\_\_\_\_\_

Other Approvals Needed: ZHB or CU

Other Approvals Received Date:\_\_\_\_\_

Decision Deadline:\_\_\_\_\_ Time Extension Granted: Y or N

Time Extension Expiration Date:\_\_\_\_\_ Approved/Denied:\_\_\_\_\_

Reason for Denial:\_\_\_\_\_

**LOWER GWYNEDD TOWNSHIP**  
**PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between LOWER GWYNEDD TOWNSHIP, with offices located at 1130 North Bethlehem Pike, Spring House, PA 19477 ("Township") and \_\_\_\_\_, with an address at \_\_\_\_\_, ("Applicant").

**BACKGROUND**

- A. The Applicant is the legal or equitable owner of certain property and improvements identified as \_\_\_\_\_ (Tax Parcel #\_\_\_\_\_) ("Property").
- B. The Applicant has filed with the Township land development, subdivision and/or permit applications and plans (the "**Application and Plans**") to construct the improvements depicted in the Application and Plans, which are hereby incorporated into this Agreement by reference.
- C. The Applicant has requested that the Township's professionals and consultants, including but not limited to, the Township Engineer, Township Solicitor, Township Traffic Engineer, Township Fire Marshal and other experts, consultants and professionals employed and/or contracted by the Township (the "**Township Professionals**"), and the Township's support personnel, code enforcement officer, planning officer, zoning officer, and other Township employees now or hereafter employed (the "**Township Staff**"), review the Applications and Plans, discuss such reviews with the Applicant, perform site or field inspections, and to provide such legal services, as are required by the Township pursuant to its rules, regulations or proper engineering standards in order to ensure that the proposed development of the Property reflects proper planning and engineering practices and complies with all Township ordinances, rules and regulations (the "**Township Services**").
- D. The Township has agreed to provide the Township Services and by execution of this Agreement, the Applicant has agreed to pay all charges, fees and expenses for the Township Services, including the Township's reasonable administrative fees, not to exceed ten percent (10%) of the amount of each Invoice (the "**Township Fees and Expenses**").

**NOW, THEREFORE**, intending to be legally bound, the Township and Applicant do hereby promise, covenant, and agree as follows:

1. **Background.** The "Background" section above is incorporated herein by reference as if fully set forth. The Applicant is the record or equitable owner of the Property and has provided the Township with evidence of such ownership interest.
2. **Township Services.** Upon authorization by the Township Manager, or the Manager's designee, and the payment of the Escrow (herein defined), the Township Professionals and Township Staff are authorized to perform the Township Services. Performance of the Township Services shall not constitute any form of approval or permission to perform any improvements on the Property.
3. **Payment of Fees and Expenses.** The Applicant agrees to pay all Township Fees and Expenses, for

the Township Services. This Agreement supplements the Township Fee Schedule and any other applicable laws, ordinances, rules and regulations governing reimbursement of the Township Fees and Expenses, including the Applicant's rights under the Pennsylvania Municipalities Planning Code ("MPC").

4. **Escrow Deposit.** The Applicant shall deposit for the sole benefit of the Township as escrow agent, the sum of \$\_\_\_\_\_ (the "Escrow") to be held by the Township in a non-interest bearing account. The Township shall acknowledge receipt of the Escrow in writing. Should the Applicant submit formal Application and Plans to the Township, the Township may permit the Escrow to be applied to the required Improvement Agreement with Township. This Agreement shall not pertain to any permit application filing fees, as set forth in the Fee Schedule in effect at the time of the application. **Please provide an email address and contact information for the financially responsible party.**

5. **Invoices.** The Township shall send the Applicant periodic invoices for the Fees and Expenses ("Invoice(s)"), which shall be paid within thirty (30) days of the Invoice transmittal cover date. The Escrow shall be used only as financial security for the Applicant's payment of the Invoice. At the Township's discretion, the Township may use the Escrow to pay the final Invoices for the Township Services. Any funds remaining in the Escrow after final payment will be promptly refunded to the Applicant.

6. **MPC.** The Applicant acknowledges that the Township Ordinances and the Pennsylvania Municipalities Planning Code ("MPC") permit the Township to impose fees for review of subdivision and land development plans and other types of permits. For purposes of this Agreement the term "Professional Consultant" shall be equivalent to the definition set forth in the MPC, as that definition may be from time to time amended. The term is currently defined to include, "persons who provide expert or professional advice, including, but not limited to, architects, attorneys, certified public accountants, engineers, geologists, land surveyors, landscape architects or planners."

7. **No Permits or Approvals.** The Applicant acknowledges and agrees that no Application shall be deemed complete or approved without the Escrow, and that no approvals or permits shall be issued by the Township if the Applicant is not in compliance with the terms of this Agreement or any Township Fee Schedule then in effect. In no event shall submission of a concept plan or consulting with any of the Township Professionals or Township Staff commence the ninety (90) day review period under the MPC nor does it create any argument for approval of any plan, concept or otherwise.

8. **Governing Law; Venue; Amendment.** This Agreement shall be governed by and construed exclusively in accordance with the laws of the Commonwealth of Pennsylvania (without regard to the choice of law principles thereof). Any claim, action, suit or other proceeding under or in connection with this Agreement shall be asserted, brought, prosecuted and maintained in the Court of Common Pleas of Montgomery County, Pennsylvania. Any additional terms, conditions, or modifications of this Agreement shall not be effective unless reduced to writing, signed by the Township and Applicant and appended to this Agreement as an Addendum hereto, specifically designated as such. If any provision of this Agreement is determined by a court of competent jurisdiction to be illegal, invalid, unenforceable, unconstitutional, or void, for any reason, only that provision shall be illegal, invalid, unenforceable, unconstitutional, or void, and the remainder of this Agreement shall be in full force and effect

9. **Disputes.** The Applicant shall have forty-five (45) days after receipt of the Invoice to notify the

Township and the Township's Professionals that such Invoice is disputed and the basis for the objection. Failure of the Applicant to timely dispute an Invoice shall be a waiver of the Applicant's right to arbitration under Section 510(g) of the MPC. 53 PS §10510(g). In the event that any of the Township's Professionals and the Applicant cannot agree on the amount of the review fees, the Applicant and the Township shall follow the procedure for dispute resolution set forth in MPC Section 510(g), provided that the arbitrator resolving such dispute shall be of the same profession as the Township Professional whose fees are being disputed.

10. **Default**. If Township determines that a violation of the terms of this Agreement has occurred, written notice shall be provided to the Applicant and the Applicant shall have fifteen (15) days after the date of the notice to cure the violation. The Township may bring an action at law or in equity to enforce the terms of this Agreement. The Township's election of its remedies under this Paragraph shall not constitute a waiver of any other remedies the Township may have. The Township may also cease to issue any permits; revoke any issued permits related in any way to the breach or violation; stop providing the Township Services; and refuse to accept or approve any application. Further, all reasonable costs incurred by Township in enforcing the terms of this Agreement including, without limitation, costs and expenses of suit and reasonable attorneys' fees shall be borne by Applicant if Township prevails. Forbearance by Township to exercise its rights under this Agreement in the event of any breach of any term of this Agreement, shall not be deemed or construed to be a waiver by the Township of any part of this Agreement or of any of Township's rights under this Agreement.

**IN WITNESS WHEREOF**, and intending to be legally bound, the Township and Applicant have caused this Agreement to be executed the date first above written.

**TOWNSHIP:**  
**LOWER GWYNEDD TOWNSHIP**

By: \_\_\_\_\_  
**MIMI GLEASON, TOWNSHIP MANAGER**

**APPLICANT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization Name:

\_\_\_\_\_  
Print Name and Title

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type.  
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.					
2 Business name/disregarded entity name, if different from above					
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.					
<input type="checkbox"/> Individual/sole proprietor or <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ► _____					
5 Address (number, street, and apt. or suite no.) See instructions.			Requester's name and address (optional)		
6 City, state, and ZIP code					
7 List account number(s) here (optional)					

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number		
<input type="text"/>	<input type="text"/>	<input type="text"/>
- <input type="text"/>		
- <input type="text"/>		
or		
Employer identification number		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(ii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) ...	THEN check the box for ...
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



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[www.lowergwynedd.org](http://www.lowergwynedd.org)

**PLEASE NOTE:**

**ALL MCPC DOCUMENTATION MUST NOW BE SUBMITTED ELECTRONICALLY. NO PAPER COPIES WILL BE ACCEPTED WITH YOUR LAND DEVELOPMENT APPLICATION. PLEASE SEND YOUR ELECTRONIC DOCUMENTS TO: [pfurber@lowergwynedd.org](mailto:pfurber@lowergwynedd.org).**

**NO PAYMENT IS DUE UP FRONT. MCPC WILL SEND YOU A LINK FOR PAYMENT.**

**- THANK YOU**



# Applicant Request for County Review

This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Municipal staff will electronically file the application with the county, and a notice for the prompt payment of any fees will be emailed to the Applicant's Representative.



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

Municipality: \_\_\_\_\_

Proposal Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Applicant's Representative: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Business Phone (required): \_\_\_\_\_

Business Email (required): \_\_\_\_\_

## Type of Review Requested:

(Check All Appropriate Boxes)

- Land Development Plan
- Subdivision Plan
- Residential Lot Line Change
- Nonresidential Lot Line Change
- Zoning Ordinance Amendment
- Zoning Map Amendment
- Subdivision Ordinance Amendment
- Curative Amendment
- Comprehensive / Other Plan
- Special Review\*

*\*(Not included in any other category - includes parking lot or structures that are not associated with new building square footage)*

## Type of Plan:

- Tentative (Sketch)
- New Proposal
- Preliminary / Final
- Resubmission\*

*\* A proposal is NOT a resubmission if A) The proposed land use changes, or B) The amount of residential units or square footage proposed changes more than 40%, or C) The previous submission was over 5 years ago.*

## Zoning:

Existing District: \_\_\_\_\_

Special Exception Granted  Yes  No

Variance Granted  Yes  No For \_\_\_\_\_

## Plan Information:

Tax Parcel Number(s) \_\_\_\_\_

Location (address or frontage) \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_

Total Tract Area \_\_\_\_\_

Total Tract Area Impacted By Development \_\_\_\_\_

*(If the development is a building expansion, or additional building on existing development, or only impacts a portion of the tract, please provide a rough estimate of the land impacted, including associated yards, drives, and facilities.)*

Land Use(s)	Number of New		Senior Housing		Open Space Acres*	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

*\*Only indicate Open Space if it will be on a separate lot or deed restricted with an easement shown on the plan.*

Additional Information: \_\_\_\_\_

\_\_\_\_\_

## MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

# Act 247 Fee Schedule

The following fees will apply to each subdivision or land development submitted to the Montgomery County Planning Commission for review:

- Fees will be waived for applications filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private, nonprofit organizations with the exception of volunteer fire companies and ambulance squads.
- For a nonresidential subdivision and land development submitted for the same tract at the same time, only the larger fee will be charged.
- No fee is required for Sketch Plans.

### Residential Subdivisions and/or Land Developments

These fees apply to all kinds of residential projects for sale, condominium or rental; any structural type; and either as a subdivision or single-tract land development. No fees are charged for open space lots.

Number of Lots or Dwelling Units (greater number applies)	Base Fee + Fee per Lot or Dwelling Unit
1–3*	\$150 (flat fee)
4–10	\$180 + \$32 per unit
11–20	\$300 + \$30 per unit
21–50	\$500 + \$28 per unit
50–100	\$700 + \$26 per unit
101+	\$1,060 + \$20 per unit

### Nonresidential Land Developments and Conversions

These fees apply to all projects or sections of mixed projects, which are for new construction of nonresidential uses of any kind for sale, rental, lease or condominium in any type of building on a single tract of land. Conversions from residential to nonresidential uses shall also use this schedule, whether the building area is new or existing.

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq. Ft.
1–3,000 Sq. Ft.	\$300 flat fee
3,001–10,000 Sq. Ft.	\$400 + \$44 for every 1000 Sq. Ft.
10,001–25,000 Sq. Ft.	\$600 + \$42 for every 1000 Sq. Ft.
25,001–50,000 Sq. Ft.	\$1,050 + \$40 for every 1000 Sq. Ft.
50,001–100,000 Sq. Ft.	\$1,550 + \$32 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$2,580 + \$25 for every 1000 Sq. Ft.

### Nonresidential Subdivisions

These fees apply to applications subdividing and conveying land for nonresidential uses.

Number of Lots	Base Fee + Fee per Lot
1–3	\$555 flat fee
4 or more	\$555 + \$88 per lot

### Other Reviews

- Residential Lot Line Change = \$65
- Nonresidential Lot Line Change = \$260
- Conditional Use = \$260
- Miscellaneous reviews (including parking lots or structures not associated with new building square footage) = \$260
- Private Petitions for Zoning or SALDO Change (not municipal petition) = \$1,000

### Resubmissions

These fees apply to each subsequent plan submission after the original submission, if the resubmission is essentially the same plan with only minor revisions. A subsequent plan is NOT a resubmission if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

- Flat fee of \$125 for residential subdivisions/land developments. All resubmissions of 3 lots/units or less no fee required.
- Flat fee of \$190 for all nonresidential subdivisions/land developments. All resubmissions of 3 lot subdivisions or 3,000 square feet development or less no fee required.
- No fee for private Zoning or SALDO resubmissions.

Applicant's representatives will be invoiced electronically (via email) after the municipality submits the proposal to MCPC. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.

## MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)

# Act 247 Review Guidelines

For reviews in accordance with the Pennsylvania Municipalities Planning Code (Act 247) as amended

*Effective May 1, 2018*

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## Required Fees and Time Limits

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To determine the applicable fee and review time limit for MCPC reviews, reference the appropriate section of the Pennsylvania Municipalities Planning Code as follows:

	Act 247 Section	Fee	Time Limit (days)
301.3	Comprehensive Plan Amendments	No	45
304	Public Facilities	No	45
305	Public School Facilities	No	45
408	Official Map	No	45
502	Subdivision and Land Developments	Yes	30
505	Subdivision & Land Development Ordinance Amendments	Yes*	30
609	Zoning Ordinance or Map Amendments	Yes*	30
609.1	Curative Amendments	Yes*	30

*\* Fees will be charged for private petitions (developer/landowner) for zoning ordinance/map amendments, SALDO amendments and curative amendments. (See fee schedule)*

- A time limit may be extended if requested by the applicant or by the municipality. If a municipality requests a time extension, it must be in concurrence with the applicant.
- Whenever applications require more than one type of review or otherwise fall under more than one section of the Pennsylvania Municipalities Planning Code, the Montgomery County Planning Commission will attempt to complete all reviews within the shortest official time limit. However, MCPC reserves the right to use the maximum permitted time limit if needed.

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## Application Procedure

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1. The applicant submits the plans and a completed Applicant Request for County Review form to the local municipality.
2. The municipality will submit the application to the county via an online 247 Submission Portal. After the county receives and verifies the submission for accuracy, the county will forward a summary of the application and a request for payment to the applicant's representative.
3. The applicant may pay any county fees online via a credit card or electronic check, or they may choose to send a check or money order to the county made payable to the MONTGOMERY COUNTY TREASURER. More specific instructions for both options will be sent with the application summary.

4. The review time limit is intended to begin when MCPC receives the application from the municipality provided applicable fees and any necessary information are promptly returned. Should payment or requested information go unresolved, the county may suspend or postpone the review time limit.
5. In the event of a returned check, the MCPC review and its corresponding time limit will stop as of the date we receive notification. MCPC will notify the applicant and municipality. The review process will restart on the date MCPC receives the required fee.

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## Fee Information

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### Resubmissions

The fee schedule and time limits will apply regardless of whether the submitted application is for the review of a tentative sketch, preliminary plan, or final plan. Once the initial fee has been received, MCPC charges a fee for the resubmission of subdivisions and land developments that are essentially the same as the former submission. A flat fee of \$125 is required for all residential subdivisions/land developments. No fee is required for residential subdivisions/land developments of 3 lots/units or less. A flat fee of \$190 is required for the resubmission all non-residential subdivisions/land developments. No fee is required for non-residential subdivisions/land developments of 3 lots or 3,000 square feet or less respectively. A subsequent plan is NOT a resubmission and requires full fee payment if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

### Waiver of Fees

Fees are waived for an application filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private nonprofit organizations except for volunteer fire companies and ambulance squads.

### Refunds

If MCPC fails to complete its review within the required time limits, the fee will be returned to the applicant upon request, except in those instances involving an incorrect fee or incomplete application or when MCPC has been granted a time extension for the review.

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## Informal Reviews and Special Circumstances

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Meetings with MCPC to discuss applications, either prior to or during the formal review process, are encouraged and free of charge. If the applicant requests the meeting, the local municipality will also be invited. Meetings and informal reviews do not replace the official formal review by MCPC. In addition, if a municipality requests any meetings, court appearances, redesigns, or other special events that are related to the MCPC review, no extra fees will be charged. Similar requests by developers will be charged appropriately in accordance with fees for staff services.