

WORCESTER TOWNSHIP  
SKETCH PLAN  
REVIEW REQUEST

Date of Request: \_\_\_\_\_ Date of Plan: \_\_\_\_\_

Plan Revision Date(s): \_\_\_\_\_

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

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

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

Property Owner(s) Name(s): \_\_\_\_\_

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

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

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

Existing Zoning: \_\_\_\_\_

Tract Parcel Number(s): \_\_\_\_\_

Intended Land Use: \_\_\_\_\_

Tract Area: \_\_\_\_\_

Utilities (sewer & water): \_\_\_\_\_

Previous Submissions (include all referenced names of tract & dates): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**Printed Name of Applicant:** \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Must present:

- **14 detailed sketch plans, folded, showing land use, number of proposed lots and information as attached. Plans will be returned if insufficient information is presented.**
- **A current Agreement of Sale or letter of acknowledgement from property owner. Application will be returned if this information is missing.**

The Township Engineer review fee, when applicable, is pursuant to the current fee schedule. (Township will bill applicant unless otherwise advised.)

**NOTE:** Plan contents must be according to Ordinance No. 99-169.

ORDINANCE NO. 99-169

WORCESTER TOWNSHIP

MONTGOMERY COUNTY, PENNSYLVANIA

AN ORDINANCE AMENDING THE CODE OF THE TOWNSHIP OF WORCESTER CHAPTER 130 (SUBDIVISION AND LAND DEVELOPMENT), ARTICLE VI (PLAN REQUIREMENTS), TO ADD A NEW SECTION 130-32.3 ENTITLED SKETCH PLANS, AND SETTING FORTH A SKETCH PLAN SUBMISSION POLICY, PLAN CONTENTS AND TOWNSHIP PLANNING COMMISSION REVIEW PROCEDURES FOR SKETCH PLANS.

The Board of Supervisors of Worcester Township does hereby enact and ordain:

SECTION 1 - AMENDMENT OF THE CODE

Chapter 130 (Subdivision and Land Development), Article VI (Plan Requirements) is hereby amended by adding a new section 130-32.3 entitled "Sketch Plans" and providing as follows:

§ 130-32.3 Sketch Plans.

A. Submission Policy.

(1) Applicants for subdivision and/or land development approval are strongly encouraged to submit a sketch plan to enable the Planing Commission to provide informal advice and guidance to an applicant prior to the preparation of preliminary plans.

B. Submission Requirements.

(1) Sketch Plans

- (a) Sketch plans shall be considered as submitted for informal discussion between the developer and the Planning Commission. Submission of a sketch plan does not constitute submission of an application for approval of a subdivision or land development plan.
- (b) For informational purposes, fourteen (14) copies of the sketch plan should be submitted to the Township Manager, For distribution to the Township Engineer, Planning Commission, board of Supervisors and the Montgomery county Planning Commission.

C. Plan Contents.

(1) Contents of Sketch Plans. Sketch plans shall be drawn legibly to scale but not necessarily showing precise dimensions and shall show at least the following information:

- (a) name of subdivision or land development and name of municipality.
- (b) A location plan showing the subject tract and the surrounding road network; including a key map.
- (c) Name and address of the owner, agent, engineer, surveyor, and architect, as applicable.
- (d) The tract boundary and location by deed plotting.
- (e) A north point and scale.
- (f) The existing and proposed road and lot (or structure layout.
- (g) Significant topological and physical features, such as soils, floodplains, possible areas of wetlands, creeks or streams, steep slopes (over 10%). Woodlands, and existing structures.
- (h) Areas proposed to be reserved for storm water runoff control.
- (i) Areas to be reserved for community facilities, open space, trails, etc.
- (j) Any additional information that the applicant believes will help explain the proposal. It is to the applicant's advantage to show as much information as possible. Although the Planning Commission will discuss any plan presented, a lack of significant information may result in little useful guidance to the applicant.

D. Review Procedures.

- (1) Sketch Plan Review.

- (a) Sketch plans should be presented to the Township Planning Commission for informal discussion at a regularly scheduled Planning Commission meeting, following a request made to the Township Zoning Officer or Township Manager to be placed on the agenda.
- (b) The purpose of a sketch plan submission is to provide informal advice and guidance to an applicant prior to preparation of preliminary plans, and therefore, it does not constitute a formal plan submission and is not subject to the time limits for review established by the Municipalities Planning Code. The Planning Commission will nevertheless attempt to provide an Applicant with their comments on the sketch plan as quickly as is reasonably possible.
- (c) The Township Planning Commission may make non-binding suggestions and recommendations to the applicant during the meeting at which the plan is discussed. These need not be presented in writing to the applicant. However, suggestions should be summarized in the minutes of the Township Planning Commission for reference.
- (d) If a proposal is large or complex, the Township Planning Commission may defer completing its comments and recommendations until it has consulted its technical advisors. However, the Planning Commission will try to expedite this informal review process.
- (e) The applicant may, if desired request further review of the sketch plan by the Board of Supervisors. If further review is requested, the Board, after considering the written recommendations of the Planning Commission, all other agencies, and the Township Engineer, shall advise the applicant as to plan modifications it shall deem necessary or advisable.
- (f) Applicants may submit more than one sketch plan for a project (i.e. alternative plans) and may submit revised sketch plans after receiving initial comments on a sketch.
- (g) The Planning Commission's approval of a sketch plan is not intended to create any vested rights for the property or the developer within the meaning of the Municipalities Planning Code. Rather, the sketch plan process is intended to provide the applicant with an insight to the Planning Commission's

likely response to discretionary planning decisions and optional layouts for the proposed development before the significant engineering expense associated with a preliminary plan has been incurred. Subdivision and land development applicants who choose to proceed without first obtaining Planning Commission reaction to a sketch plan may risk a greater possibility of a request for redesign of a submitted preliminary plan.

#### SECTION 2 - REPEALER

The Worcester Board of Supervisors, by virtue of this Ordinance, hereby repeals all other portions of any prior Ordinance or Resolutions of the Township insofar as they are inconsistent with this Ordinance.

#### SECTION 3 - DISCLAIMER

Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired or liabilities incurred, or any permit issued, or cause or causes of action existing under the Ordinances of the Township prior to the enactment of this Ordinance.

#### SECTION 4 - SEVERABILITY

The provisions of this Ordinance are severable, and if any section, sentence, clause, part or provision hereof shall be held illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts or provisions of this Ordinance. It is hereby declared to be the intent of this Board that this Ordinance would have been adopted even if such illegal, invalid or unconstitutional section, sentence, clause, part or provision had not been included herein.

#### SECTION 5 - FAILURE TO ENFORCE NOT A WAIVER

The failure of the Township to enforce any provision of this Ordinance shall not constitute a waiver by the Township of its rights of future enforcement hereunder.

#### SECTION 6 - EFFECTIVE DATE

This Ordinance shall take effect and be in force from and after its approval as required by the law.

ORDAINED AND ENACTED by the Board of Supervisors of Worcester Township, Montgomery County, Pennsylvania, this 17th day of March, 1999.

WORCESTER TOWNSHIP

By: Frank L. Davey  
Frank L. Davey, Chairman  
Board of Supervisors

Attest: Chase E. Kneeland  
Chase E. Kneeland, Secretary