

MIDDLE SMITHFIELD TOWNSHIP
PLAN APPLICATION AND RETAINER FEE CALCULATION FORM

RESOLUTION 01-2014-4

Applicants for the review of any plans, planning modules or other items required in the Code of the Township of Middle Smithfield or other regulations shall complete the following information and submit this form with the required application fee and retainer amount to the Township Secretary.

The undersigned hereby applies for review of the plans described below:

1. Date Submitted to the Township _____
2. Name of Development _____
Physical Location _____

Deed Book # _____ Page # _____
Zoning District _____
PIN # _____
Tax Assessment # _____
Total Acreage _____
Number of Units/Lots (if applicable) _____
3. Name of Property Owner(s) _____
Address: _____

Telephone Number _____
E-mail Address _____

4. Name of Applicant (if other than owner)

Name _____

Address _____

Telephone Number _____

E-mail Address _____

Applicants Interest _____

5. Engineer, Surveyor and/or other person(s) or firm(s) responsible for the preparation of the application.

Firm Name _____

Name of Professional sealing the application _____

Address _____

Telephone Number _____

e-mail address _____

Please check one:

_____ Engineer

_____ Surveyor

_____ Other (specify) _____

6. Please check all items which are applicable

_____ Sketch Plan

_____ Planning Module

_____ Preliminary Plan

_____ Final Plan

7. Please check the type of development (all which apply):

_____ Land Development

_____ Street Plan

_____ Major Subdivision

_____ Flood Hazard District Application

_____ Minor Subdivision

_____ Traditional Neighborhood Development

_____ Conditional Use

_____ Conservation Design Development

_____ Special Exception

_____ Site Alteration Plan

_____ Other _____ (e.g. timber harvest, non-residential road occupancy)

RETAINER ACCOUNT DESCRIPTION

Review Fees

All engineering, legal and other appropriate consulting fees shall be paid by the applicant. To accomplish this end, for each project, the Township shall establish a retainer account. The retainer required for the project shall be paid to the Township Secretary at the time that the required application, plan(s) and/or other related documents are submitted for review. The retainer account will be used to pay for expenses incurred for engineering review, legal services and other professional consulting services, which will be billed at prevailing hourly rates on a monthly basis. It is intended that the retainer will be applied to invoices generated at the end of the review process, as solely determined by the Township.

The Township Engineer shall review the Retainer Fee Calculation Form and determine if the fee submitted is adequate. If the retainer is inadequate, then the applicant will be informed, in writing, of the additional amount required and how it was determined, by the regularly scheduled Planning Commission meeting where the application is scheduled for official acceptance/rejection. The Township will consider the application incomplete and no action, including submission reviews, will be taken until the retainer is paid in full.

If, during the review process, invoices for review fees, as outlined above, are not paid, in full, in 45 days, the Township will stop the review process until the outstanding invoices are paid in full. If outstanding invoices are outstanding for more than 90 days, the Township shall reject the application for non-responsiveness.

After the review of an application has been completed by the Township and it has been determined that there are no outstanding charges, the amount remaining in the retainer account will be returned to the applicant.

Field Observations

A retainer account will also be set up by the Township for all required site observations after an application has been approved by the Board of Supervisors and before construction can begin. The amount required by the applicant for the Observation Retainer Account will be determined by the Township Engineer based on the schedule of construction and the size of complexity of the project.

Any other review(s) or observation(s) required by any ordinances or regulations of Middle Smithfield Township which are not specifically outlined in this form shall have a minimum escrow fee of \$750.00. If the Township Engineer or other professional consultant determines that this minimum fee is not adequate to properly review or observe the project during construction then the additional amount required will be determined and requested from the applicant. No review(s) or observation(s) will be initiated until the additional amount is received by the Township. Invoices for these services will be billed at prevailing hourly rates on a monthly basis. It is intended that the retainer will be applied to invoices generated at the end of the review/observation process, as solely determined by the Township. No releases from any required bonding of construction improvements shall be released until all outstanding fees are paid to the Township.

REQUIRED RETAINER FEES

Submission Type (Circle submission type)	Non-refundable Administrative Fee	Required Retainer
Sketch Plan (if non-meeting review requested)	\$125.00	\$500.00
Major Subdivision (preliminary or final)	\$500.00	\$3,500.00
Minor Subdivision (preliminary or final)	\$200.00	\$750.00
Traditional Neighborhood Development (concept or final)	\$500.00	\$7,500.00
Land Development Plans	\$500.00	\$5,000.00
Street Plan Review	\$200.00	\$1,500.00

	Non-refundable Administrative Fee	Required Retainer
Other Reviews	\$200.00	\$1,500.00
Construction Phase	\$200.00	as determined by the Township
Intermunicipal Liquor License Transfer Hearing(s)	\$500.00	\$1,000.00

Note: Applicants for Conditional Uses, Special Exceptions, and other zoning matters are charged a fee in accordance with the Township's then current Fee Schedule, and not an administrative fee and required retainer. In such cases, the required Township fee shall be submitted with this application.

TOTAL AMOUNT SUBMITTED _____

TO BE SIGNED BY ALL APPLICANTS:

The information on this form is correct to the best of my knowledge I have read, understand and agree to be bound by the requirements of the "Retainer Account Description" as outlined above.

Date

Signature of Applicant


Title of Applicant

TO BE COMPLETED BY MIDDLE SMITHFIELD TOWNSHIP:

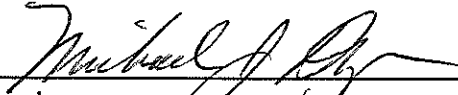
Date Received: _____ Check Number: _____

Amount Received: _____ (Administrative Fee: _____; Retainer: _____)

ADOPTED BY RESOLUTION OF THE MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
THIS 14th DAY OF January 2014.



Chairman



Supervisor



Supervisor

Township Seal

Attest: 

Secretary, Middle Smithfield Township