

**BUILDING PERMIT CHECK-LIST
LAND USE AND SUB-DIVISION MATTERS**

1. An original fully executed & signed Record of Decision for the Land Use, Conditional Use and/or Sub-division is in the file. It must be signed by the Solicitor and the Applicant's Attorney.
2. Proof that the Mylars were filed in the Recorder of Deeds Office.
3. An original fully signed Development and Escrow Agreement in the file (signed by the Borough President & Secretary and Developer).
4. An original fully signed Professional Services Agreement in the file (signed by the Borough President & Secretary and Developer).
5. Proof that the money required by the Development Agreement & Professional Agreement has been deposited as required.
6. Proof that any special conditions in the Record of Decision which must be completed before issuing building permits were completed.

**OCCUPANCY PERMIT CHECK-LIST
LAND USE AND SUB-DIVISION MATTERS**

1. An original signed Certificate of Completion by the Boro Engineer.
2. Letters from:
 - a) the Fire Marshall;
 - b) the Shade Tree Commission;
 - c) the Department of Labor & Industry, if applicable;
 - d) the HARB, if applicable;
 - e) the Sewer Authority, if applicable;
 - f) Middletown Water, if applicable;
 - g) PECO, if applicablethat the construction was completed in accordance with the plans (their regulations) and that all hook-ups were completed properly.
3. An original fully signed Maintenance Agreement is in the file. It must be signed by the Borough President & Secretary and Developer.
4. Proof that all fees and costs, including the Boro. Engineer and Solicitor, due under the Development Agreement were paid.
5. Proof that the money required in the Maintenance Agreement was deposited as required.
6. Proof that any special conditions set forth in the Record of Decision and Development Agreement which must be completed prior to the issuance of occupancy permits were completed.

ESCROW FEE AGREEMENT

TMP# _____

Address of Project _____

We/I, _____
Name of Applicant/Owner/Developer, if applicable

agree and acknowledge that as applicant/owner/developer, we will be individually and jointly responsible for any and all fees incurred when plans, supporting documents and sites are inspected and reviewed, during application, during construction, during the maintenance period, and/or any other inspection period by Borough employees, agents, advisors or consultants, including but not limited to, the following: solicitor, engineer, landscape architect, traffic engineer, street light consultant, land planner, building inspector, zoning officer, Borough Planning Commission, Borough Council, or any other body or person as may be required by law or ordinance in accordance with the fee schedule of Langhorne Borough, as enacted or hereafter amended by resolution.

In addition, with respect to road occupancy/right-of-way/road opening/pole permits or work, it shall be the responsibility of the applicant/owner/developer to apply for all necessary permits, to install properly, and to correct any deficiencies to the right-of-way and/or roadway that may be discovered during the course of the inspection process, during construction and during the maintenance period.

We/I submit initial fee escrow monies in the following amount and understand that additional funds may be needed. We/I agree to waive any Statute of Limitation defense during this period and for a period of six (6) years after the end of the last maintenance or inspection period and agree that a municipal lien may be recorded, after written advance notice but without further legal action or notice for any unpaid fees, costs or expenses incurred by or owed by the Borough.

\$ _____

Signature of Applicant/Owner/Developer Date Signed

Address City State Zip Code

Telephone Number Email Address

Signature of Applicant/Owner/Developer Date Signed

Address City State Zip Code

Telephone Number Email Address

Accepted by Langhorne Borough Position Date Signed

****NOTE:** Each person signing this Agreement will be the individual directly accountable for payment of the subject fees. Accordingly, if it is desired to assign this responsibility to another party or firm, said property or the appropriate officer of said firm must execute this document and any assignment must be accepted by the Borough to be effective.

APPENDIX A

**LANGHORNE BOROUGH
APPLICATION FORM FOR
SUBDIVISION, LAND USE OR LAND DEVELOPMENT**

FOR OFFICE USE ONLY
FILE NUMBER _____

New Submission _____ Resubmission _____
Date of Application _____ (to be filled in by Borough Manager)

Name of Development _____
Location _____

___ Sketch Plan Review
___ Preliminary Plan Original _____ Revised _____
___ Final Plan Original _____ Revised _____
___ Minor Subdivision Original _____ Revised _____
___ Resubdivision
___ Other _____

Land Owner's Name _____
Telephone # _____
Address _____

Applicant's Name _____
Telephone # _____
Address _____

Plan Preparer's Name _____
Telephone # _____
Address _____

PLOT DATA:
Existing Zoning _____ Total Acreage _____ Number of Lots _____
Minimum Lot Area _____ Tax Map Number(s) _____
Historic District or Structure _____ Flood Area _____

Previous subdivision or construction on this tract within the past 5 years : _____

Submit all Plans to the Langhorne Borough Manager

APPLICATION FORM (Page 2)

Relevant zoning variances/ special exception approvals on this tract (and dates): _____

Plot improvements:

Lineal Feet of New Streets _____

Water Supply - _____

Sewage System - _____

Storm Sewer Connections - _____

Entry into a State Road - _____

Sidewalks - _____

Stormwater Basins - _____

Street Lights - _____

APPLICATION FEES \$ _____

(Make Check Payable to Langhorne Borough)

Escrow Deposits \$ _____

Total Check \$ _____

I agree that by signing this application form, on behalf of myself and the property owner if it differs, I grant permission for the Langhorne Borough Council, the Planning Commission, the Borough Manager, the Zoning Officer, the Building Inspector and all of their agents, delegates, officials or consultants to periodically enter the property during daylight hours for the purpose of evaluating the existing conditions of the property with respect to the application, the plans, proposed revisions to the plans and revised plans. I agree that this permission may not be withdrawn, modified or made conditional during the application and approval process.

Applicant's Signature _____

(Lower Half of Page For Borough Use Only)

APPLICATION accepted as complete by **Borough Manager** on : _____

Sent to the **Borough Engineer** on _____

Reports received on: _____

Sent to **Bucks County Planning Commission** on _____, Report rec'd: _____

Action by **Borough Planning Commission** Review Dates: _____

Action Taken: _____

Decision Sent to Applicant on: _____

Action by **Borough Council** Review Dates: _____

Action Taken: _____

Decision Sent to Applicant on: _____

APPENDIX B

**PLAN PREPARER'S STATEMENT; OWNER'S STATEMENT;
APPROVAL/REVIEW BLOCK FORMS**

B.1. SURVEYOR'S/ENGINEER'S STATEMENT.

I, _____, a registered surveyor and/or engineer in the Commonwealth of Pennsylvania, do hereby certify that the Plan, prepared from field survey, correctly represents the proposed lots as surveyed by me for the applicant and that all of the requirements of the Subdivision and Land Development Ordinance of Langhorne Borough have been fully complied with.

Registered Surveyors' and/or Engineers' Signature

B.2 OWNER'S STATEMENT.

We, the owners of this property being duly sworn according to law, depose and say we are the sole owners of this property in peaceful possession of it and that there are no suits pending affecting the title of same, hereby dedicate to Langhorne Borough for public use all the road rights-of-way, utility easements and rights-of-way of public improvements such as sewer lines and storm drainage facilities as shown on this Subdivision, Land Use and/or Land Development Plan. We grant permission for the applicant, if it differs, to file the application and plans. We do further depose and say that we have complied with all requirements and provisions of the Langhorne Borough Subdivision and Land Development Ordinance and shall save the Borough harmless and indemnify the Borough of Langhorne against any liability or loss resulting from the subdivision, land use or land development of this plan for whatever reason present or future.

Owner's signature

Owner's signature

Sworn and subscribed before me, a notary public, this _____ day of _____, 200_.

SEAL

Notary Public

My commission expires: _____

B.3. APPROVAL/REVIEW BLOCK.

REVIEWED BY THE BOROUGH ENGINEER

Borough Engineer

Date

REVIEWED BY THE BUCKS COUNTY PLANNING COMMISSION

BCPC Staff Person Responsible for Review

Date

APPROVED BY THE LANGHORNE BOROUGH PLANNING COMMISSION

Chairman

Secretary

Date

APPROVED BY THE LANGHORNE BOROUGH COUNCIL

President, Langhorne Borough Council

ATTEST:

Borough Secretary

APPENDIX C

DRAINAGE COVENANT, OFFER OF DEDICATION AND CURB AND SIDEWALK NOTATION

C.1 STANDARD DRAINAGE COVENANTS AGREEMENT.

The Owner(s) for themselves, their heirs, executors, administrators, and successors and assigns do hereby covenant to bind themselves, their heirs, executors, administrators, successors, and assigns and the lands described in the plan entitled _____ to faithfully perform all of the following requirements:

1. The Owner(s) shall be responsible for stabilization and reconstruction (to approved design grades and specifications) of all drainage swales and detention basins within an owner's lot, which because of construction activities, grading, or ~~stripping of vegetation on the owner's lot~~ has caused damage to said public improvements.
2. All drainage and detention basin easements shown on this plan shall be maintained in a grassed or otherwise improved condition, in accordance with the grades and designs shown on the approved development plans for this project. All these easements shall be kept free of all obstructions, including but not limited to, such obstructions as fill, temporary or permanent structures, and plants (other than grass). Fences may be constructed within these easements, within the requirements of other Borough Ordinances, provided that the fence is of a type and location that will not impede the flow of stormwater, and provided that the owner(s) shall be bound to remove such fence at the owner(s) expense and without compensation to the owner(s) if determined by the Borough to be necessary to allow work within the easement. The maintenance of all such easements shall be the responsibility of the current lot owner(s) at any point in time, including future owner(s).
3. Whenever sedimentation is caused by stripping vegetation, grading or other earth moving activities, it shall be the responsibility of the Owner(s) to remove the sedimentation from all adjoining surfaces, drainage systems and watercourses, and to repair any damage at the Owner(s)'s expense.

4. The Owner(s) shall make provision for and be personally responsible for strict compliance with all of the aforesaid covenants, and any other agreement contained in any and all agreements with the Borough. Upon failure by the Owner(s) to comply within the time period specified by oral or written notice, or in the event the Borough, in its sole and absolute discretion determines the work to be on an emergency nature, the Borough may perform such work as may be necessary in its sole and absolute discretion to bring the Owner(s) into compliance at the Owner(s)' expense and the Owner(s) shall be charged for said expense, plus a 20% surcharge for the Borough's administrative expenses, plus any costs expended by the Borough if a municipal lien or suit in law or equity is filed, which expense the Owner(s) hereby agree to assume and pay.

C.2 OFFER OF DEDICATION

The undersigned owner(s) offer to dedicate to Langhorne Borough for public use the following: the street rights-of-way for the following streets: _____, _____; utility easements shown on the approved plans; and all public improvements to be constructed within their limits and within any proposed public open spaces.

Signature of Owner

Signature of Owner

Date

C.3 ACCEPTANCE OF DEDICATION PLAN NOTATION

The Langhorne Borough Council hereby accepts the street right-of-way and the extensions of public improvements indicated hereon for public use.

President, Langhorne Borough Council

ATTEST:

Borough Secretary