

Public Notification Procedure Amendment Recommendations

Replace §178-12.G. with the following:

G. Required notification to surrounding property owners.

- (1) Mailing. An applicant proposing a major subdivision or land development (including a sketch plan) shall notify all individuals or entities who own real estate within **500 feet** of the site's boundaries of the pendency of the development by **certified mail**, postage prepaid. An applicant proposing a minor subdivision or lot line adjustment subdivision shall notify all individuals or entities who own real estate adjoining the site, including parcels across public roadways, of the pendency of the development by **certified mail**, postage prepaid. The notice shall be in a form approved by the Township; state that a subdivision, land development, or lot line adjustment subdivision plan has been filed for the site; provide the street address(es) and tax map parcel number(s) for the site; describe the size and scope of the project; state that the Township will review the plans at public meetings; and instruct all interested parties to contact the Township regarding the date of such meetings. Such notification shall be sent **within five (5) days** of the submission of the plan application to the Township. A list of the names and addresses to which notices have been sent, along with all the return receipt cards, shall be supplied to the Township at least 10 days prior to the first meeting of the Planning Commission at which the plans are to be discussed.
- (2) Posting. An applicant proposing a subdivision, land development, or lot line adjustment subdivision shall conspicuously post notices along the perimeter of the site at points approved by the Township. Such postings shall be at least six square feet in size and designed to inform potentially interested citizens of the proposed subdivision/development. Each posting shall contain a copy of the notice mailed to the neighboring property owners and include an illustration of the site plan configuration no smaller than 11 inches x 17 inches. The site shall be posted within five days of the submission of the application to the Township.

Replace §178-19.E with the following:

The Township, at the expense of the developer, shall provide notice of the time and place of the first Planning Commission meeting held to discuss the Preliminary Plan for the project by publishing the same in a newspaper of general circulation within the Township **at least ten (10) days prior** to the date of the meeting. In the event that the Preliminary Plan is still under consideration one (1) year beyond the date of the first Planning Commission meeting for the project, notice of the next public meeting must be republished as outlined above.

Replace §178-23.E with the following:

The Township, at the expense of the developer, shall provide notice of the time and place of the first Planning Commission meeting held to discuss the Final Plan for the project by publishing the same in a newspaper of general circulation within the Township **at least ten (10) days prior** to the date of the meeting. In the event that the Final Plan is still under consideration one (1) year beyond the date of the first Planning Commission meeting held to discuss the Final Plan for the project, notice of the next public meeting must be republished as outlined above.

Municipality	First Notice	Second Notice	Third Notice
Lower Makefield Township	Any applicant submitting plans for a major subdivision or a land development shall notify all individuals or entities who own real estate within 1,000 feet of the proposed major subdivision or land development of the pendency of such major subdivision or land development proposal in writing in a form acceptable to the Township. Such notice shall be made by regular mail to the landowner's last known address. The address on the tax rolls shall be considered the last known address. Such notice shall be mailed within 15 days of the submission of the 1st plan submission (sketch or preliminary). Verification of mailing, including a copy of the names, addresses and tax parcel numbers of each person to whom the notice was mailed, shall be given to the Township within 15 days of submission.	The Township, at the expense of the developer, shall notify all abutting property owners of the proposed development. This notification shall contain a statement as to the size and scope of the proposed project and the date of the first Planning Commission review of the project. Said notice shall be sent to the mailing address of the abutting property owners as shown on the tax rolls of the Township.	The Township, at the expense of the developer, shall notify all abutting property owners of the proposed development. This notification shall contain a statement as to the size and scope of the proposed project and the date of the Planning Commission review of the final plan of the project. Said notice shall be sent to the mailing address of the abutting property owners as shown on the tax rolls of the Township.
Yardley Boro	None Required.		
Morrisville Boro	None Required.		
Falls Township	None Required. References to Legal Notice and Public Hearing were repealed 1-18-2016 by Ord. No. 2016-02	None required.	
Bristol Twp	None Required.		
Middletown Twp	None Required.		
Bensalem Township	No hearing on any preliminary plan shall take place before the Bensalem Township Planning Commission or Bensalem Township Council unless the applicant provides, either prior to or at the commencement of hearing on the application, a certification of service of notice upon all adjacent property owners. The service must occur at least seven days prior to the hearing . The date of service shall be the date of mailing.	No hearing on any proposed final plan shall take place before the Bensalem Township Planning Commission or Bensalem Township Council unless the applicant provides, either prior to or at the commencement of hearing on the application, a certification of service upon all adjacent property owners, said certification to be in conformity with the notice required under subsection 201-42(d) above.	
Upper	None Required.		
Warminster Twp	None Required.		
Warwick Twp	None Required.		
Northampton Township	The Board of Township Supervisors may, at its discretion , schedule, advertise and hold a public hearing for any preliminary subdivision plan submitted under this Chapter.	None required.	
Newtown Township	Any individual or entity submitting required plans for any subdivision, including major and minor subdivisions and lot line changes, and all land developments shall notify all individuals or entities who own real estate within 500 feet of the proposed subdivision, lot line change or land development of the pendency of such subdivision, lot line change or land development proposal in writing on a form approved by the Township. Such notice shall be made by certified mail , postage prepaid, to each such owner of record. Such notice shall be posted within 5 days of the submission of the first required plan and proof of delivery must be delivered to the Township within 15 days of the submission. In the event that the applicant proposing the plan does not furnish proof, nor adequately explains the reason that notice was not delivered, the Township shall notify any owners not so notified by the applicant and shall charge all costs therefor to the applicant.	None required.	
Upper Makefield Township	Any individual or entity submitting required plans shall notify on a form approved by the Township, all individuals or entities who own real estate within 500 feet of the proposed subdivision of the pendency of such subdivision proposal. Such notice shall be posted within 5 days of the submission of the first required plan, and proof of delivery must be delivered to the Township within 15 days of the submission. In the event that the applicant proposing the subdivision does not furnish such proof, nor adequately explains the reason that notice was not delivered, the Township shall notify any owners not so notified by the applicant and shall charge all costs therefor to the applicant.	The Planning Commission shall schedule a hearing on the proposed preliminary plan at a regularly scheduled meeting or a special meeting. Notice of the time and place of all such hearings may be given by publishing the same in a newspaper of general circulation without the Township at least five days prior to the date of the hearing if such hearing is held at a special meeting.	No further hearings shall be held unless required by the Board or the Commission. If a hearing is required, the procedures for scheduling a hearing on the final plan, notice of the hearing, conduct of the hearing, and the decision on the final plan shall conform to the provisions of § 22-702C .

Solebury Township	<p>Any applicant submitting plans for a major subdivision or a land development shall notify all individuals or entities who own real estate within 1,500 feet of the proposed major subdivision or land development of the pendency of such major subdivision or land development proposal in writing on a form attached hereto as Appendix 22-A.[1] Such notice shall be made by regular mail to the landowner's last known address. The address on the tax rolls shall be considered the last known address. Such notice shall be mailed within 15 days of the submission of the first plan submission (sketch or preliminary). Verification of mailing, including a copy of the names, addresses and tax parcel numbers of each person to whom the notice was mailed, shall be given to the Township within 15 days of submission.</p>	<p>None required.</p>	
Wrightstown Township	<p>Any applicant submitting plans for a major subdivision or a land development shall notify all individuals or entities who own real estate within 1,500 feet of the proposed major subdivision or land development of the pendency of such major subdivision or land development proposal in writing on a form attached hereto as Appendix 22-E. Such notice shall be made by regular mail to the landowner's last known address. The address on the tax rolls shall be considered the last known address. Such notice shall be mailed within 15 days of the submission of the first plan submission (sketch or preliminary). Verification of mailing, including a copy of the names, addresses and tax parcel numbers of each person to whom the notice was mailed, shall be given to the Township within 15 days of submission.</p>	<p>None required.</p>	
Doylestown Twp	<p>None Required.</p>		
Hilltown Township	<p>For all subdivisions which propose 10 lots or more, notice of filing of preliminary plan shall be given by the applicant to all abutting landowners of record. Proof of notice shall be given at the time of application and shall be by certified letter to each abutting landowner of record.</p>	<p>None required.</p>	
Warrington Twp	<p>None Required.</p>		
Plumstead Township	<p>An applicant proposing a major subdivision or land development shall notify all owners and tenants of properties located within 1,000 feet of the site's boundaries via certified United States first mass mail, return receipt requested. An applicant proposing a minor subdivision or lot line adjustment subdivision shall notify all owners and tenants of parcels adjoining the site, including parcels across public roadways, via certified United States mail, return receipt requested. The notice shall state that a subdivision, land development, or lot line adjustment subdivision plan has been filed for the site; provide the street address(es) and tax map parcel number(s) for the site; state that the Township will review the plans at public meetings; and instruct all interested parties to contact the Township regarding the date of such meetings. Such notification shall be sent within 5 days of the submission of the plan application to the Township. A list of the names and addresses to which notices have been sent, along with all the return receipt cards, shall be supplied to the Township at least 10 days prior to the first meeting of the Planning Commission at which the plans are to be discussed. An applicant proposing a subdivision, land development, or lot line adjustment subdivision shall conspicuously post notices along the perimeter of the site at points approved by the Township. Such postings shall be at least six square feet in size and designed to inform potentially interested citizens of the proposed subdivision/development. Each posting shall contain a copy of the notice mailed to the neighboring property owners and include an illustration of the site plan configuration no smaller than 11 inches x 17 inches. The site shall be posted within five days of the submission of the application to the Township.</p>	<p>None required.</p>	
Lower Southampton Township	<p>None Required.</p>		