

**BOROUGH OF MORTON**  
**SUBDIVISION, LAND DEVELOPMENT AND/OR SITE PLAN REVIEW GUIDELINES**

- STEP 1: Complete and submit Delaware County Planning Commission application form directly to the County along with applicable fees prior to their regularly Scheduled meeting along with **three (3)** sets of plot plans/site plans as Required. (Note: Applicant must receive approval from Delaware County Planning Commission prior to Morton Borough Planning Commission n final Recommendation.)
- STEP 2: Complete and submit Morton Borough Planning Commission Subdivision Land Development and/or site plan application along with applicable fees 14 days Prior to the regularly scheduled monthly meeting, along with ten (10) sets of Plot plans/site plans (folded). Any application received after the 14 day Allotment will not be reviewed by Morton Borough Planning Commission until The following meeting.
- The Plans will be distributed as follows:
- 7 sets to Planning Commission
  - 1 set to Borough Engineer
  - 1 set to Borough Solicitor
  - 1 set for Municipal file
- STEP 3: Complete and submit Planning Module to PADEP, where applicable (i.e. new or modified sewer connections).
- STEP 4: Pending receipt of a recommendation of the Delaware County Planning Commission and/or PADEP for Sewer Modules, Morton Borough Planning Commission will make a recommendation to Borough Council, along with a Letter to the applicant advising of the status of the application (i.e. approved/denied) within 30 days from the date of the first regularly scheduled meeting of the Planning Commission following the Application submission, unless an extension is otherwise granted to the applicant in writing. Where applicable, the Morton Borough Planning Commission may inform applicant of requirement to submit to Zoning hearing Board to address zoning variances which may be required.

**MEETING DATES: (ALL MEETINGS WILL BE HELD AT MUNICIPAL BUILDING)**

**MORTON PLANNING COMMISSION:** Regular meeting 4<sup>th</sup> Tuesday of each month.

**DELAWARE COUNTY PLANNING COMMISSION:** Regular meeting 3<sup>rd</sup> Wednesday of each month.

**COUNCIL:** Regular meeting 2<sup>nd</sup> Wednesday of each month.

**ZONING HEARING BOARD:** Meeting as requested by applicant.

**PLAN APPLICATAION FEES  
SUBDIVISION AND LAND DEVELOPMENT**

<u>PLAN FEE</u>	<u>APPLICATION FEE</u>	<u>ESCROW**</u>
Sketch	\$250.00	\$500.00
Preliminary	\$500.00	\$1,000.00
Final Plan	\$500.00	\$1,000.00

**\*\*NOTE: ESCROW FUND SHALL BE USED TO OFFSET THE COSTS OF REVIEW AND PREPARATION OF DOCUMENTS BY THE BOROUGH ENGINEER, BOROUGH ZONING OFFICER, ANY OUTSIDE BOROUGH CONSULTANTS AND THE BOROUGH SOLICITOR. CHARGES SHALL BE MADE ON A PER HOUR BASIS WITH THE BALANCE OF THE ESCROW FUND BEING RETURNED TO THE APPLICANT UPON APPROVAL. IF THE COSTS FOR REVIEW OF THE APPLICATIO EXCEED THE AMOUNT PLACED IN ESCROW, THE APPLICANT WILL BE BILLED THE DIFFERENCE.\*\***

\*per 6-14-07 meeting - fee changes. resolution 0704

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PLANNING APPLICATION

BOROUGH OF MORTON

APPLICATION FOR SUBDIVISION, LAND DEVELOPMENT, AND/OR SITE PLAN  
REVIEW

DEVELOPER/APPLICANT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

ARCHITECT, ENGINEER, OR SURVEYOR

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

TYPE OF REVIEW

PLAN STATUS

UTILITIES

Zoning Change  Sketch  
 Land Development  Final  
 Subdivision  
 PRD

Existing  
Water/Sewer

Proposed  
Water/Sewer

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

Location of Plan \_\_\_\_\_

Statement of Intent \_\_\_\_\_

Developer's

Signature \_\_\_\_\_

MUNICIPAL SECTION

Local Planning Commission

Regular Meeting \_\_\_\_\_

PLANNING APPLICATION

Morton Borough Council

Regular Meeting \_\_\_\_\_

MBPC request for DCPC staff comments prior to MBPC meeting, to meet \_\_\_\_\_ municipal  
meeting date: Date requested: \_\_\_\_\_

If previously submitted, DCPC file# \_\_\_\_\_ -  
.....

Borough Review Fee Check# \_\_\_\_\_

Borough Escrow Amount Check# \_\_\_\_\_  
.....

\_\_\_\_\_ Date \_\_\_\_\_

Print Name and title of designated municipal official

Official's Signature

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**\*NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND PLANS WILL BE RETURNED.**