



**WARWICK TOWNSHIP**  
**DEPARTMENT OF PLANNING & ZONING**  
1733 Township Greene  
Jamison, PA 18929  
(215)343-6100  
[www.warwick-bucks.org](http://www.warwick-bucks.org)

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To: Subdivision and Land Development Applicants

From: Kyle W. Seckinger, Assistant Township Manager/Director of Planning & Zoning

RE: **Subdivision & Land Development Plan Submissions**

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All submissions for Sketch Plan, Preliminary Plan and Final Plan approvals shall be by appointment only. No drop-offs or courier deliveries will be accepted.

In order for submissions to be scheduled for Planning Commission consideration, a complete application, which includes all required application materials, **must** be fully reviewed seven (7) days prior to the next regularly scheduled Planning Commission meeting. Submissions should be received by the Township thirty (30) prior to your target Planning Commission meeting date. This allows for an adequate plan review timeline. Contact will be made with applicant to confirm PC appearance date and time.

A complete Subdivision and Land Development application shall include, but is not limited to:

- Completed Subdivision and Land Development application form(s).
- Five (5) sets of plan drawings folded to approximately 8½" x 11" size and wrapped with a rubber band; and a CD with PDF of plans and all supplemental documents.
- Two (2) copies of Stormwater Management/Erosion and Sedimentation Control Plan. (Preliminary and Final Plans only)
- Two (2) copies of Sewage Facilities Planning Module, see Appendix D of S&LD Ordinance. (Preliminary and Final Plans only)
- Submit Tree Protection Plan per plan requirements in Article IV of the S&LD Ordinance. (Final Plan Only)
- Submit Improvement Construction Plan per plan requirements in Article IV of the S&LD Ordinance. (Final Plan only.)
- Payment of requisite non-refundable fee (see current fee schedule).
- Escrow deposit (see current fee schedule) and completed/signed Professional Services Agreement.
- Escrow deposit and completed/signed Professional Services Agreement with the Warwick Water and Sewer Authority.
- All required "Subdivision and Land Development Impact Statements" per Article III of the S&LD Ordinance (including Form 305, as required).

- Application and payment of fees to the [Bucks County Planning Commission](#). **(Applicant must submit to BCPC directly, not through the Township.)**
- Except for Sketch Plans, provide proof of application and payment of fees to the [Bucks County Conservation District](#) (including proof of submission of Stormwater Management/Erosion and Sedimentation Control Plan, as required).
- Copy of application for [Highway Occupancy Permit](#) (PennDOT) and/or Road Occupancy Permit (Warwick Township).
- Copy of application for [Individual NPDES Permit](#).
- List of SALDO waiver requests (if applicable)
- Sewage Planning Module application (if applicable)

If Conditional Use or Special Exception approval is required for the proposed use, application for such shall be sought prior to, or concurrent with Preliminary Plan approval.

If you have any questions regarding the process or submission requirements, or if you wish to schedule a submission appointment, please email Kyle Seckinger at [kseckinger@warwick-township.org](mailto:kseckinger@warwick-township.org).