



# GREENE TOWNSHIP

## APPLICATION FOR VOLUNTARY SKETCH PLAN REVIEW

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Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

The Applicant is:  Owner  Agent for Owner  Purchaser  
 Other: \_\_\_\_\_

Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Project Description: \_\_\_\_\_  
\_\_\_\_\_

If the Applicant is NOT the Owner, the following information must be provided. Otherwise, this section may be left blank.

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

If you are being represented by an attorney, you may provide their contact information below. If you provide this information, the Township will assume that we may contact this attorney regarding this application, which is likely to result in charges by the attorney to you. You are therefore *not required* to provide this information.

Name of Firm: \_\_\_\_\_

Name of Attorney: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*(Continued on other side)*

**TYPE OF SKETCH PLAN REVIEW REQUESTED:**

- Staff review only.
- Limited consultant review.

**PLEASE NOTE:** If you are requesting a “Limited consultant review”, this Application will not be considered complete nor will it be accepted for review unless accompanied by a completed Reimbursement Agreement indicating which consultants are to review the Sketch Plan.

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The following section may be filled out by or with the assistance of Township Staff:

Zoning District(s): \_\_\_\_\_  
Tax Parcel Number(s): \_\_\_\_\_

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This Application, including any and all other documents to be delivered in connection herewith, may be executed by electronic signature (or “/s/”), and shall be considered as an original signature. Any electronic signatures appearing on this Application, or such other documents shall have the same force and effect as an original, handwritten/manual signature for the purposes of validity, enforceability, and admissibility.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner (if different from Applicant)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

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**TO BE COMPLETED BY TOWNSHIP STAFF:**

I have reviewed this Application Form and accompanying documents and determined that it is sufficiently complete to be accepted for review.

\_\_\_\_\_  
Name of Staff member accepting Application

\_\_\_\_\_  
Date Application deemed complete

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**REIMBURSEMENT AGREEMENT**

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The undersigned, a duly authorized representative of the Applicant for the plan identified below, hereby authorizes and directs the staff and those consultants of Greene Township (“Township”) indicated below to review the said plan, together with all pertinent supporting documentation, and to prepare a report of their findings and recommendations with respect to same for Township use. Such review and report and any services relative thereto shall be carried out in accordance with good engineering practices and the requirements of the ordinances of the Township.

The undersigned hereby agrees to reimburse the Township for all costs, expenses, charges, and fees pursuant to such review as may be incurred by the Township. Such costs, expenses, charges, and fees shall be in conformance with the hourly rates established for the consultants for the applicable calendar year by resolution of the Township Board of Supervisors. This agreement shall in no way require the Township, its staff, its consultants, or its solicitor to approve or to recommend approval of the Applicant’s plan as originally submitted or as may be subsequently modified.

A \$1,000.00 replenishable cash escrow shall be posted with the Township to secure the reimbursement of the Township for all applicable fees, costs, charges and expenses.

- Martin & Martin (civil engineering, stormwater, planning)
- \_\_\_\_\_ (traffic engineering)
- Salzman Hughes, PC (Township Solicitor)

\_\_\_\_\_  
Signature of Applicant or Representative

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Address

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Applicant E-mail

## APPLICATION for VOLUNTARY SKETCH PLAN REVIEW

# INSTRUCTIONS

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**Applicant:** The individual or corporation that desires to develop the property. The Township will direct all correspondence related to the Sketch Plan to this entity or individual. If the Applicant is a corporation, the name of a specific contact person must be provided.

You are the **Owner** if your name (or the name of your corporation) is shown on the deed for the subject property. Frequently, an attorney or engineer will act as **Agent for Owner**. This term includes any person or corporation that has a contractual obligation to or agreement for services with the Owner. We consider you the **Purchaser** if you are in the process of purchasing all or part of the subject property, or if you intend such purchase contingent upon approval of this plan. If none of these terms apply to you, indicate **Other** and explain your interest in the property in the space provided.

**Project Name:** If this is a non-residential project, the name of the entity that will occupy the site should be shown here. If you do not have a name for this project and leave this space blank, Township Staff will create a name.

**Property Address:** If the project site does not have a street address, please provide a description of the location, including the name of the street that will be the principal point of access for the project and the nearest intersecting street.

**Project Description:** Briefly describe the project and include the approximate size of the property. If you intend to subdivide the property, indicate the number of lots to be created and their intended use. For non-residential projects, please indicate the amount of new indoor space that is proposed (if applicable) and the intended use(s) of the proposed lots and/or structures.

**Owner's Name:** Note that this does not need to be filled out if the Applicant is the owner: just be sure that you have checked the proper line under "Applicant" to tell us that the Applicant is the Owner. Otherwise, this information **MUST** be provided and the Owner or their authorized representative **MUST** sign the form.

**Name of Attorney:** As noted on the form, this information is optional. Please note that you are **NOT** required to have legal representation for a Voluntary Sketch Plan review, although many of our Sketch Plan Applicants choose to have an attorney as part of their team. If you complete this part of the form, we will assume that we have your permission to contact the firm or individual named to respond to questions on legal matters regarding your application.

**Township Staff assistance:** The information required in this section may not be readily available to you. Township Staff will be happy to assist you in identifying the applicable zoning district and the tax parcel number.

**Signatures and dates:** We must have the Applicant's signature as well as the signature(s) of the owner(s) if the Applicant is not the owner. These signatures do not need to be notarized. The Application will not be considered complete until an authorized Staff member has provided their name and indicated the date that the application has been found complete.

## APPLICATION for VOLUNTARY SKETCH PLAN REVIEW

### DESCRIPTION of REVIEW PROCESS

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The Voluntary Sketch Plan review is a process by which someone contemplating a development project may receive informal, unofficial comments from the Township prior to committing to investment in an official submission. This is an informal review, so there will not be any official action or motion regarding the Plan, but the discussion will reveal the Township's principal concerns regarding the project.

#### Getting started

The person who submits a plan is the "Applicant". The Applicant may be the owner of the property or someone who has some other kind of interest in the property, such as a development company that wants to build on the site. Even for an informal review such as the Sketch Plan, an Applicant should understand the basic attributes of the property: how big it is, what deed restrictions and restrictive easements may exist upon it, what the zoning allows, and whether the site is served by public water and/or sanitary sewerage. If a project will require amendments to the Zoning Ordinance, or if the Applicant anticipates appealing to the Zoning Hearing Board for one or more variances from the Zoning Ordinance, the Sketch Plan stage is the ideal time to begin a dialogue on such matters with the Township.

Since the Sketch Plan is not an official submission, there are no formal plan requirements. However, §85-17 of the Township's Subdivision and Land Development Ordinance recommends what information should be shown on the Plan to assure useful conversation with the Township. A Sketch Plan does not need to be prepared by a surveyor or engineer, but an Applicant may wish to have this done anyway in the interest of providing a clear and accurate plan drawing.

#### Process

Since the Township wants to encourage Sketch Plans, we do not charge a review fee for their review. However, we recognize that an Applicant may like to know our consultants' concerns about their project. We therefore provide two options for Sketch Plan review.

- **Staff review only:** The Zoning Officer and Township Engineer will review all Voluntary Sketch Plan applications and will meet as needed with the Applicant for a discussion regarding the Plan. Depending on the nature of the project, other Township Staff may comment as well. If the Applicant is satisfied with this level of review, there will be no cost to the Applicant.
- **Limited consultant review:** If an Applicant wants early input on their project from one or more of our consultants, they may request that those consultants provide their comments in addition to those of the Zoning Officer. If the Applicant selects this option, they will be required to sign a reimbursement agreement whereby they commit to paying those consultants' review fees.

The number of copies of the plan that must be provided with the application will depend upon which Township body (or bodies) is reviewing the plan and whether any consultant reviews have been requested. Township Staff will advise as to the appropriate number of copies based upon these variables.

Once a Voluntary Sketch Plan is accepted for review, Township Staff will consult with the Applicant to place the plan on an upcoming agenda of the Township Planning Commission. Please note that our governing body - the Board of Supervisors - does not typically review Sketch Plans; however, they may elect to do so if they determine that the project is of particular interest to the public.

At the meeting(s), the Applicant will be asked to present their project and to respond to any concerns raised by Staff, the consultants, and members of the Commission. ALL discussion at this stage is informal: comments from any Commission member(s) are not binding, and it is our policy that no Commission make a formal motion regarding a Voluntary Sketch Plan. Even so, the Applicant benefits from this process by hearing Township concerns and considering if they will be able to resolve them before fully committing to a project that may not be feasible. After discussion, the Applicant may choose to postpone or to abandon the project, to revise the Voluntary Sketch Plan and return for further discussion, or to proceed with a formal application.