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Greta Martin Washington Director of Community Planning

Revised: 2/2022

646 W. RIDGE PIKE, LIMERICK, PA 19468

SUBDIVISION / LAND DEVELOPMENT APPLICATION PACKET

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TOWNSHIP

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Greta Martin Washington Director of Community Planning

646 W. RIDGE PIKE, LIMERICK, PA 19468

MEMORANDUM OF INSTRUCTIONS

TO: Applicant

FROM: Greta L. Martin Washington,

Director of Community Planning

DATE: January 4, 2022

RE: SUBDIVISION AND LAND DEVELOPMENT PROCEDURE

The Planning & Zoning Department staff interacts with the development community using a streamlined and business friendly model. Before acquiring land, closing a deal, or commencement with the engineering of a plan, a developer or resident who is contemplating a development project can meet with Township staff and consultants at their regularly scheduled meetings to discuss basic project scope and receive recommendation on how to navigate potential project obstacles. Upon direction from staff, and if desired, a developer can schedule a **Confirmed Appointment** to appear in front of the Board of Supervisors at a regularly scheduled public meeting to present their project to the Supervisors and receive preliminary feedback.

The typical formal land development process consists of the following steps: **Project Review Phase, Recording Review Phase, Recording Phase, Preconstruction Phase, Construction Phase,** and **Maintenance Phase.** This Memo will provide a brief description of each phase to assist in navigating the land development process. If you have any questions regarding the subdivision/land development submission procedure or the Township's review process, contact me, at (610)-495-6432, extension 127.

I. PROJECT REVIEW PHASE - Preliminary and/or Final Plan

All of the items outlined in the **Application Submission Checklist** (see Appendix A) are required at the time of submission for an application to be considered complete and to avoid unnecessary delays in the review process. Applications determined to be incomplete at the time of submission will **not** be accepted. Applicant will be notified if an application is determined to be incomplete after submission and prior to the start of the Township's 90-day review period. The 90-day review period, as set forth in the Pennsylvania Municipalities Planning Code (MPC), begins on the date of the next regularly scheduled meeting of the Planning Commission following the date of submission of a complete application.

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The fees are in accordance to the schedule adopted by resolution 2020-07, and reprinted here. The application fee is non-refundable and separate from the escrow required – Please use two separate checks. Application fee comprises one **Base Fee** and as many **PLUS** per unit fees that apply. Application Fees are paid at preliminary submission only.

$\mathbf{A}_{\mathbf{j}}$	pplication	Base Fee	Escrow	
1.	Lot Line Adjustment	\$550.00	\$2,500.00	
2.	Residential 3 lots / dwelling units	\$550.00	\$2,500.00	
3.	Residential 4 or more lots / dwelling units	\$1,100.00	\$7,500.00	
4.	Non-Residential < 10,000 GSF	\$1,100.00	\$5,500.00	
5.	Non-Residential 10,000 GSF or greater	\$2,200.00	\$10,000.00	
6.	Mixed Use Projects	Use the greater of any	applicable Base Fee/Escrov	V

Plus Per Unit Fee (Use all that apply) PLUS Fee

1.	Resider	ntial PLUS Fee	\$55.00	per lot or dwelling unit
2.	Non-Re	esidential Plus Fee choose one of the following	ing	
	a.	<u>Up to 25,000 GSF</u>	\$28.00	per nearest 1,000 GSF, rounded up
	b.	25,001 to 50,000 GSF	\$27.00	per nearest 1,000 GSF, rounded up
	c.	50,001 to 100,000 GSF	\$25.00	per nearest 1,000 GSF, rounded up
	d.	Over 100,000 GSF	\$23.00	per nearest 1,000 GSF, rounded up

The submission will generally be scheduled for Planning Commission review after comprehensive engineering, legal, county and other administrative agency reviews are complete. If plans change due to consultant feedback; submit the following for further review:

- Six (6) sets of revised plans
- A CD of the plans, containing all sheets

The Township will closely monitor the 90-day review period and contact the applicant or the applicant's representative for an extension of time when necessary.



MERICATOWNSHIP

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Director of Community Planning

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The Applicant is required to post the property at least 48 hours prior to formal review by the Planning Commission; proof of posting is to be provided to the Township at least 24-hours prior to such review. The notice shall be printed on a **36**" x **24**" sign.

THIS PROPERTY IS THE SUBJECT OF

A SUBDIVISION AND/OR

LAND DEVELOPMENT APPLICATION

IERICK TOWNSHIP NO.	1ERICK
---------------------	--------

The notice must be posted by the Applicant on the property in such location(s) to be clearly visible from each adjacent roadway(s) (if your property fronts two roads, you need two signs to be posted) and must remain on the property throughout the duration of the land development and/or subdivision process.

II. RECORDING REVIEW PHASE

Upon receipt of resolution by the Board of Supervisors for the final plan, the Township will ask the Applicant to submit the following documents:

- Three (3) sets of revised plans which satisfy all conditions of approval as stipulated in the resolution.
- Improvements escrow estimate
- Legal descriptions
- The Operation and Maintenance (O&M) Agreement (see Appendix B)

The Township Solicitor will prepare a Land Development Agreement to be executed by the Applicant and the Township.

III. RECORDING PHASE

Upon authorization from Township Engineer that the plans satisfy all of the conditions set forth in the Final Resolution adopted by the Board of Supervisors, the Township will ask the Applicant to submit the following:

a. One (1) paper set of **rolled** Record Plans (signature pages) for recording. Montgomery County Recorder of Deeds keeps this copy.

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b. Four (4) paper sets of **rolled** Plans (full set) for distribution as follows:

1 copy: Montgomery County Planning Commission

1 copy: Limerick Township

2 copies: Applicant

Please note: applicant may produce more than four (4) full sets of the plan should the applicant need more than two (2) copies

- c. A CD containing the following: Full set of the Plans, CAD file of the full plans, final version of all reports and outside agency permits (including, but not limited: Stormwater Management Report, Traffic Impact Study, Planning Module, DEP Stream crossing permits, PennDOT HOP, etc.)
- d. Approved executed Home Owners Association/Condo Documents and/or recorded agreement to be provided after approval, if applicable

All Plans are returned to the Applicant for recording after all signatures have been obtained, all other required documents have been submitted and executed, all fees have been paid and escrow to secure public improvements have been posted. The Applicant records the approved Land Development Plan, the Land Development Agreement, and all required operation & maintenance and other agreements and returns the stamped Plans to the Township for distribution.

IV. PRE-CONSTRUCTION PHASE

Prior to the start of construction activities, a pre-construction meeting for site work shall be requested by the Applicant and held at the Township Building. The following items are typically completed prior to scheduling a pre-construction meeting:

- NPDES permit is issued
- Final plan is approved for recording by the Township Engineer
- A Drainage Permit from Limerick Township has been approved
- A construction schedule for site work has been approved to the Township Engineer



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To schedule a pre-construction meeting, please contact the Christopher Volpe at 610-495-6432 x 175 at least one week in advance of desired meeting date. Please be prepared to remit at least three (3) possible dates to coordinate with the appropriate individuals to ensure all may attend. The Township will coordinate with the following professionals as needed:

- All Township Department Heads
- Township Engineer
- Township Traffic Engineer
- Montgomery County Conservation District
- PA American Water Company
- Montgomery County Department of Health, as applicable

After the preconstruction meeting and to the satisfaction of the Township Engineer, the Township Engineer issues notice to proceed for Applicant to begin construction.

V. CONSTRUCTION PHASE

During construction, inspections of public improvements are performed by the Township Engineer's office. Periodic reimbursement requests shall be submitted to the Township Treasurer and will be processed in accordance with the Land Development Agreement and the MPC. At end of construction, the Applicant requests final draw of escrow funds. Township Engineer will conduct final inspection and upon resolution of all outstanding items, Township Engineer recommends the balance of all funds be released. If the Applicant is offering improvements for dedication, a maintenance bond is calculated by Township Engineer, posted by the Applicant and held by the Township for a minimum of 18 months. At a public meeting of the Board of Supervisors, the maintenance bond is accepted, the improvements are accepted for dedication, the final release of financial security is authorized.

VI. MAINTENANCE PHASE

Township will notify the Applicant prior to expiration of the maintenance bond of any construction deficiencies or deterioration of public improvements. Applicant remedies the deficiencies to the satisfaction of the Township Engineer.

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APPENDIX A

PROJECT REVIEW SUBMISSION FORMS

- 1. Application Submission Checklist
- 2. Application for Subdivision and/or Land Development Review
- 3. Cash Escrow Agreement
- 4. Permission to Access Property
- 5. Montgomery County Planning Commission Municipal Request for Review

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646 W. RIDGE PIKE, LIMERICK, PA 19468

APPLICATION SUBMISSION CHECKLIST

Updated February 2022

Prelim	Final	Item	Submitted
\boxtimes	\boxtimes	Application: Signed and dated Limerick Township Application for Subdivision and/or Land Development Review (1 copy)	
\boxtimes	\boxtimes	CD: Adobe PDF version of the plan containing all sheets and reports	
\boxtimes	\boxtimes	Plans: Six (6) <u>individually folded</u> sets of engineering plans	
\boxtimes	\boxtimes	Permission to Access Property Subject to Subdivision and Land Development	
\boxtimes	\boxtimes	Waiver Letter: letter listing all waivers applicant is requesting (1 copy)	
\boxtimes		Cash Escrow Agreement	
\boxtimes		Application Fee (Payable to Limerick Township): \$	
\boxtimes		Escrow (Payable to Limerick Township): \$	
		Montgomery County Planning Commission - Applicant Request for County Review. County will contact applicant regarding review fee.	
		*** DO NOT SEND PAYMENT TO THE TOWNSHIP ***	
		Emergency Services Coordination Plan: Provide a comprehensive emergency services coordination plan with the following details; how fire apparatus will fully circulate the building when possible, utilizing all ingress and egress points; all building ingress and egress points, fire lane designations/striping when applicable, fire hydrant locations, all building utility locations i.e. electric rooms, mechanical rooms, sprinkler control rooms, and fire alarm control panel rooms; proposed Knox Box locations, exterior site utilities like power and water lines, as well as roof access if applicable. Plan Sheet # of (total)	
\boxtimes	\boxtimes	Stormwater Management Reports (2 copies + electronic PDF))	
\boxtimes		Copy of the deed (1 copy)	
		2 discs containing colored site photos (in PDF or JPG) from each face of the parcel looking into the site and all buildings and structures on the parcel prior to development must also be included.	
\boxtimes		Traffic Study (as required) (2 copies + electronic PDF)	
\boxtimes		Will Serve Letter from the Water Company (1 copy)	
×		Will Serve Letter from the Sewer Company (1 copy)	
\boxtimes		If required, DEP Planning Module Application Mailer	



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APPLICATION FOR S	SUBDIVI	SION AN	D/OF	R LAND DEVELOPMI	ENT REVIEW
TYPE OF SUBMISSION: PHASE OF SUBMISSION:		BDIVISION ELIMINARY		LAND DEVELOPMENT \Box FINAL	LOT LINE ADJ
1. Applicant(s):					
a. Business Entity/Corporation	on:				
				E-Mail:	
				□ Equitable Owner	
2. Record Owner(s):	_ :	Same As App	licant		
a. Business Entity/Corporation	on				
b. Individual Name(s) or Aut	thorized Ag	ent:			· · · · · · · · · · · · · · · · · · ·
				E-Mail:	
3. Property Information:					
a. Address:					
b. Parcel #: 37	Ar	ea (Acreage/S	F):	Zoning District:	
Parcel #: 37		Area (Acreage	/SF): _	Zoning Distric	t:
Parcel #: 37		Area (Acreage	/SF): _	Zoning Distric	t:
				Zoning Distric	t:
Total Parcels:	To	tal Area (Acr	eage/S	(F)·	



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4. Project Inf	ormation:					
Project Nan	ne:					
Proposed U	se:		□ Resid	ential □ Comn	nercial Industrial	
Project Des	cription:					
Conditional	Use Received	1:	ZHB	Decision Recei	ved:	
□ SD	No. of Exist	. Lots	_ No. of New L	ots Tot	al No. of Dwelling Units	
□ LD	Exist. Bldg.	GSF	Prop. Bldg. G	SF	No. of Stories	
Utilities:	Water	□ Public	□ Well	□ Other		
early in the pro Deeds & ea □ New Res □ Ultimate □ Emergen □ Sanitary	sements proposidential Roads Right-of-way cy Access Eas Sewer ter BMPs	osed to be dedicated as of existing roads sements	ted:		ination with AQUA Pennsylvania	<u>a</u>
5. Financial S Lender: _	·	•	□ Cash		□ Tri-Party Agreement	
6. Engineer(s) or Surveyor	(s) of Record:				
a. Name(s)	:					
b. Address	(s):					



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7. Attorney:			
a. Name(s):			
8. Authorized Represo	entative:		
upon and receive any		ommunications from Tow	horized representative to make request vnship relative to the Plans: designee.)
□ Engineer	□ Attorney	□ Applicant	☐ Other, please specify below:
a. Name(s):			
b. Address(s):			
9. Billing Informatio	n:		
a. Name(s):			
c Phone:	Fav	F-Mail:	



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VERIFICATION

The person(s) whose name appears below does hereby certify that they are authorized to execute the Application, that they have reviewed the responses to the Application and the attachments to it, and that all the facts set forth therein are true and correct to the best of their knowledge, information and belief. This Verification is made subject to the penalties of 18 Pa. C.S.A. Section 4904 relating to unsworn falsifications to authorities.

OWNER(S)	APPLICANT(S)
Signature of Individual or Authorized Agent /Date	Signature of Individual or Authorized Agent /Date
Printed Name of Individual or Authorized /Agent	Printed Name of Individual or Authorized Agent
Title of Authorized Agent	Title of Authorized Agent
Business Entity/Corporation	Business Entity/Corporation
Signature of Individual or Authorized Agent /Date	Signature of Individual or Authorized Agent /Date
Printed Name of Individual or Authorized Agent	Printed Name of Individual or Authorized Agent
Title of Authorized Agent	Title of Authorized Agent
Business Entity/Corporation	Business Entity/Corporation
FOR COMPL	ETION BY TOWNSHIP
Received By:	Date Received:
Township Fee:	Township Escrow:
	90-day review expires:



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CASH ESCROW AGREEMENT

DEVELOPER NAME: DEVELOPER ADDRESS:	
NAME OF PROJECT:	
REVIEW ESCROW AMOUNT:	DATE:
relating to the above Project. Pursuant to the provisions of the Township has established by Resolution schedule of fees for rethis Agreement as Exhibit "A". These fees are designed to Township for processing the plans and for review and report limited to the Township Engineer, Township Traffic Engineer,	tion for subdivision and land development ("Application") to Pennsylvania Municipalities Planning Code (MPC), Limerick eview of an Application submitted. The schedule is attached to offset the reasonable and necessary expenses incurred by the by the township's professional consultants, including but not Township Planner, Township GIS consultant and the Township sultant fees are reasonable and in accordance with the ordinary service in the community.
expenses Developer shall deposit with Township the Review E	hip, including engineering, legal and administrative costs and scrow amount stated above. Township shall hold such amount, to hold the funds in a separate account but may commingle the ses.
paragraphs above. Developer shall pay the full amount of any the event the invoice is not paid within this time, a ten percentage of the paragraphs above.	rment of all costs and expenses, charges and fees set forth in the invoice within fifteen (15) days from the date of such notice. In ent (10%) late charge on the deficiency shall be imposed and account is made current. Developer shall remain responsible for view Escrow account.
	s remaining therein shall be returned to Developer within sixty corder of Deeds, within sixty (60) days following denial of the lays following withdrawal of the Application by Developer.
	w account established pursuant to its terms may be assigned or anship. No transfer shall relieve Developer of the duties and Developer, its successors and assigns.
ANY VIOLATION OR BREACH OF THE TERMS OF THIS GROUNDS FOR THE DENIAL OF ANY APPLICATION SU	S AGREEMENT BY DEVELOPER SHALL BE SUFFICIENT IBMITTED IN CONNECTION HEREWITH.
Developer:	Limerick Township:
By:	By:
Title:	Title:



ADMINISTRATION OFFICES (610) 495-6432

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Greta Martin Washington Director of Community Planning

PERMISSION TO ACCESS PROPERTY SUBJECT TO SUBDIVISION AND LAND DEVELOPMENT

DATE:	-		
TO:	Limerick Township		
FROM:	O. () C.A. 1' ())		
	(Name(s) of Applicant(s))		
	(Address)		
PROJECT	NAME:		
PROPERT	TY ADDRESS:		
representati	ives, permission to enter the above	hereby grants Limerick Township ve referenced property for the purpo g or sampling the property for the pur	ses of inspecting and
_	required in order to review the p		
(Record Ov	vner)	(Record Owner)	
Name (Prin	ted)	Name (Printed)	

Applicant Request for County Review

This request should be filled out by the applicant and submitted to the municipality where the application is being filed along with digital copies of all plan sets/information. Municipal staff will electronically file the application with the county, and a notice for the prompt payment of any fees will be emailed to the Applicant's Representative.



		Amuliaant'a Dam						
	_	Applicant's Repr						
Municipality:		Address.						
Proposal Name:		City/State/Zip:						
· · · · · · · · · · · · · · · · · · ·		Business Phon						
Applicant Name:		Business Emai	l (requ	iired):				
Address:								
City/State/Zip:								
Email:								
Type of Review Re	equested:	Plan Inform	mati	on:				
(Check All Appropriate Boxes)		Tax Parcel Numb	er(s)					
$\hfill \square$ Land Development Plan								
☐ Subdivision Plan								
☐ Residential Lot Line Cha	nge							
☐ Nonresidential Lot Line	Change	Location (address of	_					
☐ Zoning Ordinance Amen	dment	Nearest Cross Str Total Tract Area						
☐ Zoning Map Amendment		Total Tract Area						
<i>U</i> 1								
☐ Subdivision Ordinance A	mendment	(If the development is a	_	-			building on	existing
☐ Subdivision Ordinance A☐ Curative Amendment	mendment	(If the development is a development, or only impose the land impacted, inc	pacts a pe	ortion of t	he traci	, please	building on e	existing ough estimate
_		development, or only imp	pacts a po	ortion of t	he traci yards, a	, please rives, a	building on a provide a result facilities.	existing ough estimate)
☐ Curative Amendment ☐ Comprehensive / Other F		development, or only imp	pacts a po cluding as	ortion of t	he traci yards, a	, please	building on a provide a rend facilities. Open Space	existing ough estimate) Nonresidential New
☐ Curative Amendment☐ Comprehensive / Other F☐ Special Review*		development, or only imp	pacts a po cluding as	ortion of t	he traci yards, a	, please rives, a	building on a provide a rend facilities. Open	existing ough estimate) Nonresidential
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Greta Martin Washington
Director of Community Planning

APPENDIX B

RECORDING REVIEW SUBMISSION FORMS

1. Operation and Maintenance (O&M) Agreement Stormwater Management Best Management Practices (SWM BMPS)

Prepared by: John J. Iannozzi, Esquire Return to: John J. Iannozzi, Esquire Hamburg, Rubin, Mullin, Maxwell & Lupin 375 Morris Road, P.O. Box 1479 Lansdale, PA 19446-0773 215-661-0400 jiannozzi@hrmml.com Parcel Nos.: **OPERATION AND MAINTENANCE (O&M) AGREEMENT** STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES (SWM BMPS) THIS AGREEMENT, made and entered into this ____ day of _____, 20__, "Municipality"); WHEREAS, the Landowner is the owner of certain real property as recorded by deed in the land records of Montgomery County, Pennsylvania, Deed Book at Page

WHEREAS, the Landowner is proceeding to build and develop the Property; and

WHEREAS, the SWM BMP Operation and Maintenance (O&M) Plan approved by the Municipality (hereinafter referred to as the "O&M Plan") for the Property identified herein, which is attached hereto as Appendix A and made part hereof, as approved by the Municipality, provides for management of stormwater within the confines of the Property through the use of BMPs; and

WHEREAS, the Municipality and the Landowner, their successors and assigns, agree that the health, safety, and welfare of the residents of the Municipality and the protection and maintenance of water quality require that onsite SWM BMPs be constructed and maintained on the Property; and

WHEREAS, the Municipality requires, through the implementation of the SWM Site Plan, that SWM BMPs as required by said SWM Site Plan and the Municipal Stormwater Management Ordinance be constructed and adequately operated and maintained by the Landowner, their successors and assigns.

(hereinafter "Property");

NOW, THEREFORE, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

- 1. The Landowner shall construct the BMPs in accordance with the plans and specifications identified in the SWM Site Plan.
- 2. The Landowner shall operate and maintain the BMPs as shown on the SWM Plan in good working order in accordance with the specific operation and maintenance requirements noted on the approved O&M Plan.
- 3. The Landowner hereby grants permission to the Municipality, its authorized agents and employees, to enter upon the Property at reasonable times and upon presentation of proper credentials, to inspect the BMPs whenever necessary. Whenever possible, the Municipality shall notify the Landowner prior to entering the Property.
- 4. In the event the Landowner fails to operate and maintain the BMPs per paragraph 2, the Municipality or its representatives may enter upon the Property and take whatever action is deemed necessary to maintain said BMPs. It is expressly understood and agreed that the Municipality is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Municipality.
- 5. In the event the Municipality, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Municipality for all expenses (direct and indirect) incurred within 10 days of receipt of invoice from the Municipality.
- 6. The intent and purpose of this Agreement is to ensure the proper maintenance of the onsite BMPs by the Landowner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or be caused by stormwater runoff.
- 7. The Landowner, its executors, administrators, assigns, and other successors in interests, shall release the Municipality from all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against said employees and representatives from the construction, presence, existence, or maintenance of the BMPs by the Landowner or Municipality.
- 8. The Municipality intends to inspect the BMPs at a minimum of once every three years to ensure their continued functioning

This Agreement shall be recorded at the Office of the Recorder of Deeds of Montgomery County, Pennsylvania, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Landowner, his administrators, executors, assigns, heirs, and any other successors in interests, in perpetuity.

	LIMERICK TOWNSHIP:
Ву:	Daniel K. Kerr, Township Manager
By:	LANDOWNER 1:
Corporate Title:	Print Name
	(If Landowner is a Corporation)
By:	LANDOWNER 2:
	Print Name

ACKNOWLEDGMENT (For Township)

COMMONWEALTH OF PENNSYLVANIA	:
COUNTY OF MONTGOMERY	: ss. :
On this, 20_	_, before me, the undersigned officer, personally
appeared Daniel K. Kerr, who acknowledged him	mself to be the Township Manager of Limerick
Township, and acknowledged that he was author	rized to execute this document on behalf of the
Township and that he executed the same for the p	ourposes therein contained.
IN WITNESS WHEREOF, I hereunto set	my hand and official seal.
	Notary Public

$\frac{\textbf{ACKNOWLEDGMENT}}{(\textit{use for corporation})}$

COMMONWEALTH OF PENNSYLVANI	
COUNTY OF	: SS. :
On this day of	_, 20, before me, the undersigned officer, personally
appeared	, who acknowledged himself/herself to be the
of	, and that he/she being
authorized to do so, executed this document	for the purposes therein contained.
IN WITNESS WHEREOF, I hereun	to set my hand and official seal.
	Notary Public
	NOTATY PUBLIC

$\frac{\textbf{ACKNOWLEDGMENT}}{(\textit{use for individual})}$

COMMONWEALTH OF PENNSYLVANIA	A :
COUNTY OF	: SS. :
On this day of	, 20, before me, the undersigned officer, personally
appeared	, known to me to be (or satisfactorily proven to be)
the person whose name is subscribed to the	e within instrument, and acknowledged that he/she
executed this document for the purposes ther	ein contained.
IN WITNESS WHEREOF, I hereunto	o set my hand and official seal.
	Notary Public
(use fo	WLEDGMENT for individual)
COMMONWEALTH OF PENNSYLVANIA	A : : ss.
COUNTY OF	
On this day of	, 20, before me, the undersigned officer, personally
appeared	, known to me to be (or satisfactorily proven to be)
	e within instrument, and acknowledged that he/she
executed this document for the purposes ther	ein contained.
IN WITNESS WHEREOF, I hereunto	o set my hand and official seal.
	Notary Public