

## **BCPC Municipal and Act 247 Subdivision and Land Development Application Instructions Issued January 1, 2021**

As a result of the COVID-19 Pandemic and to ensure the timely review of subdivision and land development applications, the BCPC has adopted the following **new electronic submission procedures effective immediately, until further notice.**

### **Procedures for Reviews of Subdivisions and Land Developments (Act 247)**

As a result of the COVID pandemic, all proposed plans and supplemental reports, such as traffic impact studies and planning modules are to be submitted electronically. The newly updated 2021 Subdivision and Land Development Review Application can be found at:

<http://www.buckscounty.org/government/PlanningCommission>

**The new procedures for electronically submitting an application are as follows:**

1. A completed BCPC application form is to be emailed to: [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org) and copied to Evan Stone, BCPC Executive Director, at [estone@buckscounty.org](mailto:estone@buckscounty.org), and Michael Roedig, BCPC Director of Planning Services, at [maroedig@buckscounty.org](mailto:maroedig@buckscounty.org). Please do not email applications to individual staff planners. **Do not mail/submit the fee check or plans until Steps 2 and 3 below are completed.**
2. The application form will be reviewed for completeness then an acknowledgment email will be sent back from [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org), including the assigned BCPC number and a link to a ShareBase folder to upload the plans and supplemental documents. **Once the documents have been uploaded to the folder, please reply to the [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org) email with the ShareBase link confirming the upload of the submission documents.**
3. An email will be sent back from [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org) confirming the review fee and BCPC number. **Please indicate the BCPC number on the fee check along with the tax parcel number(s) of the subject parcel(s) in the submitted application. Once this payment is received by the BCPC, the plan will be officially logged in, and the required PaMPC 30-day review clock will start.**
4. Please mail the confirmed fee check noting the assigned BCPC number, plan name, and TMP number(s), via the USPS to the BCPC at 1260 Almshouse Road, Doylestown, PA 18901. This will ensure proper crediting of the fee with the application.
5. If an application is deemed incomplete or the fee is calculated incorrectly, this will be communicated back to the submitting party in an email from: [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org).

Act 247 reviews are distributed as soon as they have been completed by staff. Reviews will be emailed to municipal officials with copies to the applicant and the applicant's consultants, if requested. **Either on the application or in the submitting email, please provide the email addresses of all parties to receive a copy of the review.**

**BCPC Municipal and Act 247 Subdivision and Land Development Application Instructions****Planning Module Reviews (Act 537)**

---

***Planning Modules are to be submitted electronically.*** All planning modules and official correspondence should be submitted to: [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org) and copied to Evan Stone, BCPC Executive Director, at [estone@buckscounty.org](mailto:estone@buckscounty.org), and Michael Roedig, BCPC Director of Planning Services, at [maroedig@buckscounty.org](mailto:maroedig@buckscounty.org). Please do not send proposals to individual staff planners. **Submissions must include a DEP code.**

The application will be reviewed for completeness then an acknowledgment email will be sent back from [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org), including the assigned BCPC number and a link to a ShareBase folder to upload the planning module and supplemental documents. Once the documents have been uploaded to the folder, please reply to the [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org) email with the ShareBase link confirming the upload of the submission documents. An email will be sent back from [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org) confirming the receipt of the planning module.

**Municipal Reviews**

---

**Reviews of Ordinances, Comprehensive Plans, Ordinance Amendments, School District Actions, and Municipal Land Acquisitions**

***Municipal applications are to be submitted electronically.*** All municipal proposals and official correspondence should be submitted to: [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org) and copied to Evan Stone, BCPC Executive Director, at [estone@buckscounty.org](mailto:estone@buckscounty.org), and Michael Roedig, BCPC Director of Planning Services, at [maroedig@buckscounty.org](mailto:maroedig@buckscounty.org). Please do not send applications to individual staff planners. A municipal proposal is not considered “received” until an acknowledgment email is received back from [planningcommission@buckscounty.org](mailto:planningcommission@buckscounty.org).

Municipal reviews are distributed after they are approved by the BCPC Board at their monthly meeting. Reviews are emailed to municipal officials with copies to the municipal solicitor. If additional parties require a copy, please indicate on the submitting email and please provide their email addresses.

**Recording of Subdivisions and Land Developments**

---

**The BCPC no longer physically signs record plans.** Requirements for the recording of approved subdivision and land development plans can be found at:

<http://www.buckscounty.org/government/RowOfficers/RecorderofDeeds>. A BCPC number is required to be placed on all approved subdivisions and land developments, indicating that the BCPC has reviewed the plan in accordance with PaMPC requirements. However, we understand that there are circumstances where the subdivision and land development process has been waived and therefore *no BCPC review is required. In these cases, “N/A” may be placed on the BCPC signature line, but the applicant must provide a letter to the Recorder of Deeds from the municipality stating that the process has been waived. The letter will be scanned at the Recorder’s office and provided to us electronically so that we may officially sign off on the plan.*

**BCPC Municipal and Act 247 Subdivision and Land Development Application Instructions**

**BCPC Board Meeting Schedule**

---

Until further notice, the BCPC Board will meet virtually on the first Wednesday of each month at 2 PM. Meetings are open to applicants and the public. A public telephone call in number will be posted to the BCPC website no less than 24 hours prior to the meeting. All meeting information can be found here: <http://aboutus-bucksgis.opendata.arcgis.com/>

**For updated information from the County, and our COVID-19 response please visit:**

<https://covid19-bucksgis.hub.arcgis.com/>