



Doylestown Township

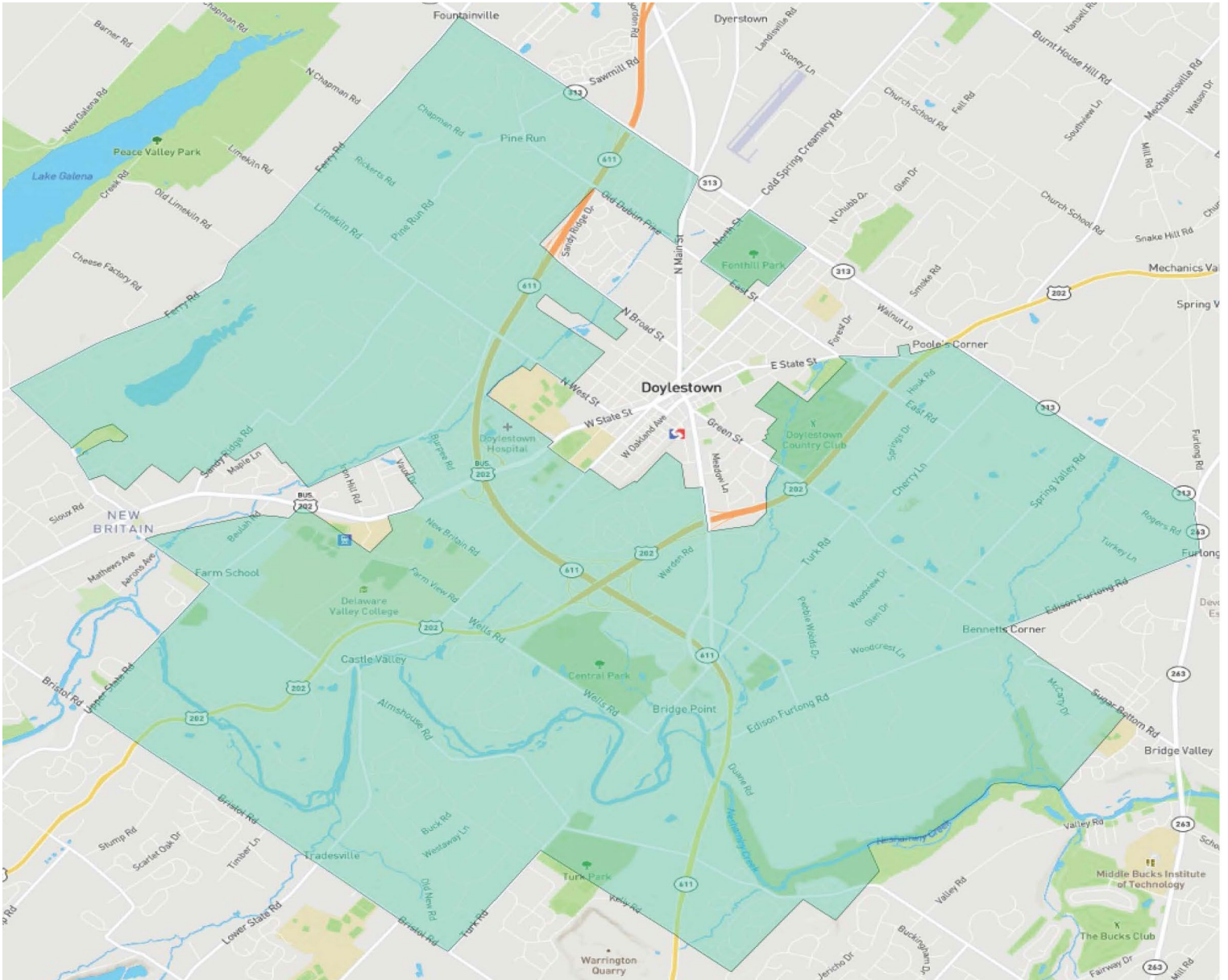
PRESERVING THE PAST. EMBRACING THE FUTURE.

WELCOME TO DOYLESTOWN TOWNSHIP



New Resident Information Packet

Doylestown Township Map



Welcome! You are now a resident of Doylestown Township!

Within the Doylestown community, is both Doylestown Borough and Doylestown Township. Residency is determined by your tax parcel. Doylestown Township surrounds Doylestown Borough and borders Chalfont Borough, New Britain Borough, Buckingham, Plumstead, Warrington and Warwick Townships.

Table of Contents

Welcome letter from Jennifer Herring, Chairman of the Board	4
Important Contact Information	5
Your Elected Officials	6
Your Elected Officials Cont.	7
Boards and Commissions	8
Trash Collection & Recycling	9
What is required of all new residents	10
Deed Registration Form	11
Move-In Registration Form	12
Taxes	13
Doylestown Township Municipal Authority	14
Public Water Information	15
DTMA Direct Payment Application	16
DTMA Customer Contact Forms	17
BCWSA Information	18
BCWSA Direct Debit Form	19
Septage Management Plan	20
Approved Pumper/Haulers	21
Approved Pumper/Haulers & Certified Drinking Water Laboratories	22
Voter Information	23
Election Districts Map	24
Voter Registration	25
Parks and Recreation	26
Other Important Information	27

township of



doylestown

Board of Supervisors

Jennifer V. Herring	<i>Chairman</i>
Barbara N. Lyons, Esq.	<i>Vice Chairman</i>
Nancy Santacecilia	<i>Member</i>
Dan Wood	<i>Member</i>
Judy Dixon	<i>Member</i>

425 Wells Road
Doylestown, Pennsylvania 18901-2717
(215) 348-9915 · FAX (215) 348-8729

www.doylestownpa.org

Follow us on social media!

Dear Resident:

On behalf of the Doylestown Township Board of Supervisors, allow me to welcome you as a new resident to Doylestown Township.

Being new to an area can be difficult. Just finding where places are located and what services are provided can be challenging. Because of this, we have put together this New Resident Packet in hopes of making your transition to our community a smooth one.

Enclosed please find information on our Township Boards and Commissions, voter registration, recycling, water, taxes, and parks and recreation. If you have any questions concerning any of the information provided, please feel free to contact the Township Administration offices, between the hours of 8:30 AM to 4:30 PM Monday through Friday. For information on township events, check out our website at www.doylestownpa.org.

Again, welcome to Doylestown Township. We hope you enjoy living here as much as we do!

Sincerely,

Jennifer Herring
Chairman

Contact Information

Township Phone: 215-348-9915
Website: www.doylestownpa.org
P&R Website: www.doylestownrec.com

Township Fax: 215-348-8729
Email: info@doylestownpa.org

Police (non-emergency): 215-348-4201
Police Website: www.doylestownpa.org/police

Police Fax: 215-230-0104
Police (Emergency): 911

Sarah J. Tomlinson (Tax Collector):	215-740-6380
<i>Hours:</i> Tuesday and Thursday 8 am - 12 pm, or by appointment	
<i>Office Address:</i> 138 East Road, Doylestown PA 18901	
<i>Mailing Address:</i> PO Box 704, Doylestown PA 18901	
Doylestown Fire Company #1 (Non-Emergency):	215-348-2656
Doylestown Borough:	215-345-4140
Doylestown Hospital:	215-345-2200
Doylestown Post Office:	267-880-3918
Bucks County Board of Elections:	215-348-6154
Bucks County Courthouse:	215-348-6000
Bucks County Free Library:	215-348-9081
Bucks County Health Dept.:	215-345-3318
<i>Office Address:</i> 1282 Almshouse Rd.	
<i>Bucks County Tourist & Visitors Bureau</i>	215-639-0300
<i>Bucks County Water & Sewer Authority</i>	215-343-2538
<i>Office Address:</i> 1275 Almshouse Rd.	
Central Bucks Chamber of Commerce:	215-348-3913
Central Bucks School District:	267-893-2000
Central Bucks Senior Center:	215-348-0565
FEMA (www.disasterassistance.gov):	1-800-621-3362
Keystone Collection (earned income tax):	724-978-0300
PA Recycling Hotline:	1-800-346-4242
PA Game Commission:	610-926-3136
PECO (Customer Service):	1-800-494-4000
PennDOT - PA Dept. of Transportation (Doylestown Office):	215-345-6060
PennDOT- Customer Complaint Center:	1-800-FixRoad
Septa - Southeastern PA Transit Auth.:	215-348-4234
Bucks County Sheriff:	215-348-6124

Your Elected Officials

The Board of Supervisors consists of elected officials serving six-year terms. The Board performs primarily legislative functions. These include setting policy, enacting ordinances, and resolutions, adopting budgets and levying taxes. The Board also appoints and supervises the Township Manager, who oversees the day-to-day administration of Doylestown.

The Board of Supervisors meets every third Tuesday of every month at 7 PM. All meetings are conducted in the Community Meeting Room in the Township Building located at 425 Wells Road, Doylestown, PA.



Chairman

Jennifer Herring

Email: jherring@doylestownpa.org



Vice-Chairman

Barbara N. Lyons, Esq.

Email: blyons@doylestownpa.org



Member

Dan Wood

Email: dwood@doylestownpa.org



Member

Nancy Santacecilia

Email: nsantacecilia@doylestownpa.org



Member

Judy Dixon

Email: jdixon@doylestownpa.org

Your Elected Officials

Governor

Governor Tom Wolf

Governor's Southeast Office
200 S. Broad Street
11th Floor
Philadelphia, PA 19102

State Senator

Steven Santarsiero

Senate Box 203010
Harrisburg, PA 17120-3010
Room 184 Main Capitol
717-787-7305
717-783-5962

Building 100, Suite 121
2003 Lower State Road
Doylestown, PA 18901

State Representatives

Hon. Shelby Labs

143rd District

1032 North Easton Road
Suite C
Doylestown, PA 18901-1055
215-489-2126
Fax: 215-345-1361

153B East Wing
PO Box 202143
Harrisburg, PA 17120-2143
717-787-8556
Fax: 717-782-2969

U.S. Senators

Robert P. Casey, Jr.

2000 Market Street, Suite
1870
Philadelphia, PA 19103
215-405-9660

Pat Toomey

US Senator Pat Toomey
8 Penn Center, Suite 1702
1628 John F. Kennedy
Boulevard
Philadelphia, PA 19103
215-241-1090

Congressman

Hon. Brian Fitzpatrick

District Office
1717 Langhorne Newtown
Road Suite 400
Langhorne, PA 19047
215-579-8102
Fax: 215-579-8109

Washington Office
514 Cannon House Office
Building
Washington, DC 20515
202-225-4276

County Commissioners

Diane M. Ellis-Marseglia, LCSW, Chairman
Robert J. Harvie, Jr., Vice Chairman
Gene DiGirolamo

Bucks County Administration Building
55 E. Court Street
Doylestown, PA 18901
215-348-6000
Toll Free: 1-888-942-8257



Boards and Commissions

Elected Boards

- ◆ Township Board of Supervisors
- ◆ Tax Collector
- ◆ Board of Auditors

Volunteer Boards and Committees

- ◆ Agricultural Security Area Advisory Council
- ◆ Bike and Hike Committee
- ◆ Environmental Advisory Council/Shade Tree Commission
- ◆ Finance Committee
- ◆ Friends of Kids' Castle Committee
- ◆ Historical Architectural Review Board (HARB)
- ◆ Local Traffic Advisory Committee (LTAC)
- ◆ Municipal Authority (DTMA)
- ◆ Park and Recreation Board
- ◆ Pension Advisory Board
- ◆ Planning Commission
- ◆ Public Water & Sewer Advisory Board
- ◆ Telecommunications Advisory Board (TAB)
- ◆ UCC Board of Appeals
- ◆ Vacancy Board
- ◆ Veterans Advisory Committee
- ◆ Ways & Means Committee
- ◆ Zoning Hearing Board

TRASH COLLECTION & RECYCLING

Doylestown Township residents must contract directly with licensed haulers in Doylestown Township for trash removal.

The following is a list of residential trash haulers licensed with the Township. Their service also includes the collection of recyclables. Please ask if recycling containers are provided, and if not, what types are acceptable.

(Doylestown Township does not provide recycling bins.)

Residential and Commercial

Republic Services
731 E. Reliance Rd.
Telford, PA 18969
(215) 723-0400

Waste Management of Indian Valley
300 Progress Drive
Telford, PA 18969
(800) 869-5566

Whitetail Disposal Inc.
334 Layfield Road
Perkiomenville, PA 18907
(610) 754-0103

EnviroGreen, LLC
151 Keith Valley Road
Horsham, PA 19044
(215) 343-1662

Commercial Only

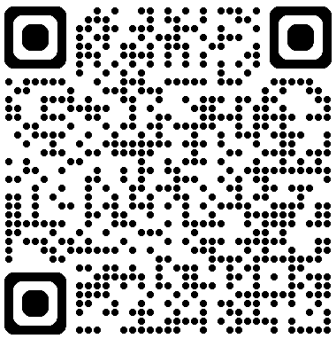
George Leck & Sons
237 Jacksonville Rd
Warminster, PA 18974
(215) 375-8000

J.P. Mascaro & Sons
109 Wile Road
Souderton, PA 18964
(215) 721-1600

NEW RESIDENT REQUIREMENTS

Doylestown Township does NOT currently require a Use & Occupancy permit/inspection for residential resales. This means that our Code Enforcement Department will not inspect your property or charge permit fees if you purchase a new home in Doylestown Township. However, since we do not require these types of inspections, it can become difficult for us to know when ownership changes. This is why it is important that our new residents file a **Deed Registration** and **Move-In Registration** with the Township's Code Enforcement Office.

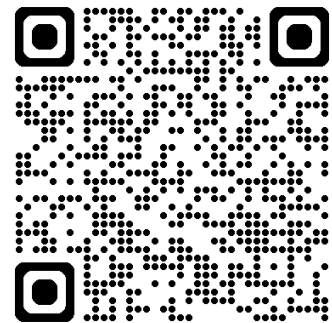
DEED REGISTRATION



Ordinance 218 requires that a copy of the deed registration be supplied to the Township when a residential or commercial property is sold. A completed **Deed Registration Form** can be returned to the Township along with the **\$10 fee**. If you submit the Deed and Registration Form with the \$10 fee by mail, enclose a self-addressed envelope if you wish a receipt. Your title company may do this for you at closing, but please feel free to contact the Township Administration Offices to confirm.

MOVE-IN-REGISTRATION

Ordinance Number 258 requires that all those moving into the Township register using the **Move-in Registration Form**. Landlords are required to register the names and ages of their tenants and provide updates when tenants change. There is no charge to file the Move-in-Permit.



Scan the QR codes with your device and access the forms on our Township website.



DEED REGISTRATION - Township Ordinance# 218
Township Code Chapter 131

Office Hours: Monday through Friday - 8:30 a.m. to 4:30 p.m.

All real estate transfers within Doylestown Township require this form, a copy of the deed & Move-In Permit be filed at the Township Building.

Please complete this form and include a copy of the deed along with a payment for \$10.00 made out to Doylestown Township.

Title Company Agent Name _____ Check # _____

Please PRINT the following information:

Address _____ Tax Parcel # 09- _____

If residential rental property - number of dwelling units _____

Former Owner _____

Present Owner _____

Date of Acquiring Title _____

Mailing Address of Present Owner: _____

Email Address of Present Owner: _____

Phone Number of Present Owner: _____

Print Name: _____

Signature of Owner: _____ Date: _____

Copy of Deed Attached: Copy of Move-In Permit Attached:

*****Remember -All new residents of the Township are required to file a Deed Registration and Move-In Permit. Forms available at www.doylestownpa.org Forms for Download under Code Enforcement Applications. Please make sure you are using the current form.**

Revised 3/23/2023



MOVE-IN REGISTRATION – Township Ordinance 417, Township Code Chapter 110
New Residents-Please see the NEW RESIDENT PACKET of information on the Township website

Check which applies: Owner Tenant

Home Owner's Name

Print Name: _____ Phone: Landline: _____
Cell: _____

Email Address: _____

Property:

Tax Parcel: #09 _____

Address you are moving from:

Address: _____
Apt # _____ Box # _____

Address: _____

City,State,Zip: _____

City,State,Zip: _____

Is there an existing Alarm System in the home? Yes No

Have you registered your alarm with the Police Department? Yes No N/A

If you have an alarm system and you have not registered it with the Police Department, please go to:
Bucks.crimewatchpa.com/doylestowntwppd

List any/all additional Residents over the age of 18 who live at this address:
Please attach a second page if required.

Print Name: _____ Employer's Name: _____
Employer's Address: _____

Print Name: _____ Employer's Name: _____
Employer's Address: _____

Print Name: _____ Employer's Name : _____
Employer's Address: _____

Print Your Name: _____

Signature: _____

Date : _____

*****Please complete this application in its entirety.**

By signing my name, I certify that all information contained herein is true and accurately states the names and other information for all occupants residing at the address given, and that supplying false or misleading information could make me liable for a fine of \$600. Each day that the person, firm, corporation, partnership or other entity shall fail to secure said move-in registration shall be a separate violation. Ord. 417, §5.

Revised June 19, 2024

Real Estate Property Taxes: County, Township and School

Doylestown Twp. Tax Collector

Sarah J. Tomlinson, MBA

- The Doylestown Township Tax Collector is an elected official who operates independent of Township Administration.
- The Township Tax Collector **collects** Real Estate Property County & Township and School taxes.
- The Tax Collector is not responsible for Earned Income Taxes.

Mailing Address:

Sarah J. Tomlinson
Doylestown Township Tax Collector
P.O. Box 704
Doylestown, PA 18901

Office Address:

138 East Road
Doylestown, PA 18901

Phone Number: 215-740-6380

Email Address: Sarah.Tomlinson@ymail.com

Office Hours:

Tuesday & Thursday 8am to 12pm

April 22, April 29, May 2nd: 6pm-8pm

or Call 215-740-6380 for an appointment

For more information, please visit www.doylestowntaxcollector.com

Do You Have Public Water?

Doylestown Township Municipal Authority is your local water provider servicing Doylestown Township and parts of New Britain Borough and Plumstead Township. The DTMA Board of Director consists of five volunteer members appointed by the Doylestown Township Board of Supervisors. The DTMA Board is responsible for setting policy, rules, and water rates.

Visit our website to learn more about DTMA, pay your bill on-line, find public water information, and learn about freezing and thawing pipes.

We welcome you to attend a municipal authority board meeting! The Municipal Authority meetings are held at 3:30 pm on the 3rd Thursday, monthly in the Doylestown Township Caucus Meeting Room.



DTMA utilizes a resident notification process to communicate with water users. To ensure we can reach you promptly, kindly complete our **Emergency Contact Form**. Scan the QR code to complete the form electronically or complete the form in this packet and either drop it off at the township building, mail it to 425 Wells Road, Doylestown, PA 18901, or email it as an attachment to DTMA@doylestownpa.org as soon as possible.

To streamline and simplify the payment process, we encourage you to utilize **ACH** (Automated Clearing House) for making payments. ACH transactions offer a secure and efficient way to transfer funds electronically, providing you with a convenient and hassle-free payment experience for no extra cost. Scan the QR code to enroll in ACH Payments today!



If you ever experience any problems with your water service, please contact the Doylestown Township Municipal Authority at (215) 348-9915. If it is after hours, please contact the Radio Room at (215) 348- 9915.

<u>Billing Dates</u>	<u>Due Dates</u>
December 31	January 31
March 31	April 30
June 30	July 31
September 30	October 31

- For information regarding Public Sewers: Bucks County Water and Sewer Authority- (215) 343-2538
- For information regarding on-lot septic systems: Bucks County Health Department- (215) 345-3318
- Pennsylvania Department of Environmental Protection: Southeast Regional Office- (484) 250-5115

Doylestown Township Municipal Authority

425 Wells Road • Doylestown • Pennsylvania 18901

Authorization Agreement for Direct Payment (ACH Debits)

Name: Doylestown Township Municipal Authority **TAX ID:** 23-2359307

APPLICANT		
Name		DTMA Account Number
Street Address		City and State
Zip	Daytime Phone	Cell Phone
Email		

I hereby authorize Doylestown Township Municipal Authority to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my bank account indicated below and the financial institution named below, to debit and/or credit the same to such account. I understand there shall be a **\$35.00** charge for any insufficient fund transactions.

BANK INFORMATION		
Account Type: <i>(please check one)</i> <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account		
Financial Institution		Branch
City	State	Zip
Transit/ ABA No		Account Number

This authority is to remain in full force and effect until Doylestown Township Municipal Authority has received written notification from me of its termination in such time and in such manner as to afford Doylestown Township Municipal Authority and the financial institution named above a reasonable opportunity to act on it.

Customer Signature	Date
--------------------	------

***A blank void check must accompany this application. Deposit slips cannot be accepted. All fields must be filled in. Incomplete forms will not be accepted.**

Please return to: Doylestown Township Municipal Authority
425 Wells Road
Doylestown, PA 18901
Or email to: klim@doylestownpa.org

<u>For DTMA use only</u> Input by: _____ Date: _____
--

Bucks County Water & Sewer Authority

Helpful Information for Public Sewer Services

If your property has public sewer, you are receiving your services from the Bucks County Water & Sewer Authority.

Location

1275 Almshouse Road, Warrington, PA 18976

Hours of Operation

Monday through Friday 8:00 am - 5:00 pm

Phone Number

Administrative Office: 215-343-2538

Toll Free: 1-800-222-2068

Paying Bills with BCWSA –

Scan the QR code to be directed to the BCWSA website for more information on bill pay options.



- Set up Autopay and pay online
- Pay by phone
- Direct Debit
- Pay by Mail

Additional Information

For additional information regarding your public sewer services please visit the Bucks County Water & Sewer Authority's website <https://www.bcwsa.net/>

Septage Management Program

Doylestown Township passed Ordinance No. 299 in 2001.

This ordinance requires all residents who currently have on-lot disposal systems (septic systems) to have them inspected by a Doylestown Township approved pumper/hauler/installer every **three years**. And, if you also have a private well for water to have it tested for coliform (E-Coli) every **three years**.

Why You Need Your Septic System Inspected.

Protect your property value: An unkempt septic system can lower your property's value and could potentially cost you in legal liabilities.

Protect our eco-system: Contaminated wastewater poses a threat to our local environment. Malfunctioning septic systems can disperse bacteria and toxins to our natural waterways, which in turn can spread into our towns wildlife, endangering native plants and species.

Protect you and your neighbor's health: Wastewater can contain disease causing bacteria and toxic chemicals. If maintained properly, a septic system will filter and remove most of these dangerous substances. Otherwise, it can leak causing groundwater contamination, spreading disease to yourself and your neighbors in various ways.

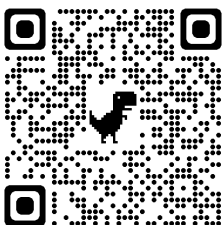
What You Need to Know

Starting on April 30, 2021, there will no longer be geographically based cycles. The program will be administered by mail notice on the basis of permit status.

So, you no longer must keep track of what cycle you are in or when you need inspection. Just keep your eye out for a notification card from the township in your mail.

When your current On-Lot-Disposal Inspection Permit expires, this reminder will notify you that your septic system is due for inspection by the end of the year.

Keep in mind that it is best to have your private well water tested around the same time you are having your septic system inspected, as it is also required by Ordinance #299.



Scan the QR code to see the list of approved pumper/ haulers and certified drinking water labs.

Voter Information

Register to vote!

1. PA Department of the State
<https://www.pavoterservices.pa.gov/pages/VoterRegistrationApplication.aspx>
2. Bucks County Board of Elections
<https://www.buckscounty.gov/185/Register-to-Vote>

Please refer to the voting district map on the Township's website



DISTRICT 1

DOYLESTOWN TOWNSHIP ADMINISTRATION BUILDING
425 WELLS ROAD, DOYLESTOWN, PA 18901

DISTRICT 2

PINE RUN COMMUNITY BUILDING
777 FERRY ROAD, DOYLESTOWN, PA 18901

DISTRICT 3 & 4

PEBBLE HILL REFORM CHURCH
320 EDISON FURLONG ROAD, DOYLESTOWN, PA 18901

DISTRICT 5 & 6

CENTRAL BUCKS COMMUNITY SENIOR CENTER
700 SHADY RETREAT ROAD, DOYLESTOWN, PA 18901

DISTRICT 7

GRUNDY HALL
1290 ALMSHOUSE ROAD, DOYLESTOWN, PA 18901

DISTRICT 8

DOYLESTOWN TOWNSHIP ADMINISTRATION BUILDING
425 WELLS ROAD, DOYLESTOWN, PA 1890

Parks and Recreation

www.doylestownrec.com

Doylestown Township prides itself on the activities its Parks and Recreation Department has to offer its residents and visitors to Doylestown.

Central Park (located at 425 Wells Road) is a sprawling 140 acres with beautiful nature trails, Education & Game Groves, soccer fields, tennis courts, picnic areas, bocce ball courts, and is the home to Kids Castle. We also have 2 pavilions available to rent, perfect for a summer party, or family get-together! Central Park is also home to the C&N Amphitheater which hosts the Thompson Performing Arts Series.

In addition to Central Park, Parks & Rec also have Turk Park I (baseball fields & football field), Turk Park II (baseball fields, multi-purpose fields, fitness trail, playground, and volleyball court), Turk Park III (Dog Park, and multi-purpose fields), Bridge Point Park (grounds), Castel Valley Park (nature trail), and Sauerman Park (baseball field, woodland trail, and picnic area).

Along with the wonderful park systems, our Park & Rec Department also offers a wide variety of programs all year round to residents and non-residents of Doylestown Township. Our programs offer exciting learning experiences for all ages, and even programs for our canine family members!

We also offer discount park tickets in the summer, movie tickets all year round, and ski tickets in the winter!

To find out more about Doylestown Township's Parks and Recreation Department, including park locations and descriptions, program guides, discount ticket information, upcoming concerts, movies, and events, and pavilion rental forms, please visit www.doylestownrec.com.

Other Important Information

Our **Bike & Hike Community** has over 30 miles of completed hiking trails and is committed to expanding them to weave naturally, our beautiful park systems and neighborhoods.

The **Doylestown DART** is a public transportation program that offers affordable and convenient ways to get around town at just \$1.00 per ride. It is free to ride if you are 65 or older and offers various routes along Route 611, and Route 202 on Butler Avenue. Visit <https://www.ridethedart.org/> for more information!

The **Environmental Advisory Council (EAC)** offers resources for conservation, native plant species, invasive insects/plants, and recognizes trees of historic nature through the heritage tree program. Get involved! Visit <https://doylestownpa.org/government/boards-commissions/environmental-advisory-council/>

Doylestown Township is proud to offer an **adopt-a-road program** to help keep our roads clean from litter and offers community members a way to serve their communities.

Doylestown TV, **DTV**, is a full-service government access channel offered on Comcast channel 22 & Verizon channel 31. DTV offers a full schedule of educational/informational programming and streams our Board of Supervisor meetings live!

For more resources such as township history, permit applications, online water bill payments, septic management, and the Township Newsletters, please visit our website at www.doylestownpa.org.

Check your mail for the **township newsletter** which is delivered to all households in the Township three times per year: Winter/Spring, Summer, and Fall.

Follow us on social media and stay updated on news, upcoming events, and volunteer opportunities! Visit the Information tab on our Township website to learn more.

Stay Connected!

Follow us on social media



Official Facebook

facebook.com/doylestowntp/



E-News

www.doylestownpa.org - Sign up for E-News



Instagram

instagram.com/doylestowntp



Twitter

twitter.com/doylestowntp



YouTube Channel

Subscribe to our channel!



LinkedIn

www.linkedin.com/company/doylestown-township



D T.V. - Government Access Channel

Comcast Channel 22

Verizon Channel 31



Doylestown Township

PRESERVING THE PAST. EMBRACING THE FUTURE.