CAN I SUBDIVIDE THIS PROPERTY?

1. The Township is unable to give you a definite yes or no: there is a procedure that must be followed.
2. It is the responsibility of the property owner, or their agent, to engage a civil engineer to perform a "Site Capacity Calculation". The Township cannot recommend an Engineer, but it is advised to engage an engineer who is familiar with the Doylestown Township Code (you can view the whole code on the Doylestown Township website/Information/Township Code).
3. A "Site Capacity Calculation" is where a civil engineer applies the requirements of the Doylestown Township Code, specifically Chapter 153 Land Development and Chapter 175 Zoning to the parcel of land.
4. The engineer's research of the property will discover if the property can be developed according to all parts of the code. This would be a "By Right Plan" ready to make a Subdivision or Land Development application.
5. If the engineer's research shows that not all parts of the code can be met, they will produce a list of Code Sections which will require a variance. An application for a variance is made to the Zoning Hearing Board (ZHB).
6. At the same time that a "Site Capacity Calculation" is being conducted, it must be determined if the property can be serviced by Public Water or Public Sewer, or a Well or an On Lot Septic System. You would want written confirmation from Bucks County Water and Sewer Authority for a sewer connection, Doylestown Township Municipal Authority for a public water connection, or Bucks County Health Department for the possibility of well and septic installations (if public sewer and water connections are not available). Those individual agencies will advise you on their requirements. Permissions from all other agencies having jurisdiction over the project site should also be sought. For example, PennDOT for driveway access from a State Road, and the PA DEP for Sewage planning modules. Permits from these agencies would not be required at this stage, but their requirements and availability should be investigated.
7. Once you have confirmation of a water supply and sewage disposal, and your engineer has decided that the property may be able to be subdivided, possibly contingent on variances being granted by the ZHB, it is highly recommended, but not required, to engage the engineer to produce a Sketch Plan.
8. A Sketch Plan is a concept plan of the potential subdivision, but at this stage is not fully detailed.
9. It is recommended that you now arrange to attend a Township Staff meeting to discuss the potential project and get guidance on how to move forward before making an application.
10. A Township Staff Meeting is attended by; the Twp. Solicitor, the Manager/Zoning Officer, the Planning Consultant, the Twp. Engineer, the Traffic Engineer, the Bike Hike Consultant, and the Dir. of Code Enforcement.
11. To arrange a Staff Meeting you would contact the Township Manager who will briefly discuss details of the potential project with you, and then send you the Professional Services Agreement application. The signed agreement with an escrow check to cover the professional staff expenses is to be returned to the Manager before a meeting can take place.
12. Establishing an Escrow Account allows the application process to start as all professional consultant reviews are billed to the applicant.

13. The information gained by attending a Staff Meeting should make the application more accurate and easier (therefore less expensive in the long run).
14. After the Staff Meeting, if it was determined that variances are needed, an application to the ZHB is made, as approval of required variances is required before the Subdivision or Land Development application is submitted to the Township.
15. The Subdivision or Land Development application is on the Doylestown Township website/Code and Zoning/Permit Applications and Guidelines/Subdivision or Land Development Application. The application describes in detail the requirements for submission.