

# A GUIDE TO DOING BUSINESS IN NEWTOWN TOWNSHIP



## Newtown Corporation

Newtown Corporation is the economic development organization that manages Newtown's large public-private investment.



Our mission is to create a business environment with diverse local resources, in harmony with surrounding communities, while maintaining and preserving a rich historical character.

Newtown Corporation recognizes that the destinies of Newtown Borough and Newtown Township are intertwined. Our name reflects a Newtown with no boundaries that provides a foundation for enhancement, preservation and transformation to meet the needs of Newtown's citizens and visitors.

Our geographic area of focus has expanded beyond the traditional downtown area, now inclusive of the greater Newtown economy.

### Our Limitless Future

Today builds our future, where we live, worship, work and shop. Guided by our core values, we will cultivate a business environment that will succeed and thrive in a global economy while maintaining and preserving our cultural and historic assets.

Through public-private partnerships, we will promote economic vitality and historic preservation, capitalize on our unique assets, market our distinct image and destination, and foster the opportunity to work and live in the community.

Economic vitality and historic preservation go hand in hand. As a community that values its history and hometown appeal, we will nurture our human, physical and economic resources to build bridges from our past to our future.

We envision an accessible, diverse, attractive and vibrant Newtown: a great place to live, worship, work and shop.

### Our Economic Development Partners

Newtown Corporation is the economic development arm of Newtown Township and Newtown Borough. We continue to nurture a positive working relationship with Newtown Business Commons Association, Newtown Business and Professional Association and the Newtown Historic Association.

The Newtown Corporation office is located in the First National Bank building at 40 South State Street, on the mezzanine level.

Paul Salvatore serves as the Executive Director under the direction of the Newtown Corporation Board. Email: [salvatorepaul@hotmail.com](mailto:salvatorepaul@hotmail.com) Website: [www.newtownpa.us](http://www.newtownpa.us)

**DU`Gj UcfY**, Executive Director

Newtown Corporation  
Post Office Box 305  
40 South State Street, Mezzanine Level  
Newtown, PA 18940  
Phone: 215-968-3440

**Newtown Township** has a proud heritage, tracing its roots back to William Penn, who purchased 5,000 acres from the Leni Lenape Indians in 1683. He named this land my "New Township", which gradually evolved to Newtown Township. Newtown served as the County Seat of Bucks County from 1726 until 1813, when the Court was moved to Doylestown. In 1838, the area comprising the commercial center, plus a number of homes, was incorporated into Newtown Borough. Today, the Township surrounds Newtown Borough and each has its own form of government.

The once rural community has rapidly changed with homes replacing farmland. The Board of Supervisors has endeavored to maintain the Colonial charm of the 300-year-old community through the Comprehensive Plan and the Historic District Classification.

### **About Newtown Township Municipal Government**

Newtown Township is a municipality of the Commonwealth of Pennsylvania. The governing body is the five-person, Board of Supervisors. Each Supervisor is elected for a six year term. The Township operates under the "Second Class Township Code", local ordinances and the Council-Manager form of organization. Newtown Township received designation from the International City/County Management Association (ICMA) in 1995 as a Recognized Local Government. The Board has adopted both the ICMA Code of Ethics and a Mission Statement.

The five Township Supervisors serve on a part-time basis. They enact Ordinances and Resolutions, issue Proclamations, approve land development plans and other land use applications, approve annual budgets and all expenditures, levy taxes, affirm hiring and termination of Township employees, make appointments to dozens of advisory boards, committees, commissions and task forces which serve the Township. The Supervisors elect their Chairman, Vice Chairman, Township Secretary and Township Treasurer from among their members at an annual reorganization meeting. The Township Manager and staff administer and operate the daily functions of government.

The regular meetings of the Board of Supervisors are held on the second and fourth Wednesday of each month, beginning at 7:30 pm; a Work Session is usually held the 3<sup>rd</sup> Monday of the month. All meetings are held in the lower level meeting room of the Township Building, 100 Municipal Drive, Newtown, Pennsylvania. Call 215-968-2800 x 250 for the full schedule and times of meetings.

Township residents and businesses are cordially invited to attend and address the Board of Supervisors on matters of concern, in accordance with Board and municipal rules.

### **Elected Officials: Board of Supervisors**

Tom Jirele, Chairman

Robert Ciervo, Vice Chairman

Michael Gallagher, Secretary/Treasurer

Phil Calabro, Member

Jerry Schenkman, Member

### **Township Administrators**

Joseph S. Czajkowski, Township Manager

215-968-2800

John Boyle, Assistant Township Manager

## Primary Point of Contact

*The Newtown Township Codes Department is responsible for administration of the zoning and subdivision ordinance and the building, fire, electrical, plumbing, and mechanical codes. The Codes Department also administers and enforces locally adopted health and nuisance standards.*

Newtown Township Codes & Zoning Department 215-968-2800 x 265, 241 or 242  
100 Municipal Drive  
Newtown, PA 18940

Township Offices Hours of Operation:  
Monday – Friday 8:00 a.m. – 4:30 p.m.

Directions to the Township Building and Municipal Complex are available on the Township website.

**Township website:** [www.twp.newtown.pa.us](http://www.twp.newtown.pa.us)

The township website includes links to:

- Newtown Township Code of Ordinances
- Newtown Area Joint Municipal Zoning Ordinance
- a list of local businesses
- Township Tax Office
- Township Code Enforcement.

**Code Forms, including HARB applications,** are available online. Go to the Township website and click on Code Enforcement.

For Demographic information, space availability and business information assistance:

**Census** Information is available through the Newtown Township website. Click on **Township Links** at the top of the page; then click on **U.S. Census Bureau** near the bottom of the list.

Paul Salvatore, Executive Director                      phone: 215-968-3440  
Newtown Corporation  
40 South State Street  
P.O. Box 305  
Newtown, PA 18940  
Email: [salvatorepaul@hotmail.com](mailto:salvatorepaul@hotmail.com)  
Website: [www.newtownpa.us](http://www.newtownpa.us)

## Resources & Agencies that may be of assistance:

[www.paopen4business.state.pa.us](http://www.paopen4business.state.pa.us)

*Pennsylvania Open for Business is the result of the Commonwealth's effort to make Pennsylvania the easiest place in the world to start, sustain and expand a business.*

*This web site gives entrepreneurs "one door" access to business information. Entrepreneurs can find financial options, download many of the important forms necessary to start and expand a business, and electronically register a business with the Pennsylvania Departments of Labor and Industry, Revenue, and State.*

## Lower Bucks County Chamber of Commerce

409 Hood Boulevard  
Fairless Hills, PA 19030

Phone: 215-943-7400

Fax: 215-943-7404

Website: [www.lbccc.org](http://www.lbccc.org)

*LBCCC is the leading organization dedicated to promoting business in the Lower Bucks County region. Consisting of over 1500 members representing small, medium and large business and professional firms, the Chamber services an area encompassing 22 municipalities.*

## Department of Community & Economic Development [www.newpa.com](http://www.newpa.com)

Find everything you need to succeed in Pennsylvania. Whether you are a business, community, site developer, or a concerned citizen, NewPA.com has the resources to help you grow your enterprise or revitalize your neighborhood.

### Pennsylvania Municipal Planning Code

<http://www.landuseinpa.com/docs/M.P.C/MPC.pdf>

**Bucks County Official Website:** [www.buckscounty.org](http://www.buckscounty.org)

**Businesses:** <http://www.buckscounty.org/businesses/>

### Pennsylvania: Official state site

<http://www.state.pa.us/>

## The Approval Process

To operate in Newtown Township, a business must receive approvals in two major categories. The first, zoning, determines whether your business fits within the set of uses which are allowable for the site you have chosen. (For example: is the site zoned for retail or for residential housing only?)

The second major category of approvals focuses on building codes, which set standards for certain activities to take place within a building. For the most part, these codes protect the safety of employees and customers by ensuring that a building is a risk-free as possible, considering the intended use. (For example, to open a restaurant, a building must pass inspections to prove the kitchen meets fire safety codes and all exits are clearly marked).

**Required Permits:** All businesses must get zoning approval first and then get the necessary permits and inspections to occupy and use their buildings.

### HARB (Historic Architectural Review Board)

*No building or structure may be erected, reconstructed, altered, restored, demolished or razed in the Historic District without a demolition permit, recommendation from the Newtown Joint Historic Commission, and the issuance of a Certificate of Appropriateness by the Newtown Township Board of Supervisors after receipt of HARB's recommendation.*

An Historic Ordinance exists covering the Historic District of Newtown Township. The Historic

Architectural Review Board (HARB) makes recommendations to the Board of Supervisors on external changes to property in the District. A map of the Historic District is available at the Township Offices.

As agendas are prepared in advance, owners must contact the Chairperson of HARB. The Board will expect to see an accurate plot plan, several pictures of the property from various angles, drawing of the final building appearance and scaled drawings of any signs that are contemplated. If the HARB recommends issuance of the Certificate of Appropriateness, the Board of Supervisors will review the application at a public meeting and determine whether to grant the certificate.

This procedure will hopefully guarantee that construction or demolition within the Sycamore Street Historic District will improve the aesthetic quality of the Township and preserve the historic heritage. For additional information please contact the Township at 215-968-2800 x 250.

### **When Approvals Are Needed**

In general, approvals pertain to occupying, changing use, altering existing commercial properties, or developing new commercial space by constructing a new building on undeveloped land.

*The Subdivision and Land Development requirements are complex and project specific; you should consult the Codes Officer to determine if Subdivision and/or Land Development approvals are necessary.*

The following three sections summarize the approval processes in these two situations. Sections A and B summarize two possibilities for existing properties; Section C describes the steps required to develop new commercial space.

#### **A. *Obtaining the Required Approvals for a New Business in an Existing Building***

In this situation, your business will move into and occupy an existing building, without making any renovations or additions to the building. You will need a zoning/use permit for your intended use and certificate of occupancy showing that your building is appropriate and safe for your type of business.

1. **Zoning/Use Permit:** The zoning officer will review your plans and determine whether use of the property conforms to zoning regulations.

If the use is a conforming use or use by right, then the zoning officer will review such aspects as building setbacks (typically the distance from the building to the property line), parking availability and signage. If the plans meet all the requirements for use, setbacks, traffic, parking and signage, a zoning/use permit will be issued.

If the use does not fit within the current zoning for the site and is therefore a non-conforming use, then the plans must be presented to the Newtown Township Zoning Hearing Board, Planning Commission or Board of Supervisors for approval. The appropriate body will review the intended non-conforming use, the impact of that use on neighboring properties, traffic, parking, etc., and will decide whether to grant a zoning variance or other form of relief to permit a project to proceed. During review, the public will have an opportunity to review the project and provide feedback to the Board. The Board may take this feedback into consideration when making a decision.

2. **Building Permit:** Once the zoning/use permit is granted, your plans will be reviewed by the plans examiner to ensure that all building and safety codes are met. Depending on the type of business, your plans may also be reviewed by the Bucks County Health Department. As always, the process begins with a call to the zoning officer and plans examiner, who can tell you whether other officials will need to review your project.

3. *Certificate of Occupancy*: Once the plans have passed inspection by these officials, you will be issued a certificate of occupancy (C.O.) and you may then begin to occupy and use the property.

## ***B. Obtaining the Required Approvals for a Commercial Property Owner/Developer Improving Existing Building Space***

In this situation, your business will move into and occupy an existing building, and you will renovate or otherwise modify the property. You will need a zoning/use permit, a building permit and frequently land development approval for your intended use and renovation plans will be inspected to ensure that the building, once renovated, is appropriate and safe for your type of business. Once the renovations are completed, you will need a certificate of occupancy (C.O.) to occupy and use the building.

1. *Zoning / Use Permit*: The zoning officer will review your plans and determine whether use of the property conforms to zoning regulations.

If the use is a conforming use, then the zoning officer will review such aspects as building setbacks (typically the distance from the building to the property line), parking availability and signage. If the plans meet all the requirements for use, setbacks, traffic, parking and signage, a zoning/use permit will be issued.

If the use does not fit within the current zoning for the site and is therefore a non-conforming use, then the plans must be presented to the Newtown Township Zoning Hearing Board, Planning Commission or Board of Supervisors for approval. The appropriate body will review the intended non-conforming use, the impact of that use on neighboring properties, traffic, parking, etc., and will decide whether to grant a zoning variance or other form of relief to permit a project to proceed. During review, the public will have an opportunity to review the project and provide feedback to the Board. The Board may take this feedback into consideration when making decision.

2. *Building Permit*: Once the zoning/use permit/relief is granted, your plans will be reviewed by the plans examiner to ensure that all building and safety codes are met. Depending on the type of business, your plans may also be reviewed by the Bucks County Health Department. As always, the process begins with a call to the zoning officer and plans examiner, who can tell you whether or not other officials will need to review your project.

If an engineer or architect has developed your plans, be sure they are familiar with Newtown Township's building code and the review process. To avoid costly redrafts later, your engineer or architect should meet with the zoning officer and plans examiner to discuss the project prior to drafting and submitting final plans for approval.

Most renovation projects require a *building permit*. The building permit is granted by the *building official*. If you are using a building contractor for the renovations, the contractor should be able to obtain the building permit for your project.

During construction, the zoning officer and other inspectors will tour your building and grounds, reviewing structural elements, exits and doorways, plumbing, electrical systems, parking and other aspects of the work. Your contractor should contact the Codes Department to coordinate and arrange for prompt inspections so that all the necessary inspections can take place in a timely manner, without delaying the construction schedule.

After all renovations are complete, local officials will conduct a final inspection and, upon approval, you will be issued a C.O. and may begin to occupy and use the property.

### ***C. Obtaining the Required Approvals for a Commercial Property Owner/Developer Creating New Building Space***

In this situation, your business is an acquiring undeveloped ground and will construct an entirely new building. You will need a zoning/use permit and land development approval for the intended use and construction plans will be inspected to ensure that the building, once built, is appropriate and safe for your type of business. Once the construction is completed, you will need a certificate of occupancy (C.O.) to occupy and use the building.

1. *Zoning/Use permit:* The zoning officer will review your plans and determine whether use of the property conforms to zoning regulations.

If the use is a conforming use, then the zoning officer will review such aspects as building setbacks (typically the distance from the building to the property line), parking availability and signage. If the plans meet all the proper zoning requirements, a zoning/use permit will be issued.

If the use does not fit within the current zoning for the site and is therefore a non-conforming use, then the plans must be presented to the Newtown Township Zoning Hearing Board, Planning Commission or Board of Supervisors for consideration; a zoning change may be required. The appropriate body will review the intended non-conforming use, the impact of that use on neighboring properties, traffic, parking, etc., and will decide whether to grant a zoning variance or other form of relief to permit the project to proceed. During review, the public will have an opportunity to review the project and provide feedback to the Board. The Board may take this feedback into consideration when making a decision.

2. *Land Development Approval:* For all new construction, a land development approval process is required. This process involves hearings with and approvals from the Newtown Township Planning Commission and Board of Supervisors. The Bucks County Planning Commission and the Bucks County Conservation Service will review the Project and may offer comments for consideration by the Board of Supervisors in its review.

The zoning officer will accept your application for land development approval and will ask for multiple copies of certain items, such as the engineer's site and building plans, traffic impact study, stormwater management plans or highway occupancy permit applications.

Your plans and documentation will be reviewed by the zoning officer, members of the Newtown Township Planning Commission, the township engineer, and the community planner. The Planning Commission will formally review your project at the next possible regularly scheduled meeting (see Timetable below).

At the Planning Commission meeting, your plans will be examined by Planning Commission members. You will be asked to respond to any questions and may be asked to revise your plans, which will be reviewed again at the next Planning Commission meeting.

With or without revisions, once the plans are evaluated by the Newtown Township Planning Commission, the commission proposes a recommendation to the Board of Supervisors. The Board will review the project, and may consider public feedback before making a decision.

3. *Building Permits:* Once the zoning/use permit is granted, the construction plans will be reviewed by the zoning officer and the plans examiner to ensure that all building and safety codes are met. For certain businesses, such as restaurants, the plans may also be reviewed by the Bucks County Health Department. As always, the process begins with a call to the local Code Enforcement Officer, who can tell you whether or not other officials will need to review the project.

A professional engineer and/or architect will be required for most construction projects. When selecting an engineer or architect, be sure they are familiar with Newtown Township's building code and review process. To avoid costly redrafts later, your engineer or architect should meet with the township code enforcement officer to discuss the project prior to drafting and submitting final plans for approval.

All new construction projects require a construction permit, which is granted by the township. Your building contractor should be able to obtain the construction permit for your project.

During construction, inspectors will tour your building and grounds, reviewing structural elements, exists and doorways, plumbing, electrical systems, parking and other aspects of the work. Your contractor should coordinate this so that all the necessary inspections can take place in a timely manner, without delaying the construction schedule.

When the construction is completed, local and state officials will conduct a final inspection and you will be issued a certificate of occupancy (C.O.) and may begin to occupy and use the property.

## **Timetable**

### **Zoning**

Simple zoning/use permits with no associated renovations can be granted in 15 days.

If a variance is required, the Zoning Hearing Board meets each month, as needed. Applications must be submitted 3-4 weeks before the ZHB meeting and must be advertised by the Township at least 2 weeks prior to the meeting. Typical ZHB applications take 45-60 days.

### **Construction Permits**

Permits for construction, signage, electrical work, etc., are reviewed regularly by the zoning officer and typically can be approved in 15 days, within a 30-day business day maximum.

### **Land Development**

Depending on the complexity and scale of the project, approvals for land development can take between 3 to 9 months.

The Newtown Township Planning Commission meets regularly on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month. Applications must be submitted 3-4 weeks prior to the meeting. By law, the Planning Commission must comment on, approve or reject the plans within 90 days of the date of submission.

The Newtown Township Board of Supervisors must take official action on the plans within 90 days of the date of submission.

## Information Required for Submission

\* Check with the Township Codes Department and/or the Township website for the most up to date information.

Type	Submit to/Requirements	Cost
Conditional Use	<b>Township Codes Office</b> 27 copies each of application, site plan & attachments	<u>Residential</u> : \$350 filing fee, \$500 escrow* <u>Commercial</u> : \$500 filing fee, \$1000 escrow*  * See township website and/or the Township Codes Office for particular escrow requirements for conditional use applications.
Administrative Conditional Use	<b>Township Codes Office</b> 1 copy of administration application and attachments.	No fee.
<b>Building Plan Review &amp; Permit</b>  Building, fire, mechanical, electrical and plumbing	<b>Township Codes Office</b> <ul style="list-style-type: none"> <li>• building permit Application</li> <li>• 2 copies of plans</li> <li>• L &amp; I plan, if needed (contact L &amp; I for fees)</li> </ul> Submit plan review fees with permit application	<u>Plan Review Fees</u> <u>Commercial</u> : <ul style="list-style-type: none"> <li>• \$200 for units for the first 1000 sf</li> <li>• \$350 for units 1,001-2,000 sf</li> <li>• \$450 for units 2,001-5,000 sf</li> <li>• \$600 for units 5,001-10,000 sf</li> <li>• \$1000 for units &gt; 10,000 sf plus \$200 for each 2500 sq ft</li> </ul> <u>Residential</u> : <u>Single Family Dwellings</u> \$300 per dwelling unit <u>Multi-Family Dwellings</u> \$200 per dwelling unit <u>Hotels, Motels &amp; Dorms</u> \$150 per dwelling unit
<b>Certificate of Occupancy</b>	<b>Township Codes Office</b>	Refer to page 7 of current <b>fee schedule</b> , available at the Codes Office or at <a href="http://www.twp.newtown.pa.us">www.twp.newtown.pa.us</a>
<b>Sign Permit</b> As sign regulations are subject to change, check with the Codes Officer for current regulations.	<b>Township Codes Office</b>	Refer to page 3 of current <b>fee schedule</b> : available from the Codes Office or on the website <a href="http://www.twp.newtown.pa.us">www.twp.newtown.pa.us</a> under Code Enforcement
<b>Automatic Alarm System Registration</b>	<b>Township Police Department</b>	\$10

## APPLICATION CHECKLIST

v	Application	Date Planned	Date Completed
	Conditional Use		
	PA Labor & Industry		
	Building Plan Review		
	Permits (as appropriate)		
	Building		
	Electrical		
	Fire		
	Mechanical		
	Plumbing		
	Use		
	certificate of occupancy		
	Sign Permit		
	Automatic Alarm System Registration		

# Local Taxes on Businesses

## *Emergency & municipal Services Tax*

The Emergency & Municipal Services Tax (EMST) takes the place of the Occupational Privilege Tax and is levied on persons employed within the municipality, up to a maximum of \$52 a year beginning on and after January 1, 2005, and can be imposed any time during the fiscal year. The township must use funds from this tax for police, fire or emergency services; road construction or maintenance; or for the reduction of property taxes. The current EMST for Newtown Township is \$10.

Summary of Rules and Regulations (Full information available from Berkheimer Associates - contact information at [www.hab-inc.com](http://www.hab-inc.com).)

### Duties of Employers

Each employer with a business within the Township is required to register with the tax collector and is required by law to deduct the EMST from his/her employees at the site of their employment.

Who Pays: All persons who engage in an occupation, full or part time, within the Township must pay this tax, including: (a) self-employed persons and individuals who work or perform an occupation within the Township; (b) persons assigned to an office, warehouse, or headquarters within the Township; and (c) persons who have not previously paid an occupation privilege tax for the fiscal year.

### Payment of the Tax

The tax payments must be paid to the tax collector in one sum, not in installments, regardless of the method used for withholding by the employer.

### Due Date

Each taxpayer or employer who becomes subject to the tax or the withholding provisions of the ordinance and/or resolution shall file the required returns and pay the tax due on or before April 30, July 31, October 31, or January 31 of the subsequent year for those persons, employed since the prior reporting period.

The actual due date shall be determined as the due date that first occurs at least thirty (30) days after the taxpayer first becomes subject to the tax.

## *Earned Income Tax*

Newtown Township has a 1% Earned Income Tax on all residents and employees working in the Township. The 1% consists of .5% to the Township and .5% to the Council Rock School District. Berkheimer Associates has been appointed the Earned Income Tax Administrator for the Township and the School District.

Summary of Rules and Regulations Full information available from Berkheimer Associates - contact information at [www.hab-inc.com](http://www.hab-inc.com).)

### Duties of Employers

If an employer has one or more employees, he/she must make a return for the 1<sup>st</sup> quarter in which he/she is required to withhold the Earned Income Tax from the earnings and for each quarter thereafter. After a return has been filed, the Earned Income Tax Administrator will mail the employer a form every three months.

If there are no employees for a tax period, the appropriate form is to be filed indicating no employees for that quarter.

All persons who engage in an occupation, full or part time, within the Township must pay this tax, including: (a) self-employed persons and individuals who work or perform an occupation within the Township; and (b) persons assigned to an office, warehouse, or headquarters within the Township.

### Due Dates

Each taxpayer or employer who becomes subject to the Earned Income Tax shall file the required returns and pay the tax due on or before April 30, July 31, October 31, or January 31 of the subsequent year for those persons, employed since the prior reporting period.

The actual due date shall be determined as the due date that first occurs at least thirty (30) days after the taxpayer first becomes subject to the tax.

## **Meeting Times and Locations of Boards & Commissions**

*Call 215-968-2800 x 250 to confirm meeting date, time and place.*

The Newtown Township **Board of Supervisors** meet regularly on the second and fourth Wednesday of each month, beginning at 7:30 pm; a Work Session is usually held the 3<sup>rd</sup> Monday of the month. All meetings are held in the lower level meeting room of the Township Building, 100 Municipal Drive, Newtown, Pennsylvania. *Call 215-968-2800 x 250 for the full schedule and times of meetings.*

The **Environmental Advisory Committee** meets the 4<sup>th</sup> Monday of the month at 7:30 pm at the Township Building.

The **Financial Planning Committee** meets the 3<sup>rd</sup> Thursday of the month at 7:15 pm in the Lower Level meeting room at the Township Building.

The Newtown Township **Historical Architectural Review Board (HARB)** meets the 2<sup>nd</sup> Tuesday of the month, as needed, beginning at 1:30 p.m. in the Lower Level meeting room of the Township Building at 100 Municipal Drive, Newtown.

The Newtown **Joint Historic Commission** meets the 4<sup>th</sup> Monday of the month at 7:30 p.m. in Newtown Borough Hall at 23 N. State Street in Newtown Borough.

The Newtown Bucks County **Joint Municipal Authority** meets every 2<sup>nd</sup> Tuesday of the month, at 3:30 p.m. at the Joint Municipal Authority, 15 S. Congress Street in Newtown Borough.

The Newtown Township **Park & Recreation Board** meets the 1<sup>st</sup> Wednesday of every month, at 7:00 p.m. in the lower level meeting room of the Township Building, 100 Municipal Drive, Newtown.

The Newtown Township **Planning Commission** meets regularly on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month, beginning at 7:30 p.m. in the lower level meeting room of the Township Building, 100 Municipal Drive, Newtown.

The Newtown Area **Regional Planning Commission** meets the 3<sup>rd</sup> Thursday of the month, at 8:00 p.m. in the Upper Makefield Township Building, 1076 Eagle Road, Newtown.

The **Technology Committee** meets the last Tuesday of the month at 7:30 pm in the Lower Level meeting room of the Township Building.

The Newtown Area **Telecommunications Advisory Board** meets on as needed basis, at 7:30 p.m. at the Newtown Fire Association, 14 Liberty Street, Newtown Borough. *Please call the Administration Office for specific dates, 215-968-2800 ext. 250.*

The Newtown Township **Zoning Hearing Board** meets the 1<sup>st</sup> Thursday of the month, as needed, at 7:30 p.m. in the lower level meeting room of the Township Building, 100 Municipal Drive, Newtown.

## LOCAL PROFESSIONAL BUSINESS ORGANIZATIONS

### **Newtown Corporation**

P.O. Box 305  
40 South State Street  
Newtown, PA 18940  
215-986-3440  
Email: [salvatorepaul@hotmail.com](mailto:salvatorepaul@hotmail.com)

### **National Association of Women Business Owners (NAWBO)**

Greater Philadelphia Chapter  
1231 Highland Avenue  
Fort Washington, PA 19034  
215-628-3875  
[www.nawbophila.org](http://www.nawbophila.org)

### **Lower Bucks County Chamber of Commerce**

409 Hood Boulevard  
Fairless Hills, PA 19030  
Phone: 215-943-7400  
Fax: 215-943-7404  
[www.lbccc.org](http://www.lbccc.org)

### **Newtown Business & Professional Association**

P.O. Box 508  
Newtown, PA 18940  
[www.newtownbpa.org](http://www.newtownbpa.org)

### **Newtown Business Commons Association**

President – Chris Messick  
[marydonaldson@comcast.net](mailto:marydonaldson@comcast.net)

## **Local, County & State BUSINESS SERVICES**

### **Bucks County Planning Commission**

Lynn T. Bush, Executive Director  
The Almshouse, Neshaminy Manor Center  
1260 Almshouse Road  
Doylestown, Pennsylvania 18901  
Ph: 215-345-3400  
[www.buckscounty.org/departments/planning](http://www.buckscounty.org/departments/planning)

### **Libraries**

Bucks County Free Library  
[www.buckslib.org](http://www.buckslib.org)  
Yardley-Makefield Branch  
1080 Edgewood Road  
Yardley, PA 19067  
215-493-9020

Pennwood Branch  
Pine & Flowers Avenue  
Langhorne, PA 19047  
215-757-2510

Newtown Library Company  
114 E. Centre Avenue  
Newtown, PA 18940  
215-968-7659  
[www.newtownlibrary.com](http://www.newtownlibrary.com)

### **Department of Community & Business Development**

Neshaminy Manor Center  
1260 Almshouse Road  
Doylestown, PA 18901  
Vitor A. Vicente - Director  
Ph: 215-345-3844  
[www.buckscounty.org](http://www.buckscounty.org)

### **Bucks County Industrial Development Corporation**

2 E. Court Street  
Doylestown, PA 18901  
215-348-9031  
[www.bcedc.com](http://www.bcedc.com)

### **Bucks County District Court – District 2-1**

Judge Donald Nasshorn  
28 N. State Street  
Newtown, PA 18940  
215-968-1657

**Newtown Post Office**

20 Terry drive  
Newtown, PA 18901  
215-968-3233  
[www.usps.com](http://www.usps.com)

**Bucks County Conference & Visitors Bureau**

3207 Street Road  
Bensalem, PA 19020  
800-836-BUCKS  
215-639-0300  
[www.bctc.org](http://www.bctc.org)  
Email: [info@experiencebuckscounty.com](mailto:info@experiencebuckscounty.com)

**Bucks County Government website**

[www.buckscounty.org](http://www.buckscounty.org)  
*Includes numerous links relative for businesses.*

**Department of Community and Economic Development**

[www.newpa.com](http://www.newpa.com)

Find everything you need to succeed in Pennsylvania. Whether you are a business, community, site developer, or a concerned citizen, NewPA.com has the resources to help you grow your enterprise or revitalize your neighborhood.

Exciting opportunities are offered through the Department of Community and Economic Development (DCED), who ensure the growth and development in our businesses and communities across Pennsylvania.

## Definitions

<b>Building Code</b>	The state wide Uniform Construction Code, also known as the 2003 International Construction Code and related codes, which governs construction standards for safety.
<b>Building Code Official</b>	The municipal official designated to administer and enforce the Building Code in accordance with its literal terms.
<b>Building Inspector</b>	The local administrative official charged with the responsibility of administering and enforcing the provisions of the building code.
<b>Certificate of Appropriateness (COA)</b>	A permit to proceed with new construction or alteration of a property in a historic district after proposed changes have been reviewed and approved by the Board of Supervisors.
<b>COA Administrator</b>	The municipal official designated to administer Certificates of Appropriate for properties in the Historic District.
<b>Code Enforcement Officer</b>	The municipal official responsible for investigating, enforcing, and resolving complaints about Town codes and ordinances including zoning, housing, dangerous building, and uniform building codes.
<b>Fire Marshal (also Director of Emergency Services in Newtown Township)</b>	The municipal official who is responsible for fire inspections, fire prevention and emergency management.
<b>Municipal Planning Code (M.P.C)</b>	State enacted legislation governing the process of Sub-Division & Land Development.
<b>Plans Examiner</b>	The designated municipal official responsible for the review of plans submitted for the purpose of determining compliance with the building codes.
<b>Sub-Division and Land Development Ordinance (SALDO)</b>	The local ordinance governing land development.
<b>Zoning Officer</b>	The municipal official designated to administer and enforce the Zoning Ordinance in accordance with its literal terms.
<b>Zoning Ordinance</b>	The local ordinance that governs use, setback, impervious surface, and building coverage and height.

## ADVERTISING MEDIA

### **The Advance of Bucks County**

P.O. Box 910  
Newtown, PA 18940  
215-968-2244

[Advance of Bucks County](#)

### **Bucks County Courier Times**

8400 Rte. 13  
Levittown, PA 19057  
215-949-4100

### **Bucks County Herald**

P.O. Box 685  
5667 York Road  
Lahaska, PA 18931

### **Bucks County Town & Country Living Magazine**

510 B Durham Road  
Newtown, PA 18940  
215-968-0321

### **Bucks County Trend**

2512 Metropolitan Drive  
Trevose, PA 19053  
(215) 355-9009

### **Comcast Cable TV**

139 N. State Street  
Newtown, PA 18940  
215-860-2020  
800-COMCAST

### **Life Style Magazine**

2000 Turk Road  
Doylestown, PA 18901  
215-340-2340  
[www.lifestylemagazine.com](http://www.lifestylemagazine.com)  
Email: [advertising@lifestylemagazine.com](mailto:advertising@lifestylemagazine.com)

### **Philadelphia Inquirer**

P.O. Box 8263  
Philadelphia, PA 19101  
215-854-2000  
<http://www.philly.com>  
Classified advertising: 215-665-1234  
[triclassifieds@phillynews.com](mailto:triclassifieds@phillynews.com)

### **WBCB 1490 - AM Radio**

200 Magnolia Drive  
Levittown, PA 18940  
215-949-1490  
[www.wbc1490.com](http://www.wbc1490.com)

## Useful Resources on the Internet

### **Pennsylvania Municipal Planning Code**

<http://www.landuseinpa.com/docs/M.P.C/MPC.pdf>

**Bucks County Official Website:** [www.buckscounty.org](http://www.buckscounty.org)

**Businesses:** <http://www.buckscounty.org/businesses/>

**Pennsylvania: Official state site:** <http://www.state.pa.us/>

**Newtown Borough:** <http://boro.newtown.pa.us>

**Newtown Township:** <http://www.twp.newtown.pa.us>