

**TOWNSHIP
OF
LOWER MERION**
MONTGOMERY COUNTY



PLANNING DIVISION

75 E. Lancaster Avenue
Ardmore, PA 19003 2376
Telephone: (610) 649-6200
www.lowermerion.org

December 26, 2018

George Broseman
Union Meeting Corporate Center
910 Harvest Drive
Blue Bell, PA 19422-0765

RE: Tentative Sketch Plan, No. 3824.
121 E. City Avenue Bala Cynwyd Shopping Center, Bala Cynwyd

Dear Mr. Broseman, Esq.,

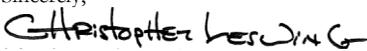
On December 19, 2018 the Building and Planning Department of Lower Merion Township received a Tentative Sketch Plan application, six (6) sets of plans, one (1) flash drive with digital copies, application fees and consultant's escrow for the above referenced properties. The Director of Building and Planning, as authorized by Section 135-9A of the Township Code, "has seven (7) days from the date of submission of an application to check the plans and documents to determine if on their face value they are in proper form and contain all information required by this chapter."

Your application has been accepted as complete and has been assigned application No. **3824**. The expiration date for this application is **April 7, 2019**. The application has been tentatively scheduled for review by the Planning Commission on **March 4, 2019**. The Land Development Committee will review this application on **January 3, 2019** and staff will forward their comments to you.

Application materials are required to be submitted to the Township by noon 17 days prior to the Planning Commission meeting. Staff anticipates your plan submission date will be **February 15, 2019**. A sign must also be posted on the property, which will be provided to you by the Township on the date that you submit plans. The sign must be posted at the site 14 days in advance of the Planning Commission meeting. Please note these dates are tentative and could change based on the complexity of the issues involved with the application.

Staff also requests that you submit electronic copies of important application materials at least one week prior to the Planning Commission meeting to be included in staff's PowerPoint presentation. Recommended materials include site plans, floor plans, photographs and elevations. Materials should be submitted in PDF or JPEG format.

Staff also recommends that applicants contact the applicable Civic Association, which the project is located within, to discuss the pending application. The applicable Civic Association for this site is Bala Cynwyd. The President of The Neighborhood Club of Bala Cynwyd is David Rosenbaum and he can be reached via e-mail at DRosenbaum@rawle.com. If you have any questions, please contact me at (610) 645-6271.

Sincerely,

Christopher Leswing
Director, Department of Building & Planning

cc: David Rosenbaum, The Neighborhood Club of Bala Cynwyd

Formatted: Font: 12 pt