



*Department of  
Building & Planning  
Phone: (610) 645-6140  
Fax: (610) 649-9598*

*Township of Lower Merion*

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December 12, 2017

Kenneth Aaron, Esq.  
Weir & Partners LLP  
The Widener Building  
1339 Chestnut Street, Suite 500  
Philadelphia, PA 19107

RE: Preliminary Land Development Plan No. 3792  
206-216 Bala Avenue & 5-9 N. Highland Avenue, Bala Cynwyd

Dear Mr. Aaron:

On December 4 2017, the Building and Planning Department of Lower Merion Township received a Preliminary Land Development Plan application, six sets of plans, application fee and consultant's escrow for the above referenced property.

Your application has been accepted as complete and has been assigned application no. **3792**. The expiration date for this application is **March 9, 2018**. The application will be heard by the Planning Commission on **February 5, 2018**. The Land Development Committee will review this application on **December 21, 2017** and staff will forward their comments to you. The Montgomery County Planning Commission has also been sent a copy of the plan for review.

Application materials are required to be submitted to the Township by noon 17 days prior to the Planning Commission meeting. Your plan submission date will be **January 19, 2018**. 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 Jerry Skillings and he can be reached via e-mail at [JSkillings@comcast.net](mailto:JSkillings@comcast.net). If you have any questions, please contact me at (610) 645-6116.

Sincerely,

Christopher Leswing,  
Director, Department of Building & Planning

cc: Jerry Skillings, Neighborhood Club of Bala Cynwyd