



BOROUGH OF WEST CONSHOHOCKEN
MONTGOMERY COUNTY, PENNSYLVANIA

For Completion by Borough:
Received by: _____
Date: _____

112 Ford Street, West Conshohocken, PA 19428
Phone: 610-828-9747 | Fax: 610-940-5845

www.WestConsho.com

CONFIRMED APPOINTMENT REQUEST FORM

A Confirmed Appointment Request Form must be received by the Borough Manager no later than fourteen (14) calendar days prior to the meeting of the Borough Council. This form must be completed, signed, and submitted with an electronic version of the plan.

Name: _____

Address: _____

Phone: _____ Fax: _____ Cell: _____

E-Mail: _____

Location of Property (Address & Street Name, if any):

Brief Description of Discussion:

The undersigned agrees that the plan being submitted is not a preliminary plan, final plan or any other kind of plan that would require the council to take any action. By signing this application, the undersigned is acknowledging that their submission is not a plan submission and is not requesting a vote in any manner whatsoever. The undersigned has the right to submit a plan to be considered for council action; however, by signing this application, the undersigned is acknowledging that the materials sent to the Borough are not a plan submission and not an application for subdivision or land development. The undersigned further acknowledges that any feedback given by the council or staff is simply advisory and is not binding in any way. There is no fee to be submitted with this plan submission, however, the undersigned may be asked to sign a professional services letter to reimburse the Borough for any expenses incurred by the Borough professional staff. The payment to the Borough to reimburse for professional fees is not an application fee. The Borough has a procedure for subdivision and/or land development review, but this is not that procedure and should not be confused with the submission of a plan as outlined in the Municipalities Planning Code.

Signature

Printed Name

Date