

# ADMINISTRATIVE PROCEDURES FOR SUBDIVISION AND LAND DEVELOPMENT APPLICATIONS

Applicants and their agents/representatives must read the following rules and procedures and follow them. If you have questions, please contact the Planning Administrator. Applicants who do not adhere to these guidelines risk delays in plan processing and review.

1. **Applicant Submits Sketch Plan (Optional, but Recommended)**. The applicant is strongly encouraged to submit a sketch plan. By submitting a sketch plan, the applicant will benefit from input from the staff, the Planning Commission, and other advisory boards and commissions (ABC's) before presenting the subdivision/land development plan to the Planning Commission and Board of Supervisors. Information on sketch plan submissions is available at the Township office.
2. **Applicant Obtains Necessary Forms and Documents from the Township**. The applicant should obtain the following ordinances from the Township:
  - Copy of current Subdivision/Land Development Ordinance (Ch.95)
  - Copy of current Zoning Ordinance (Ch. 115)
  - Copy of current Soil Erosion & Sediment Control Ordinance (Ch. 90)
  - Any recently adopted but uncodified amendments to the above
  - Rules and Regulations Governing the Construction of and Connection to Sanitary Sewerage Facilities in East Bradford Township

The East Bradford Code is available for review at [www.eastbradford.org](http://www.eastbradford.org), but it may not have the most recent amendments and is therefore not deemed to be the official source of this documentation. The official source of the East Bradford Code is the East Bradford Township Administration Building, 666 Copeland School Road, West Chester, PA 19380.

The applicant should also obtain a complete subdivision/land development application packet, which includes:

- One copy of the administrative procedures
- One application form (attached)
- One copy of the Township Cash Escrow Agreement (attached)
- One copy of the current fee schedule (attached)
- One County of Chester Subdivision / Land Development Information Form (attached)
- One Act 247 County referral form (attached) (also available at <http://dsf.chesco.org/planning>)
- One Act 537 County referral form (attached) (also available at <http://dsf.chesco.org/planning>)
- Chester County Information Record Form (attached)
- 1980 Township Resolution (attached)
- Letter from PennDOT (attached)

Sewage Facilities Planning Module Application Mailers and other information may be obtained from the PA DEP.

3. **Applicant Notifies Adjoining Landowners**. The applicant shall notify all adjoining landowners (deemed to be those contiguous – including separation by road, right of way, or water body; or in a neighboring municipality) in writing about their intention to submit an application. The notice shall state the nature of the application and inform the adjoining landowners of the next regularly scheduled meeting of the Planning Commission when the application will be considered (contact the Planning Administrator to determine the exact date and time). The letter should also include the location of the meeting – the East Bradford Township Building, 666 Copeland School Road, West Chester, PA 19380. The notice shall be sent by first class mail or hand delivered to the owners based upon information on file at the Chester County Tax Assessment Office, West Chester, PA. Copies of the letters shall be submitted with the application (see below).
4. **Applicant Submits Subdivision/Land Development Plan**. Applications for a subdivision/land development shall be made to the Township, in writing, on a form furnished by the Township. Applications and attachments must be submitted to the Township at least 14 days (2 weeks) prior to the regular meeting date of the East Bradford Township Planning Commission to be included on the meeting agenda. A complete application includes:

- Two copies of the completed application form
- Letter of authorization and/or agreement of sale from the property owner (if applicant is not the owner of record and/or represents themselves to be the equitable owner or agent for the property owner)
- Township filing fee (see fee schedule) – check made payable to "East Bradford Township"
- Two signed copies of the Township Cash Escrow Agreement
- Cash escrow fee (see fee schedule) – check made payable to "East Bradford Township"
- One copy of Act 247 County referral form with the appropriate fee – check made payable to "County of Chester"
- One copy of County of Chester Subdivision / Land Development Information Form
- Five copies of sewage planning modules and related documentation
- One copy of Act 537 County referral form (DEP Component 2 or 3 only) (if required)
- 20 copies of plans for subdivision/land development prepared in accordance with: (1) §95-13 or §95-14 of the Code (which ever is appropriate) and (2) the Professional Engineers Registration Law (Act of May 23, 1945). Plans must be sealed by the engineer. Additional copies may be requested.
- One copy of the plan in AutoCAD format. All applicants/agents submitting applications for subdivision/land development and/or conditional use are required to present all plans (inclusive of stormwater and erosion and sedimentation control calculations) in electronic format using AutoCAD software. Electronic plan data must be submitted for each revision along with required paper copies. These AutoCAD files are for the exclusive use of the Township staff and its support consultants. These files are not for public distribution and will not be otherwise distributed. Sketch plans are exempt from this requirement.
- Two copies of stormwater management documentation/plans (if required)
- Proofs of notification to adjoining property owners
- Letter noting provision of utility services

Within five business days of receipt of the application, the Planning Administrator will review the application for completeness. If the application is determined to be incomplete due to a "major omission," the Planning Administrator will promptly notify the applicant of the steps required to make the application complete. In the absence of a complete application submission, the application shall not be considered at the next regularly scheduled meeting of the Planning Commission and the 90-day review time clock will not commence. A "major omission" includes the omission of one or more of the below listed items:

- Two copies of the completed application form
- Letter of authorization and/or agreement of sale from the property owner
- Township filing fee
- Two signed copies of the Township Cash Escrow Agreement
- Cash escrow fee
- One copy of Act 247 County referral form with the appropriate fee
- Five copies of sewage planning modules and related documentation
- 20 copies of plans for subdivision/land development
- Proofs of notification to adjoining property owners

If the plan application is determined to be incomplete due to a "minor omission," the Planning Administrator will promptly notify the applicant of the steps required to make the application complete. In such cases, the Planning Administrator may recommend to the Planning Commission that it accept the application for review, specifying what is wrong with the application, and suggest that if the information is not supplied prior to the next regular meeting of the Planning Commission (approximately 30 days), the Planning Administrator be authorized to recommend to the Board of Supervisors that it reject the application for lack of due diligence by the applicant. If the omitted information cannot be supplied within the specified time, the applicant may choose to withdraw the application, in which case the application fee will be returned. In the event that the application is rejected by the Board of Supervisors, the application fee will be forfeited and will not be returned to the applicant. A "minor omission" includes the omission of one or more of the below listed items:

- Incomplete application form
- Incorrect filing fees
- Simple omissions on plans or planning modules (as determined by Township Engineer)
- One copy of Act 537 County referral form (DEP Component 2 or 3 only) (if required)

- One copy of the plan in AutoCAD format
  - Letter noting provision of utility services
  - Other similar omissions deemed to be of a less significant nature such that their absence will not prevent the Planning Commission from accepting the application for the purposes of commencing the review process.
5. **Township Distributes Application to the Planning Commission.** Once the Planning Administrator determines that the application is complete, the application is forwarded to the East Bradford Planning Commission and Chester County Planning Commission for review.
  6. **Planning Commission Accepts Application.** At the next regular Township Planning Commission meeting, the applicant will present the plan to the Commission in electronic format (see note below about electronic presentations). The purpose of this initial application is to provide an overview of the project. The applicant should be prepared to address major aspects of the project:
    - Use(s) proposed
    - Surrounding properties/uses
    - Site characteristics (e.g. hydrological features, slopes, woodlands)
    - General appearance (e.g. façade, architecture), if known/applicable
    - Nature of lighting
    - Nature of landscaping
    - Parking
    - Signage, if known/applicable
    - Utilities (sewerage, water, stormwater)
    - Access (pedestrian and vehicular)
    - Historic context, if applicable
    - Zoning and/or subdivision relief needed, if applicable

Members from other advisory boards and commissions (ABC's) (e.g. Historical Commission, Environmental Advisory Council) may attend the meeting. If the application is administratively complete, the Commission will accept the application and the 90-day review time clock will start.

7. **Site Visit.** The Planning Commission may request a site visit to view the property. Other ABC's may also attend the visit.
8. **Subdivision Number Assigned.** Upon acceptance of the application and plan by the Commission, the Planning Administrator shall issue a Township Subdivision Number (SD #). The SD # and property tax parcel number is to be used by the applicant on all information and correspondence submitted to the Township for review as part of the application and plan review process.
9. **Application is Reviewed by Various Advisory Boards/Commissions and Professionals and Review Comments are Submitted to the Planning Commission.** Within 5 days after acceptance of plan for review by Planning Commission, the Planning Administrator will send copies of the application and all supporting materials to other Township advisory boards/commissions (ABC's), the Township Engineer, and other professional consultants, as required. The ABC's and consultants will submit their review comments to the East Bradford Township Planning Commission. Reviews will be provided approximately 7 days (one week) before the regular meeting of the Planning Commission unless additional review time is needed, in which case the Planning Administrator or Township Engineer will notify the applicant.
10. **Applicant Continues to Meet with the Planning Commission.** The applicant may attend several meetings with the Planning Commission and the plan may be revised several times. During subsequent meetings, the applicant should address comments raised in the professional review letters. Revised plans must be submitted 21 days (3 weeks) prior to the regular meeting date of the East Bradford Township Planning Commission to be included on the meeting agenda.
11. **Planning Commission Makes a Recommendation to the Board of Supervisors.** Once all Planning Commission comments and professional review comments are addressed, the Commission may make a recommendation to the Board of Supervisors. The Commission's recommendation will focus on Code compliance.

12. **Applicant Meets with the Supervisors.** The applicant will then attend one or more meetings of the Board of Supervisors.
13. **Supervisors Act on the Application.** Once all outstanding items are addressed, the Board will act on the application. All conditions to preliminary and final approval shall be noted on the plans and agreed to in writing by the applicant. If the application is for preliminary subdivision/land development, the applicant will begin this process again with a final subdivision/land development plan (the applicant is not required to submit any new fees and/or application forms to begin the final plan process after the Board grants preliminary approval). If the application is for final or preliminary/final subdivision/land development, the application will proceed through the next steps.
14. **Construction improvement agreements.** When applicable, road and improvement construction agreements must be fully executed by the applicant and Board of Supervisors and financial security posted in an amount acceptable to the Township to guarantee completion of the public improvements (or other substantial improvements whose guarantee of completion are in the public interest) and sufficient cash escrow is paid to satisfy reasonable review process expenses (including engineering, legal and related consultants) before any permits are issued and/or before land disturbance/site construction commences.
15. **Plans are Recorded.** Promptly after receiving final approval, the plans (and any other relevant documentation) must be recorded. Final approved plans will not be recorded until all applicable conditions of plan recordation are satisfied. At the time of final plan approval, all applicants are required to submit the approved final plans in a read only PDF and AutoCAD (working drawing) file format. These files shall serve as electronic archives for future reference. The AutoCAD files will be kept in the Township office; the PDF files are public documents and public distribution is permitted within the context of the Open Records Act. The Township and its agents do not and will not indemnify any person with regard to its use of these files, which are a required component for a complete application and for the Township reasonably to conduct its reviews.

**A Note about Electronic Presentations:** All applicants or their agents submitting applications for subdivision/land development and conditional use are required to present the plans and related documents at all public meetings using presentation and graphics software and hardware supplied by the applicant to display the plans and related information on the viewing screen located in the Township McCardle Meeting Room. The applicant or his/her agents should bring self-contained devices (laptop PC, etc.) to display the information using PowerPoint or other similar presentation software on the available screen. The Township will provide a viewing screen and a cart for equipment set up. The Township strongly recommends that the applicant or his/her agents perform a test presentation of the plan materials well in advance of the actual meeting. The displayed plans, graphics, and text must be clear and readable by the audience. If the presentation graphics are not readable or if the system does not operate, the meeting presentation and/or hearing may be postponed, continued, or otherwise cancelled. The purpose of this requirement is to enable citizens and all interested parties to better view the proposed applications and plans, thereby permitting improved public participation. The only exception is for sketch plans.

**A Note about Time Extensions:** If the Planning Administrator determines that the 90-day review time clock will expire prior to the next meeting of the Board of Supervisors, the Planning Administrator shall notify the applicant that a time extension for plan review is necessary. If the Applicant does not request a time extension in writing prior to the Planning Commission meeting most immediately preceding the expiration of the 90-day review clock the Commission may recommend the plan be rejected by the Board of Supervisors due to lack of due diligence by the applicant. If, in the opinion of the Planning Administrator, the applicant is not exercising due diligence in effecting plan revisions or obtaining necessary agency approvals, but continues to request time extensions, the Planning Administrator may recommend to the Board of Supervisors that the application and plan be considered for rejection at the next regularly scheduled Board meeting. Or, in the alternative, the applicant may execute a plan application time suspension agreement (see Planning Administrator for details).

## SUBDIVISION/LAND DEVELOPMENT APPLICATION

Application is hereby made for review of the subdivision/land development application described below in accordance with PA Act 247, as amended, and the Township Code. Applicants must provide all of the information listed on this form. Refer to attachments as necessary. No application will be accepted that is incomplete.

1. **Date:** \_\_\_\_\_

2. **Property Information**

Application/development name: \_\_\_\_\_

Address of property: \_\_\_\_\_

Tax parcel ID number: \_\_\_\_\_ Zoning district: \_\_\_\_\_

Acreage: \_\_\_\_\_ Number of proposed lots: \_\_\_\_\_

Type of application (i.e. subdivision, land development): \_\_\_\_\_

Type of plan (circle one):      Preliminary plan      Final plan

List all proposed public improvements: \_\_\_\_\_

Type of waste disposal system (circle one):      Public      Private

3. **Contact Information**

**Applicant's name:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Relationship to property (owner of record, equitable owner, etc.): \_\_\_\_\_

**Note:** If the applicant is other than the property owner, a letter of authorization to submit the application and/or an agreement of sale is necessary and must be attached hereto

**Owner of record:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Project attorney:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

**Project engineer:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

4. **Relief Required** Will zoning relief or other waivers of Township ordinances be required for this project? If no relief is required, please indicate by checking box below.

| Code Section | Brief Explanation |
|--------------|-------------------|
|              |                   |
|              |                   |
|              |                   |
|              |                   |

No relief is being requested at the time of application

5. **Required Documentation** Please verify that the following documentation is submitted with this application:

- Two copies of the completed application form
- Letter of authorization and/or agreement of sale from the property owner (if applicant is not the owner of record and/or represents themselves to be the equitable owner or agent for the property owner)
- Township filing fee (see fee schedule) – check made payable to "East Bradford Township"
- Two signed copies of the Township Cash Escrow Agreement
- Cash escrow fee (see fee schedule) – check made payable to "East Bradford Township"
- One copy of Act 247 County referral form with the appropriate fee – check made payable to "County of Chester"
- One copy of County of Chester Subdivision / Land Development Information Form
- Five copies of sewage planning modules and related documentation
- One copy of Act 537 County referral form (DEP Component 2 or 3 only) (if required)
- 20 copies of plans for subdivision/land development prepared in accordance with: (1) §95-13 or §95-14 of the Code (which ever is appropriate) and (2) the Professional Engineers Registration Law (Act of May 23, 1945). Plans must be sealed by the engineer. Additional copies may be requested.

- One copy of the plan in AutoCAD format. All applicants/agents submitting applications for subdivision/land development and/or conditional use are required to present all plans (inclusive of stormwater and erosion and sedimentation control calculations) in electronic format using AutoCAD software. Electronic plan data must be submitted for each revision along with required paper copies. These AutoCAD files are for the exclusive use of the Township staff and its support consultants. These files are not for public distribution and will not be otherwise distributed. Sketch plans are exempt from this requirement.
- Two copies of stormwater management documentation/plans (if required)
- Proofs of notification to adjoining property owners
- Letter noting provision of utility services

6. **Required Questions** The applicant shall answer the following questions with a YES, NO, or N/A response:

- 1. Has the applicant/applicant's representative obtained and reviewed a copy of the Administrative Procedures for Subdivision and Land Development Applications? \_\_\_\_\_
- 2. Has the applicant/applicant's representative obtained and reviewed a copy of the current Subdivision/Land Development Ordinance (Ch.95)? \_\_\_\_\_
- 3. Has the applicant/applicant's representative obtained and reviewed a copy of the current Zoning Ordinance (Ch. 115)? \_\_\_\_\_
- 4. Has the applicant/applicant's representative obtained and reviewed a copy of the current Soil Erosion & Sediment Control Ordinance (Ch. 90)? \_\_\_\_\_
- 5. Has the applicant/applicant's representative obtained and reviewed a copy of any recently adopted but uncodified amendments to above? \_\_\_\_\_
- 6. Has the applicant/applicant's representative obtained and reviewed a copy of the Rules and Regulations Governing the Construction of and Connection to Sanitary Sewerage Facilities in East Bradford Township \_\_\_\_\_
- 7. Has there been any special zoning relief granted for this site in the past? \_\_\_\_\_

7. **The undersigned hereby:**

- 1. Agrees to permit any elected, appointed, and/or assigned staff member of East Bradford Township to enter the exterior premises of the property, in which this application pertains, for the purposes of conducting site inspections while the proposed application is being considered by East Bradford Township.
- 2. Agrees to pay all consultant, administrative, and/or application fees required for the review of this application.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

**EAST BRADFORD TOWNSHIP  
CASH ESCROW AGREEMENT FOR SITE PLAN REVIEW**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between TOWNSHIP OF EAST BRADFORD, Chester County, Pennsylvania, (Township), and \_\_\_\_\_ of \_\_\_\_\_ (Developer / Applicant and hereinafter referred to as Owner).

WITNESSETH:

WHEREAS, Owner contemplates subdivision, land development and / or improvements to real estate situate in the Township of East Bradford and simultaneously herewith is submitting preliminary, final, or other plans for review thereof; and

WHEREAS, the consideration of said plans and improvements will require the expertise of professional personnel of said Township including, but not limited to, the Township Engineer, Township Solicitor, and Township consultants in connection with the consideration of such said plan; and

WHEREAS, Owner hereby agrees to provide as security for completion of said review and consideration by Township an escrow account for the use and benefit of Township to guarantee performance of the Owner of payment for said services as are required and reasonable.

NOW, THEREFORE, in consideration of Township relying upon the terms of the Escrow Agreement as security, and intending to be legally bound:

1. Owner hereby authorizes and directs the Township to review Owner site plans and related documents and to prepare a report of same for Township as may be required in order to access and process, without delay, the consideration of the preliminary, final, or other plans submitted by Owner. Said review and all services performed relative thereto shall be carried out in accordance with good engineering and legal practices and Rules and Regulations of Township.
2. Owner agrees that charges and fees for review and preparation of said plans by the Township Engineer, Township Solicitor and necessary Township land planning and related consultants, together with legal fees and administrative costs and expenses which Township may incur in connection therewith, shall be paid from said fund upon demand.
3. Owner hereby deposits with Township in escrow the sum of \_\_\_\_\_ (\$ \_\_\_\_\_ .00 ) dollars as security for the payment of all costs and expenses, charges and fees, as set forth in paragraph 2 hereof which may be incurred by Township hereunder.
4. The Township will not commence processing the application until said security deposit has been made with Township. Failure by the Owner to maintain the escrow as agreed herein may cause delays and / or stoppage of application processing and said reviews by Township (Ref: Board of Supervisors November 11, 1980 Resolution).
5. The amount of \_\_\_\_\_ (\$ \_\_\_\_\_ .00) dollars shall be the minimum amount on deposit with Township at all times in order to pay for the aforementioned services. When the amount held in escrow is at or below said minimum amount, Owner shall deposit an additional sum in the amount of \_\_\_\_\_ (\$ \_\_\_\_\_ .00) dollars to insure that all fees and costs incurred be paid.

6. When requested, Township shall submit to Owner a detailed itemization of expenses to be charged against said fund and shall make withdrawals there from accordingly.
7. The creation of the escrow herein provided for shall in no way represent, guarantee or require Township to approve the proposed development plan of Owner either as originally submitted or as thereafter revised, amended or modified.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year aforesaid.

ATTEST:

TOWNSHIP OF EAST BRADFORD

\_\_\_\_\_  
For Township

BY: \_\_\_\_\_ (SEAL)  
Michael P. Lynch, Township Manager/Treasurer

\_\_\_\_\_  
For Township

BY: \_\_\_\_\_ (SEAL)  
Mandie Cantlin, Planning Administrator

WITNESS:

OWNER

\_\_\_\_\_  
For Developer / Applicant

BY: \_\_\_\_\_ (SEAL)  
Developer / Applicant

RESOLUTION # \_\_\_\_\_-2010  
THE MUNICIPALITY OF EAST BRADFORD TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION PROVIDING FOR UPDATE TO THE FEES REQUIRED BY EAST BRADFORD TOWNSHIP FOR THE CONDUCT OF BUSINESS INCLUDING SUBDIVISION /LAND DEVELOPMENT FEES AND (REVIEW) ESCROWS AND RELATED PROCEEDINGS; BUILDING PERMITS, ZONING FEES AND REVIEWS, AND MISCELLANEOUS OTHER ADMINISTRATIVE FEES FOR SERVICES.

WHEREAS, from time to time it is necessary for the Township to review and revise its fee schedule to reflect the increased cost of doing business, and

WHEREAS, the Second Class Township Code, P.L. 350, No. 60, as amended, pursuant to General Powers, Section 1506, and

WHEREAS the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as amended, pursuant to Article V Subdivision and Land Development, Section 503, provides for the charge of review fees including the necessary and reasonable charges by the municipality's professional consultants or engineer for review or report and,

WHEREAS the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as amended, pursuant to Article IX Zoning Hearing Board and Other Administrative Proceedings, Section 908, provides for the governing body to prescribe reasonable fees with respect to hearings before the zoning hearing board and also for conditional uses before the governing body (Section 913.2) to attach reasonable conditions it may deem necessary to implement the purposes of The Act and,

WHEREAS the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as amended, pursuant to Article VI Zoning, Section 617.3 (e) provides for the governing body to prescribe reasonable fees with respect to the administration of a zoning ordinance and with respect to hearings before the zoning hearing board and,

WHEREAS, East Bradford Township provides within Chapter 45 of the East Bradford Code for the charge of building plan review and inspection fees including reasonable permit fees deemed necessary by the municipality's Building Official professional and for reviews or reports for attendant inspections including, but not limited to, Chapter 90, Soil Erosion and Sediment Control of the East Bradford Code; and,

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of East Bradford Township, Chester County, Pennsylvania, as follows:

**SUBDIVISION / LAND DEVELOPMENT**

I Every Applicant, at the time of filing an application for approval of a subdivision, land development or planned residential development plan, shall pay to the Township of East Bradford a non-refundable filing fee and **(First Tier)** escrow deposits for reasonable and necessary charges by the professional consultants and Township Engineer and staff in accordance with the following schedule provided below. If at any time the escrow falls below the minimum balance, including all balances due, the Township shall cease any work and/or withhold building permits until the applicant submits a deposit to bring the account back to a minimum balance.

A Subdivision Applications – First Tier

1 Plans from two (2) through and including three (3) lots:

|                |  |
|----------------|--|
| Filing Fee     | \$400.00 for the first three (3) lots. |
| Escrow Deposit | \$800.00 initial deposit               |
|                | \$400.00 minimum balance               |

Fee Schedule Page 1

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2 Plans from four (4) through and including ten (10) lots:

|                |  |
|----------------|--|
| Filing Fee     | \$400.00 for the first three (3) lots plus \$100.00 for each additional lot. |
| Escrow Deposit | \$3,000.00 initial deposit<br>\$1,000.00 minimum balance                     |

3 Plans of eleven (11) or more lots:

|                |  |
|----------------|--|
| Filing Fee     | \$1,100.00 for the first ten (10) lots plus \$100.00 for each additional lot.  |
| Escrow Deposit | \$3,000.00 initial deposit for the first ten (10) lots plus \$250.00 for each additional lot<br>\$3,000.00 minimum balance |

B Land Development Applications – First Tier

1 Plans of less than ten (10) acres of development:

|                |  |
|----------------|--|
| Filing Fee     | \$1,000.00   |
| Escrow Deposit | \$2,500.00 initial deposit<br>\$2,000.00 minimum balance |

2 Plans of ten (10) through and including forty-nine (49) acres of development:

|                |   |
|----------------|---|
| Filing Fee     | \$1,000.00 for the first ten (10) acres plus \$250.00 for each additional acre. |
| Escrow Deposit | \$8,000.00 initial deposit<br>\$2,500.00 minimum balance                        |

3 Plan of fifty (50) or more acres:

|                |  |
|----------------|--|
| Filing Fee     | \$10,750.00 for the first fifty (50) acres plus \$250.00 for each additional acre.                           |
| Escrow Deposit | \$10,000.00 for first fifty (50) acres plus \$500.00 for each additional acre.<br>\$2,500.00 minimum balance |

II Every Applicant, after receiving final approval of a subdivision, land development or planned residential development plan, but before any building permits may be reviewed or issued or any development activity or construction commenced, shall pay to the Township of East Bradford (**Second Tier**) escrow deposits in accordance with the following schedule:

A Subdivision Application – Second Tier

1 Plan of two (2) through and including three (3) lots:

|                |  |
|----------------|--|
| Escrow Deposit | \$500.00 per lot<br>\$1,000.00 minimum balance |
|----------------|--|

2 Plan of four (4) or more lots:

|                |                   |
|----------------|-------------------|
| Escrow Deposit | \$ 500.00 per lot |
|----------------|-------------------|



A Subdivision Application – Plan Resubmission

- 1 Plan of two (2) through and including three (3) lots: \$50.00 per lot
- 2 Plan of four (4) or more lots: \$50.00 per lot for first three (3) plus \$25.00 per each additional lot

B Land Development – Plan Resubmission

- 1 Plan of less than ten (10) acres of development: \$ 500.00
- 2 Plan of ten (10) acres or more: \$500.00 plus \$50.00 per each acre above ten (10)

**ZONING ADMINISTRATION FEES**

I Subdivision/Land Development Zoning Review

- A Preliminary Plan Review: Calculated hourly rate of Zoning Officer and associated administrative costs.
- B Final Plan Review: Calculated hourly rate of Zoning Officer and Associated administrative costs.

II Building Permit Zoning Review

- A Residential dwelling one and two family new construction and pre-manufactured: \$75.00.
- B Residential multifamily (four family, townhouses, apartments, student housing): \$75.00 per building.
- C Congregate care campus and community living arrangement: \$100.00 per building.
- D Residential transient (bed and breakfast, bed and breakfast estate, hotel, motel): \$75.00 per building.
- E Residential additions: \$50.00.
- F Residential accessory structures including sheds, pools, detached garages, decks, etc. \$50.00.
- G Residential alterations: \$50.00.
- H Non-residential buildings and structures, new (excluding retaining walls and signs): \$100.00 per building or structure.
- I Non-residential additions: \$50.00.
- J Non-residential alterations: \$50.00.
- K Retaining walls: \$35.00.
- L Floodplain letters of determination: \$100.00.
- M Demolition: \$50.00.
- N Temporary structure: \$50.00.
- O Township highway occupancy permit: \$50.00.
- P Temporary signs: \$50.00 per three months.
- Q Permanent signs: \$50.00 per ten square feet or fraction thereof.
- R Lighting permit: \$50.00 administrative fee plus calculated hourly rate of lighting consultant.
- S Fuel storage tank – exterior above and below grade: \$50.00.
- T Revisions to approved plans: Calculated hourly rate of Codes Enforcement Officer.

III Open Burning Permit: \$30.00.

**BUILDING PERMIT FEES**

I Residential

- A Single family dwellings and semi-detached dwellings including residential additions: \$30.00 for each 100 sq. ft., or fraction thereof (outside dimensions, including attached garages, enclosed porches, finished basements and finished attics, but not including unfinished basements, on grade patios, unfinished attics, and crawl spaces. Minimum fee: \$150.00.
- B Apartments (to include residential nursing care and assisted living): \$200.00 per dwelling unit, plus non-residential rate for non-dwelling unit space (i.e., stairs, lobbies, hallways, etc.).
- C Motels: \$250.00 per motel living unit, plus non-residential rate for non-motel living unit space (i.e., stairs, lobbies, hallways, etc.).
- D Townhouses and other types of residential dwelling units not otherwise specifically covered by the schedule: Same as residential single-family dwellings.
- E Residential alterations: \$100.00 for the first \$1,000.00 of construction cost plus \$20.00 for each additional \$1,000.00, or fraction thereof, of construction cost as determined by the Building Official or designated agent. Minimum fee: \$140.00. Maximum fee: \$600.00.
- F Swimming pools, in-ground or above ground: A minimum charge of \$50.00 for the first \$1,000.00 of construction cost plus \$15.00 for each additional \$1,000.00, or fraction thereof, of construction cost as determined by the Building Official. Construction cost shall include fences and gates and shall be determined by the Building Official or designated agent.
- G Construction site trailers, sales trailers or temporary sheds: \$250.00 per year for each trailer.
- H Accessory buildings over 500 sq. ft. and additions to accessory buildings resulting in buildings greater than 500 sq. ft.: Same as residential single-family dwelling (including but not limited to detached garages, sheds, cabanas, bath houses, etc.). Minimum fee: \$150.00.
- I Alterations to accessory buildings greater than 500 sq. ft.: Same as residential alterations. Minimum fee: \$150.00.
- J Manufactured housing, including mobile homes (all construction except delivered structure): Same as residential alterations.
- K Demolition: \$150.00 per permit. \$500.00 per permit for Class I and Class II Historic Resources of East Bradford Township.

II Non-Residential

- A New construction including additions to structures: \$225 for the first 1,000 sq. ft. plus \$20.00 for each additional 100 sq. ft., or fraction thereof, up to and including 10,000 sq. ft., plus \$15.00 for each additional 100 sq. ft. above 10,000 sq. ft., or fraction thereof.
- B Alterations to non-residential construction: \$100.00 for the first \$1,000 of construction cost plus \$ 20.00 for each additional \$1,000 or fraction thereof. Construction cost shall be determined by the Building Official, or designated agent.
- C Accessory buildings (detached garages, sheds, etc.) new construction, additions and alterations: Same as principal non-residential buildings.
- D Temporary trailers and buildings on construction sites: \$ 250.00 per year for each trailer.

- E Demolition: \$ 75.00 for first \$1,000 of cost plus \$25.00 for each additional \$1000.00 or fraction thereof, as determined by the Building Official or designated agent.
- F Gasoline pumps: \$100.00 for each pump.
- G Sprinkler system: \$50.00 for the first \$1,000 of cost plus \$20.00 for each additional \$1,000 or fraction thereof of cost. Cost shall be determined by the Building Official or designated agent.
- H Plumbing and mechanical permits not associated with new construction: \$60.00 for the first \$1,000 of construction cost plus \$ 6.00 for each additional \$1,000 or fraction thereof.
- I Cell towers (new installation): \$350.00.
- J Antennae (co-locating on existing structure): \$150.00 per antennae.
- III Non-residential, agricultural, animal husbandry, stables, field barns, loafing sheds and shelter for animals: For production buildings and structures and living spaces over 300 sq. ft.: \$50.00 flat fee for working farms (those which produce agricultural goods for market) only. There shall be no fee for buildings and structures under 300 sq. ft. For non-working farms, the single family dwelling rates shall apply.
- IV Retaining walls in excess of a four foot grade differential: A minimum charge of \$150.00 for the first \$1000.00 of construction cost plus \$25.00 for each additional \$1000.00 of construction cost as determined by the Building Official.
- V Re-inspection fee: \$100.00 to be assessed upon failure to complete the construction for which the scheduled inspection is to be made and/or failure to make reasonable and diligent effort to comply with documented deficiencies at the initial re-inspection. Fee is to be posted with the Building Official prior to the re-inspection. The Township will not provide further services until such fees are paid.
- VI Revisions to approved plans: Calculated hourly rate of Codes Enforcement Officer.
- VII Special inspection: Based on Building Official hourly rate; min of 1 hour.
- VIII Soil erosion, sedimentation and grading control (on lot): \$1,000.00 escrow deposit shall be posted with the Township. The escrow is for reasonable and necessary charges by the professional consultants in accordance with the schedule provided below. If at any time the escrow falls below \$500.00, including all balances due, the Township shall cease any work and/or withhold building permits until the applicant submits a deposit to bring the account back to a minimum balance.
- IX Driveway (Chapter 45 East Bradford Code): \$50.00.
- X Street openings and installations (Chapter 92 East Bradford Code): Schedule set by Commonwealth of Pennsylvania, Department of Transportation.
- XI Fireworks: \$100.00 per event.
- XII Measurements: All measurements referred to above shall be as determined by the Building Official or designated agent.
- XIII Enforcement related reviews, inspections, administration at the current rate for Township Engineer, Zoning Officer and necessary consultant review.

XIV Timber Harvest Permit: \$100 permit fee and \$500 escrow deposit shall be posted with the Township. The escrow is for reasonable and necessary charges by the professional consultants in accordance with the schedule provided below. If at any time the escrow falls below \$100.00, including all balances due, the Township shall cease any work and/or withhold permits until the applicant submits a deposit to return the account to a minimum balance.

**ZONING HEARING BOARD, BOARD OF SUPERVISORS AND RELATED PROCEEDINGS AND INSPECTIONS**

The below fee schedule supercedes any prior fee schedule with particular regard to Resolution 1 of 1981 and Resolution 2 of 1997.

I Zoning Hearing Board Escrows

A Dimension, set-back, lot size and other dimensional variance:

|                       |       |
|-----------------------|-------|
| Residential           | \$500 |
| Commercial/Industrial | \$700 |

B Use variance (validity variance)

|                       |         |
|-----------------------|---------|
| Residential           | \$1,000 |
| Commercial/Industrial | \$1,000 |

C Special exception

|                       |       |
|-----------------------|-------|
| Residential           | \$500 |
| Commercial/Industrial | \$750 |

D Challenge to validity of ordinance or other ordinance challenge

|                       |         |
|-----------------------|---------|
| Residential           | \$1,500 |
| Commercial/Industrial | \$1,500 |

E Appeals (other) from Zoning Officer interpretation of the Zoning Chapter

|                       |         |
|-----------------------|---------|
| Residential           | \$750   |
| Commercial/Industrial | \$1,000 |

II Conditional Use Escrows and Other Proceedings (before the Board of Supervisors)

A Conditional use (all, except as noted below): \$2,500

B Open space development option:

|                         |   |
|-------------------------|---|
| Less than 10 lots/units | \$3,500   |
| 11-20 lots/units        | \$5,000   |
| 21-30 lots/units        | \$7,500   |
| 31-40 lots/units        | \$10,000  |
| 41 lots/units and above | \$12,000 (plus \$250 for each lot/unit in excess of 41) |

C Planned commercial/Industrial:

|                          |  |
|--------------------------|--|
| Less than 10 acres       | \$6,500  |
| 10 acres and above       | \$10,000 (plus \$1,000 for each additional acre in excess of 10) |
| D Major home occupation: | \$1,500  |
| E Zoning change request: | \$5,000  |

The following is a list of expenses incurred by the Township for which the escrow may be used to offset charges to the General Fund:

- Cost of preparation and mailing of notices of hearings and decisions
- Cost of publication and Notice of Public Hearing and other legal publications and charges
- Cost of posting the property as required
- Cost of appearance fees of court reporters
- Cost of the original transcript(s) of the notes of testimony
- Township administrative and other legal fees (when permitted)
- Township Engineer fees
- Fees of other consultants engaged by the Township to review conditional use applications and plans or other related proceeding reviews

If, at any time, the charges as listed above for zoning, conditional use or other proceedings exceed the initial escrow, the Township Manager and/or Secretary-Treasurer shall require the Applicant to make timely additional deposits to assure adequate funds to pay such charges, costs and expenses as they may accrue and in no event shall the additional deposit be less than One Thousand (\$1,000) Dollars. Failure of the Township to demand additional deposits from time to time shall not relieve the Applicant from obligation and liability for costs, charges and expenses in excess of fees and deposits. Any amounts deposited in excess of the initial escrow that are not expensed shall be refunded to the Applicant or applied against subsequent applications or proceedings.

**MISCELLANEOUS ADMINISTRATIVE FEES, RATES & SERVICES**

I The rates for reviews by the Township professional consultants is as follows:

|  |  |
|--|--|
| Township Engineer:   | \$112.50 per hour                                  |
| Township Special Projects Engineer:                        | \$ 70.00 per hour or other applicable current rate |
| Township Codes Enforcement Officer:                        | \$ 60.00 per hour                                  |
| Alternate Codes Enforcement Officer:                       | \$ 60.00 per hour or other applicable current rate |
| Township Zoning Officer:                                   | \$ 60.00 per hour                                  |
| Township Landscape Architect/Planner:                      | \$115.00 per hour or other applicable current rate |
| Township Environmental Planner                             | \$165.00 per hour or other applicable current rate |
| Township Lighting Consultant                               | \$ 65.00 per hour or other applicable current rate |
| Township Solicitor:  | \$180.00 per hour or other applicable current rate |
| Township Planning Commission Solicitor                     | \$200.00 per hour or other applicable current rate |
| Township Zoning Hearing Board Solicitor                    | \$180.00 per hour or other applicable current rate |
| Other Township Consultants at the service rate as invoiced |  |

II Tax and sewer certifications:

|                      |              |
|----------------------|--------------|
| Tax certification:   | \$10.00 each |
| Sewer certification: | \$15.00 each |

III On-site sewage management pumping administration fee: \$25.00

Fee is payable when a property owner requires Township notice due to failure to have their septic system pumped within the time period established by ordinance or when a property owner requests a time extension.

- IV Sewer user rates: Public sewer rates for East Bradford Township residential and commercial/institutional customers are established in the Sewer Fund final budget prepared annually and adopted by the Board of Supervisors, and as may be amended from time to time during the budget year.
- V Public sanitary sewer connection fee for plan review and inspection: \$1,000.00 escrow deposit shall be posted with the Township. The escrow is for reasonable and necessary charges by the professional consultants in accordance with the schedule provided above. If at any time the escrow falls below \$500.00, including all balances due, the Township shall cease any work and/or withhold permits until the applicant submits a deposit to bring the account back to a minimum balance.
- VI Copies: \$.50 per page  
Right-To-Know requests: Fee Structure as promulgated by PA Office of Open Records  
(On file at Township Office or on line at [www.openrecords.state.pa.us/portal/server.pt?](http://www.openrecords.state.pa.us/portal/server.pt?))
- VII Alarm registration and schedule of costs (per Chapter 42, Alarm Systems, of the East Bradford Code:  

|   |          |
|---|----------|
| Annual renewal:   | \$10.00  |
| New alarm register:   | \$25.00  |
| First false alarm per calendar year:  | warning  |
| Second false alarm per calendar year:   | \$25.00  |
| Third false alarm per calendar year:  | \$50.00  |
| Fourth false alarm per calendar year:   | \$75.00  |
| Fifth false alarm per calendar year and any subsequent false alarm per calendar year: | \$100.00 |
- VIII West Chester Area Council of Governments application fee for appeals to the WCACOG Joint Building Code Appeals Board: \$500.00 (approved 08-04-05 by the Board of Supervisors)
- IX Fees and escrows: For the purposes contained herein, the term "Fee" is defined as a one-time, non-refundable payment and the term "Escrow" is defined as a deposit against anticipated expenses and if upon completion of the procedure any portion of it remains unexpended it is refundable to the owner (Applicant) by the fiduciary (Township).
- X East Bradford Township Resolution November 11, 1980: For the purposes of this Resolution, East Bradford Township Resolution November 11, 1980 is restated, As Resolved – The officials of East Bradford Township, elected or appointed, are prohibited from issuing any permits (Building, Road or Occupancy), review any plans or documents, render any decisions or opinions for an individual, partnership or corporation with any outstanding (\$) balance from previous services rendered.
- XI Repealer: All resolutions inconsistent herewith are repealed and of no force or effect from this date.
- XII Severability: If any sentence, subsection, sentence, clause, phrase or figure of this Resolution is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Resolution.

Duly presented and adopted by the Board of Supervisors of East Bradford Township in public meeting held this \_\_\_\_\_ day of January, 2010.

Township of East Bradford,

Board of Supervisors  
Chester County, Pennsylvania

Attest:

Township Secretary

\_\_\_\_\_

\_\_\_\_\_  
Thomas A. Egan, Chairman

\_\_\_\_\_  
Vincent M. Pompo, Esq., Vice Chairman

\_\_\_\_\_  
John D. Snook, Supervisor

Return to: Chester County Planning Commission  
 601 Westtown Road-Suite 270  
 P.O. Box 2747  
 West Chester, PA 19380-0990

# Act 247 County Referral

|  |   |
|--|---|
| <b>To:</b> Chester County Planning Commission<br><br><b>Subject:</b> Request for review of a subdivision, land development proposal, or ordinances pursuant to the Pennsylvania Municipalities Planning Code, Act 247. This application must be completed by the applicant, and submitted by the municipality to the above address, along with one (1) complete set of plans and accompanying documents and the required fee for review (see reverse side) | <b>TO BE COMPLETED BY THE MUNICIPALITY</b><br><br><b>From:</b> (Municipality) _____<br><b>Date:</b> _____<br><b>Official's Name:</b> _____<br><b>Position:</b> _____<br><b>Official's signature:</b> _____<br><br><b>Applications with ORIGINAL signatures must be submitted to CCPC.</b> |
|--|---|

## TO BE COMPLETED BY THE APPLICANT

Development name (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_  
 Owner's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Owner's address: \_\_\_\_\_  
 Applicant's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Applicant's address: \_\_\_\_\_  
 Architect/Engineer/Surveyor name: \_\_\_\_\_ Phone #: \_\_\_\_\_

| <b>TYPE OF REVIEW REQUESTED</b><br>(Check all appropriate boxes)<br><br><input type="checkbox"/> Unofficial sketch plan ( <b>no fee</b> )<br><input type="checkbox"/> Subdivision plan<br><input type="checkbox"/> Land development plan<br><input type="checkbox"/> Planned residential development<br><input type="checkbox"/> Zoning ordinance ( <b>no fee</b> )<br><input type="checkbox"/> Curative amendment ( <b>no fee</b> )<br><input type="checkbox"/> Subdivision ordinance ( <b>no fee</b> )<br><input type="checkbox"/> Comprehensive plan ( <b>no fee</b> )<br><input type="checkbox"/> Other  | <b>REVIEW FEE</b><br>(Fee schedule on other side)<br><br><input type="checkbox"/> Attached \$ _____<br><input type="checkbox"/> Not applicable  | <b>TYPE OF SUBMISSION</b><br><br><input type="checkbox"/> New proposal<br><input type="checkbox"/> Revision to a prior proposal<br><input type="checkbox"/> Phase of a prior proposal<br><input type="checkbox"/> Amendment/Revision to recorded plan is a new proposal<br><br>Tax parcel(s): # _____<br># _____<br># _____<br><br>Total area (gross acres): _____ |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
|--|---|--|----------------------|-------------|--|---------------|--|------------|--|------------|--|------------|--|--------------|--|--------------|--|--------------|--|-----------------|--|-------|--|---|---|
| <b>PLAN INFORMATION</b><br><br>Length of new roads: _____<br>Number of new parking spaces: _____<br><br>Ownership of roads:<br><input type="checkbox"/> Public <input type="checkbox"/> Private<br><br>Open space:<br><input type="checkbox"/> Public <input type="checkbox"/> Private<br>Acres: _____ Acres: _____<br><br>HOA responsible for common facilities/areas:<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>HOA documents provided:<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Traffic study included:<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">LAND USE</th> <th style="text-align: left;">Number of lots/units</th> </tr> <tr><td>Agriculture</td><td></td></tr> <tr><td>Single family</td><td></td></tr> <tr><td>Townhouses</td><td></td></tr> <tr><td>Twin units</td><td></td></tr> <tr><td>Apartments</td><td></td></tr> <tr><td>Mobile homes</td><td></td></tr> <tr><td>* Commercial</td><td></td></tr> <tr><td>* Industrial</td><td></td></tr> <tr><td>* Institutional</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table> | LAND USE   | Number of lots/units | Agriculture |  | Single family |  | Townhouses |  | Twin units |  | Apartments |  | Mobile homes |  | * Commercial |  | * Industrial |  | * Institutional |  | Other |  | <b>ZONING DISTRICT OF PROPOSAL</b><br><br>Existing: _____<br>Proposed: _____<br><br>Variances/<br>Special exception<br>granted: _____ | <b>PROPOSED UTILITIES</b><br>(Check appropriate boxes)<br><br><div style="text-align: center;">Water Sewer</div> Public <input type="checkbox"/> <input type="checkbox"/><br>On-site <input type="checkbox"/> <input type="checkbox"/><br>Package <input type="checkbox"/> <input type="checkbox"/><br><br>No new sewage disposal or water supply proposed <input type="checkbox"/> |
| LAND USE   | Number of lots/units  |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| Agriculture  |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| Single family  |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| Townhouses   |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| Twin units   |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| Apartments   |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| Mobile homes   |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| * Commercial   |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| * Industrial   |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| * Institutional  |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| Other  |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| <b>ADDITIONAL INFORMATION</b> (This plan has been submitted to):<br><br><input type="checkbox"/> County Health Department    Date _____<br><input type="checkbox"/> PennDOT    Date _____<br><input type="checkbox"/> DEP    Date _____<br><input type="checkbox"/> Other    Date _____  |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| <b>*Information to be filled in for Commercial, Industrial or Institutional land use ONLY</b><br><br>*Total square footage of addition to existing building: _____<br>*Total structure(s) sq. footage: _____   |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |
| <b>THE TERM "LOTS"</b><br><br>The term "Lots" includes conveyance, tracts or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building or development, as well as residue parcels, annexations, or the correction of lot lines.  |   |  |                      |             |  |               |  |            |  |            |  |            |  |              |  |              |  |              |  |                 |  |       |  |   |   |

## FEE SCHEDULE

The following fees shall apply to each land subdivision or land development submitted to the Chester County Planning Commission for review in accordance with Article V, Section 502, Pennsylvania Municipalities Planning Code, Act 247, as amended.

Fees shall be levied depending on whether the proposal is for a subdivision or a land development and whether it is for residential or non-residential use.

### **CATEGORY I RESIDENTIAL SUBDIVISION FOR LAND DEVELOPMENT**

These fees apply to residential projects for sale, condominium ownership, or rental; any type of buildings, either as a subdivision or single tract land development; or an agricultural subdivision (except for guidelines in Article I, Section 107, Subdivision, Pennsylvania Municipal Planning Code, Act 247, as amended).

| <u>Number of lots and dwelling units</u> | <u>Base fees</u> | <u>Fees for each lot and/or unit</u> |
|--|------------------|--------------------------------------|
| 1 lot land development                   | \$25.00          | None                                 |
| 1-5 lots/units                           | \$75.00          | Plus \$10.00/lot/unit                |
| 6-15 lots/units                          | \$100.00         | Plus \$10.00/lot/unit                |
| Over 15 lots/units                       | \$100.00         | Plus \$10.00/lot/unit                |

### **CATEGORY II NON-RESIDENTIAL SUBDIVISIONS**

These fees apply to applications for subdivision and conveyance of land for non-residential uses, not proposed for land development as defined in Section 107 of the Planning Code.

| <u>Number of lots and dwelling units</u> | <u>Base fees</u> | <u>Fees for each lot and/or unit</u> |
|--|------------------|--------------------------------------|
| 1-5 lots/units                           | \$150.00         | Plus \$30.00/lot/unit                |
| Over 5 lots                              | \$200.00         | Plus \$25.00/lot/unit                |
| Financial subdivisions                   | \$75.00          | Plus \$25.00/lot/unit                |

### **CATEGORY III NON-RESIDENTIAL LAND DEVELOPMENT**

These fees apply to all projects or sections of mixed projects which are for non-residential use for sale, condominium, lease or rent in any type of building on a single tract of land.

| <u>Number of developed acres</u> | <u>Base fees</u> | <u>Fees for gross floor area</u>               |
|----------------------------------|------------------|--|
| 1 building under 250 sq. ft.     | \$25.00          | None   |
| Under 5 acres                    | \$250.00         | Plus \$30.00/1,000 sq. ft. of gross floor area |
| 5-49.99 acres                    | \$300.00         | Plus \$30.00/1,000 sq. ft. of gross floor area |
| 50-99.99 acres                   | \$300.00         | Plus \$20.00/1,000 sq. ft. of gross floor area |
| Over 100 acres                   | \$300.00         | Plus \$20.00/1,000 sq. ft. of gross floor area |

### **CATEGORY IV SECOND REVIEWS**

These fees apply to each review conducted after the first review (within a three (3) year period of the initial review) and only if requested by the municipality.

- Flat fee of \$100.00 for residential subdivisions/land developments
- Flat fee of \$150.00 for non-residential subdivisions/land developments

### **CHECKS OR MONEY ORDERS SHOULD BE PAYABLE TO: County of Chester** (cash will not be accepted)

All fees are to be submitted to the Chester County Planning Commission (CCPC) through the appropriate township or borough at the time of application; and in accordance with the administrative guidelines established by CCPC.

**INFORMAL REVIEWS AND ADDITIONAL WORK:** An informal review request to CCPC (such as meetings and discussions prior to the formal development application) shall be free of charge if said written request is from the municipality, or from an applicant with the knowledge and written consent of the municipality. In no case will informal review by CCPC replace the need for a formal review which would include the submission of the required fee listed above pursuant to the Municipalities Planning Code.

**TIME LIMITATIONS:** The review time period will begin from the date of receipt by CCPC of the application requesting a review by CCPC. CCPC has thirty (30) days within which to review subdivision and land development applications and submit review comments. The review period may be extended if requested by the applicant or a time extension has been granted by the municipality with the concurrence of the applicant. When the time period has been stopped due to an incomplete application package, incorrect fee or other reasons, the time period will continue from the day in which the application package is complete. CCPC has thirty (30) days within which to review ordinance amendments, and forty-five (45) days within which to review comprehensive plans, official maps, and complete ordinances.

# ACT 537 COUNTY PLANNING REFERRAL

To: Chester County Planning Commission

(To Be Completed by Municipality)

Subject: Request for review of a Sewage Facilities Planning Module pursuant to the Pennsylvania Sewage Facilities Act, Act 537.

From: (Municipality) \_\_\_\_\_

Date: \_\_\_\_\_

Official's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**This application must be completed by the municipality and submitted along with the appropriate Planning Module and accompanying documents for review.**

Development Name: \_\_\_\_\_

\*Department of Environmental Protection Code #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Engineer/Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of Submission

Component 2

Component 3

Component 3z

There is no review fee for Chester County Planning Commission review of sewage facilities Planning Modules.

The County Planning Commission does not review Component 1 modules.

If your municipality needs more referral forms, please check here

\*DEP Code Number can be obtained from the module submitted by the applicant.



EAST BRADFORD TOWNSHIP

SUPERVISORS

West Chester, Pa. 19380

**NOTICE**

EAST BRADFORD TOWNSHIP BOARD OF SUPERVISORS PASSED A RESOLUTION ON NOVEMBER 11, 1980 AT FOLLOWS:

BE IT RESOLVED

The officials of East Bradford Township, elected or appointed, are prohibited from issuing any permits (Building, Road or Occupancy, etc.) review any plans or documents, render any decisions or opinions for an individual, partnership or corporation that owes East Bradford Township any money for previous services rendered. Monthly the Township Treasurer will prepare an updated list of delinquent accounts for officials use.

Resolved and approved by the Supervisors, November 11, 1980.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF TRANSPORTATION

www.dot.state.pa.us  
Engineering District 6-0  
7000 Gerdees Boulevard  
King of Prussia, PA 19406  
February 15, 2005



**Subject : Improving Coordination of the Development Process**

Dear Municipal Official:

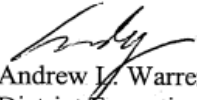
In this time of rapid development and increasing demand on Pennsylvania's roadway infrastructure, communication and coordination between municipalities and the Department of Transportation (PennDOT) is becoming ever more critical. By this letter, we hope to promote cooperation by working together to improve communication, coordination and the overall development process. *We firmly believe the first step towards achieving this is convincing all municipalities to encourage developers (along state highways) to seek preliminary comment on their projects from PennDOT as early in the municipal review process as possible.*

Developers commonly approach completion of their municipal review process without ever having discussed their project with PennDOT. Apparently, this path has been precipitated by a misunderstanding - that PennDOT requires an "approval" letter from the municipality prior to even considering the project. A clarification is needed: A developer / property owner may submit their project to PennDOT for review at anytime, however, we do not "issue" the Highway Occupancy Permit until evidence of municipal review is presented.

Pre-negotiated approvals and/or agreements between a developer and a municipality may sometimes unintentionally conflict with PennDOT regulations, standards or policies. In these situations, PennDOT is forced to insist on changes that may substantially affect the approved subdivision, and possibly result in the repeating of all or part of the subdivision process. Time consuming, costly changes such as these may be avoided when effectively addressed at the beginning of the process. Two glaring examples involve the location / number of accesses and appropriate signal locations. These should be established with some degree of certainty before parking lots and/or structures are approved, under contract or under construction.

We do not wish, nor do we intend, to interfere in the municipal process. Our preliminary reviews will be brief and address only the basics such as the general concept for access and level of potential traffic impact. Our intention is simply to improve the overall development process for all involved by communicating on major issues up front. Your cooperation is critical. We encourage your feedback through Mr. Fran Hanney, Traffic Services Manager, at 610-205-6560.

Sincerely,

  
Andrew L. Warren  
District Executive  
Engineering District 6-0