

# ADMINISTRATIVE PROCEDURES FOR CONDITIONAL USE HEARINGS

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 conditional use plan to the Planning Commission and Board of Supervisors. No revisions to the conditional use application or revisions to the conditional use application plan (other than very minor adjustments permitted by the Board of Supervisors) shall be permitted after the 30<sup>th</sup> day before the conditional use hearing commences, unless the applicant withdraws the application and files a completely new conditional use application which shall be subject to a new application fee and timeline under the MPC.
2. **Applicant Obtains Necessary Forms and Documents from the Township**. The applicant should obtain the following documents from the Township:
  - Copy of current Subdivision/Land Development Ordinance (Ch.95)
  - Copy of current Zoning Ordinance (Ch. 115, esp. §115-77)
  - Any recently adopted but uncodified amendments to the above
  - Current fee schedule

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 conditional use application packet, which includes:

- One copy of the administrative procedures (this document)
  - One application form (attached)
  - One copy of the Township Cash Escrow Agreement (attached)
  - One County of Chester Subdivision / Land Development Information Form (attached)
  - 1980 Township Resolution (attached)
  - Letter from PennDOT (attached)
  - One Act 247 County referral form (attached) (also available at <http://www.chesco.org> – select the Planning Commission department and look for printable forms)
  - One Act 537 County referral form (attached) (also available at <http://www.chesco.org> – select the Planning Commission department and look for printable forms)
3. **Applicant Submits the Conditional Use Application**. An application for a conditional use shall be made to the Board of Supervisors, in writing, on a form furnished by the Township. Once the conditional use hearings commence, no revisions, other than very minor adjustments, which may be permitted by the Board of Supervisors, shall be permitted unless the applicant withdraws the application and files a new conditional use application which shall be subject to a new application fee. 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)
    - 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
    - One copy of County of Chester Subdivision / Land Development Information Form
    - 20 copies of plans for conditional use prepared in accordance with: (1) §95-13 of the Code and (2) the Professional Engineers Registration Law (Act of May 23, 1945). Plans must be sealed by the engineer.

Additional copies may be requested. (Some applications may not require plans; the Planning Administrator will determine whether plans are required).

- 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.
- One copy of the plan in PDF format.
- Two copies of stormwater management documentation/plans (if required)
- 20 copies of the Environmental impact assessment (if required)
- Three copies of the Traffic study (if required)

4. **Board Schedules Hearing.** Upon receipt of the application, the Board of Supervisors shall schedule, advertise, and hold a public hearing at which the application shall be considered. The hearing shall be held within 60 days of the date upon which the application was submitted to the Board of Supervisors. The Township will notify the applicant of the date of the hearing.

5. **Board Distributes Application to the Advisory Boards and Commissions (ABC's).** Upon receipt of a complete application for a conditional use, the Board of Supervisors shall promptly send copies of the application and all supporting materials to the East Bradford Township Planning Commission and any other advisory boards/commissions, the Chester County Planning Commission, the Chester County Health Department, the Township Engineer, and other consultants, as appropriate.

6. **The ABC's Review the Application and Submit Recommendations to the Township Planning Commission.** The applicant will present the application to the Planning Commission at a regular business meeting. 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 ABC's may attend the meeting to hear the presentation. All presentations before the Commission must be made in electronic format (see note below on electronic presentations). The Township ABC's, the Chester County Planning Commission, the Chester County Health Department, the Township Engineer, the Zoning Officer, and other consultants shall promptly submit their review comments to the East Bradford Township Planning Commission.

7. **Site Visit.** The Planning Commission may request a site visit to view the property. Other ABC's may also attend the visit.

8. **The Planning Commission Submits Recommendation to the Board.** The Planning Commission shall promptly review and consider the application and all supporting materials and shall submit its recommendation to the Board of Supervisors. The Commission may work with the other ABC's in developing its recommendation. Revisions to the conditional use application or revisions to the conditional use plan during review and consideration by the Planning Commission shall require formal withdrawal of the portion of the application and/or the conditional use plan being revised so that at any point in time there shall be only one conditional use application and conditional use plan presented for review, consideration, and action. However, no revisions to the conditional use application

or revisions to the conditional use plan (other than very minor adjustments permitted by the Board of Supervisors) shall be permitted after the 30th day before the conditional use hearing commences, unless the applicant withdraws the application and files a completely new conditional use application which shall be subject to a new application fee and timeline under the MPC.

9. **Applicant Notifies Adjoining Property Owners.** Not later than 14 days prior to the date of the conditional use hearing, the applicant shall notify all adjacent lot owners of said application for a conditional use and advise them of the date, time and place of the hearing. Adjacent lot owners are deemed to be those contiguous – including separation by road, right of way, or water body; or in a neighboring municipality.
10. **Documentation and Reviews are Submitted to the Board of Supervisors.** With the applicant's permission, and once all reviews are complete, the Township will forward all review comments to the Supervisors and the applicant. This submission will occur prior to the first hearing in an effort to make the first hearing as productive as possible. Subsequent reviews will be handled in the same fashion.
11. **Board Holds First Public Hearing to Hear Applicant's Testimony Only.** The hearing shall be held within 60 days of the date upon which the application was submitted to the Board of Supervisors. The purpose of this first hearing is to hear the applicant's testimony only; no testimony will be heard from any other parties. All presentations before the Board of Supervisors must be made in electronic format (see note below on electronic presentations). A stenographic record of the hearing proceedings shall be made by a court reporter. The appearance fee for the court reporter shall be shared equally by the applicant and the Board. Any party requesting the original transcript or a copy of the transcript shall bear the cost of the same.
12. **Township Planning Commission Decides whether They Want to Testify.** Before the Board's second hearing, the Township Planning Commission will decide whether it wants to present testimony at the hearing following the applicant's conclusion of testimony and whether additional outside reviews are warranted. The solicitation of additional/outside reviews will be conditioned on the applicant agreeing to reimburse the Township for review expenses. Reviews shall be limited to determining whether the plan is in compliance. If a plan is found not to be in compliance, reviews will list items of non-compliance.
13. **Applicant Concludes Testimony.** If subsequent hearings are necessary, each subsequent hearing before the Board or hearing officer shall be held within 45 days of the prior hearing, unless otherwise agreed to by the applicant in writing or on the record. The applicant shall complete the presentation of his case-in-chief within 100 days of the first hearing. Upon the request of the applicant, the Board or hearing officer shall assure that the applicant receives at least seven hours of hearings within the 100 days, including the first hearing. Persons opposed to the application shall complete the presentation of their opposition to the application within 100 days of the first hearing held after the completion of the applicant's case-in-chief. The applicant may, upon request, be granted additional hearings to complete his case-in-chief provided the persons opposed to the application are granted an equal number of additional hearings. Persons opposed to the application may, upon the written consent or consent on the record by the applicant and municipality, be granted additional hearings to complete their opposition to the application provided the applicant is granted an equal number of additional hearings for rebuttal.
14. **The Board Renders Decision.** If the application is approved, the applicant may proceed with a subdivision/land development application (if applicable). If the application is denied, the applicant must submit a revised plan with a new application form, fee, etc. Each plan submission is considered as a separate application.

**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.

**APPLICATION TO THE BOARD OF SUPERVISORS OF  
EAST BRADFORD TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA  
FOR CONDITIONAL USE HEARING**

Conditional use approval allows the proposed use on the property only and does not constitute subdivision and land development approval, building permit approval, zoning permit approval, sign permit approval, or any other approval. *Items shown on the approved conditional use plan* are not deemed approval of the subdivision and/or land development application, building permit application, zoning permit application, sign permit application, or any other application. A separate application and review process is required for subdivision and land development.

The applicant must provide all of the information listed on this form and as provided for under the East Bradford Code. Refer to attachments as necessary. Incomplete applications will not be accepted.

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

2. **Property Information**

Application/development name: _____	
Address of property: _____	
Tax parcel ID number(s): _____	Zoning district: _____
Acreage: _____	Number of proposed lots: _____
Present use: _____	
List all proposed public improvements: _____	
Type of waste disposal system (circle one):	Public                  Private

3. **Contact Information**

<b>Applicant's name:</b> _____	
Mailing address: _____	
Phone number: _____	Fax number: _____
Email address: _____	
Relationship to property (owner of record, equitable owner, etc.): _____	
<b>Note:</b> If the applicant is other than the property owner, a <u>letter of authorization</u> to submit the application and/or an <u>agreement of sale</u> 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. Description of Conditional Use Requested**

Code Section	Brief Description of Conditional Use Requested

5. **Additional of 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 Description of Additional Relief Requested

No relief is being requested at the time of application

6. **Required Documentation** The applicant shall submit the following documentation 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)
- 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
- One copy of County of Chester Subdivision / Land Development Information Form
- 20 copies of plans for conditional use prepared in accordance with: (1) §95-13 of the Code and (2) the Professional Engineers Registration Law (Act of May 23, 1945). Plans must be sealed by the engineer. Additional copies may be requested. (Some applications may not require plans; the Planning Administrator will determine whether plans are required).
- 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.
- One copy of the plan in PDF format.
- Two copies of stormwater management documentation/plans (if required)
- 20 copies of the Environmental impact assessment (if required)
- Three copies of the Traffic study (if required)

7. **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 Conditional Use Applications?	_____
2. Has the applicant reviewed the provisions regarding conditional use applications as specified under §115-77of the Township Code?	_____
3. Does the conditional use application contain all of the basic information and detail required under §115-77 of the Township Code?	_____
4. Has there been any special zoning relief granted for this site in the past?	_____

8. **The undersigned hereby:**

1. Requests the Board of Supervisors of East Bradford Township to schedule a public hearing on the above application.
2. 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.
3. Agrees to pay all consultant, administrative, and/or application fees required for the review of this application.
4. Understands that the East Bradford Board of Supervisors is not obligated to approve this conditional use application.

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

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

\_\_\_\_\_  
Date

**EAST BRADFORD TOWNSHIP  
CASH ESCROW AGREEMENT FOR REVIEW  
OF CONDITIONAL USE APPLICATION**

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between TOWNSHIP OF EAST BRADFORD, Chester County, Pennsylvania, ("Township"), and \_\_\_\_\_ of \_\_\_\_\_ ("Developer");

**WITNESSETH:**

WHEREAS, Developer has applied for a conditional use approval which requires reviews by Township consultants, appearances before the Township Planning Commission, and hearings before the Board of Supervisors; 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 and Township Solicitor in connection with the consideration of such said plan; and

WHEREAS, Developer has determined to provide as financial security for the Township's costs incurred in processing the conditional use application, including but not limited to the cost of the hearings, legal, engineering and other consultant fees. The financial security shall be in an escrow account for the use and benefit of Township to guarantee Developer's performance of payment for said services as are required.

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

1. Developer hereby authorizes and directs Township's Consulting Engineer and other consultants to review Developer's conditional use application (including plans and other submittals) and to prepare a report of same for Township as may be required in order to process, without delay, the consideration of the conditional use application. Said review and all services performed relative thereto shall be carried out in accordance with the Rules and Regulations of Township.
2. Developer agrees that the Engineer and other consultant charges and fees for review of the conditional use application, together with legal fees and administrative costs and expenses which the Township may incur in connection therewith, shall be paid from said fund upon demand.
3. Developer hereby deposits with Township in escrow the sum of \_\_\_\_\_ 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. Neither Township, its Solicitor, Engineer nor other consultant shall commence processing this application until said security deposit has been made with Township.
4. The amount of \_\_\_\_\_ 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, Developer shall deposit an additional sum in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) to insure that all fees and costs incurred be paid. Any interest on said account shall inure to Developer's credit.
5. In the event of a deficiency in the escrow account, Developer agrees to pay Township interest on any charges or fees referred to in paragraph 2 for which the Township is not reimbursed by Developer within thirty (30) days after the date a bill is sent by Township to Developer. The interest shall be calculated on the unpaid balance at a floating rate at all times equal to the prime rate (as determined by First National Bank of West Chester) plus five percent (5%) while any part of such fees or costs remain unpaid.
6. When requested, Township shall submit to Developer a detailed itemization of expenses to be charged against said fund and shall make withdrawals therefrom accordingly.
7. The creation of the escrow herein provided for shall in no way require Township to approve the proposed conditional use application of Developer either as originally submitted or as thereafter 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

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  <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>  From: (Municipality) _____ Date: _____ Official's Name: _____ Position: _____ Official's signature: _____  <b>Applications with ORIGINAL signatures must be submitted to CCPC.</b>
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## 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> (Check all appropriate boxes)  <input type="checkbox"/> Unofficial sketch plan ( <b>no fee</b> ) <input type="checkbox"/> Subdivision plan <input type="checkbox"/> Land development plan <input type="checkbox"/> Planned residential development <input type="checkbox"/> Zoning ordinance ( <b>no fee</b> ) <input type="checkbox"/> Curative amendment ( <b>no fee</b> ) <input type="checkbox"/> Subdivision ordinance ( <b>no fee</b> ) <input type="checkbox"/> Comprehensive plan ( <b>no fee</b> ) <input type="checkbox"/> Other	<b>REVIEW FEE</b> (Fee schedule on other side)  <input type="checkbox"/> Attached \$ _____ <input type="checkbox"/> Not applicable  <b>TYPE OF PLAN</b>  <input type="checkbox"/> Unofficial sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final	<b>TYPE OF SUBMISSION</b>  <input type="checkbox"/> New proposal <input type="checkbox"/> Revision to a prior proposal <input type="checkbox"/> Phase of a prior proposal <input type="checkbox"/> Amendment/Revision to recorded plan is a new proposal  Tax parcel(s): # _____ # _____ # _____  Total area (gross acres): _____
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<b>PLAN INFORMATION</b>  Length of new roads: _____ Number of new parking spaces: _____ Ownership of roads: <input type="checkbox"/> Public <input type="checkbox"/> Private Open space: <input type="checkbox"/> Public <input type="checkbox"/> Private Acres: _____ Acres: _____ HOA responsible for common facilities/areas: <input type="checkbox"/> Yes <input type="checkbox"/> No HOA documents provided: <input type="checkbox"/> Yes <input type="checkbox"/> No Traffic study included: <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: center;">LAND USE</th> <th style="text-align: center;">Number of lots/units</th> </tr> <tr><td style="text-align: center;">Agriculture</td><td></td></tr> <tr><td style="text-align: center;">Single family</td><td></td></tr> <tr><td style="text-align: center;">Townhouses</td><td></td></tr> <tr><td style="text-align: center;">Twin units</td><td></td></tr> <tr><td style="text-align: center;">Apartments</td><td></td></tr> <tr><td style="text-align: center;">Mobile homes</td><td></td></tr> <tr><td style="text-align: center;">* Commercial</td><td></td></tr> <tr><td style="text-align: center;">* Industrial</td><td></td></tr> <tr><td style="text-align: center;">* Institutional</td><td></td></tr> <tr><td style="text-align: center;">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>  Existing: _____ Proposed: _____ Variances/ Special exception granted: _____	<b>PROPOSED UTILITIES</b> (Check appropriate boxes)  <div style="text-align: center;">Water Sewer</div> Public <input type="checkbox"/> <input type="checkbox"/> On-site <input type="checkbox"/> <input type="checkbox"/> Package <input type="checkbox"/> <input type="checkbox"/>  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>*Information to be filled in for Commercial, Industrial or Institutional land use ONLY</b>  *Total square footage of addition to existing building: _____ *Total structure(s) sq. footage: _____	<b>ADDITIONAL INFORMATION</b> (This plan has been submitted to):  <table style="width:100%;"> <tr> <td><input type="checkbox"/> County Health Department</td> <td>Date _____</td> </tr> <tr> <td><input type="checkbox"/> PennDOT</td> <td>Date _____</td> </tr> <tr> <td><input type="checkbox"/> DEP</td> <td>Date _____</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td>Date _____</td> </tr> </table>	<input type="checkbox"/> County Health Department	Date _____	<input type="checkbox"/> PennDOT	Date _____	<input type="checkbox"/> DEP	Date _____	<input type="checkbox"/> Other	Date _____
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<input type="checkbox"/> PennDOT	Date _____								
<input type="checkbox"/> DEP	Date _____								
<input type="checkbox"/> Other	Date _____								

### THE TERM "LOTS"

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 TRANSPORTATIONwww.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,

A handwritten signature in black ink, appearing to read "Andrew L. Warren".  
Andrew L. Warren  
District Executive  
Engineering District 6-0