

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 materials 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
 - Current fee schedule
 - 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, 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 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.
- One copy of the plan in PDF format.
- 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
 - One copy of the plan in PDF 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. Revised submissions must include AutoCAD and PDF versions of the revised plans.
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 <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. **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.
- One copy of the plan in PDF format.
- 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

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

Act 247 County Referral

To: Chester County Planning Commission Subject: 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)	TO BE COMPLETED BY THE MUNICIPALITY From: (Municipality) _____ Date: _____ Official's Name: _____ Position: _____ Official's signature: _____ Applications with ORIGINAL signatures must be submitted to CCPC.
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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 #: _____

TYPE OF REVIEW REQUESTED (Check all appropriate boxes) <input type="checkbox"/> Unofficial sketch plan (no fee) <input type="checkbox"/> Subdivision plan <input type="checkbox"/> Land development plan <input type="checkbox"/> Planned residential development <input type="checkbox"/> Zoning ordinance (no fee) <input type="checkbox"/> Curative amendment (no fee) <input type="checkbox"/> Subdivision ordinance (no fee) <input type="checkbox"/> Comprehensive plan (no fee) <input type="checkbox"/> Other	REVIEW FEE (Fee schedule on other side) <input type="checkbox"/> Attached \$ _____ <input type="checkbox"/> Not applicable	TYPE OF SUBMISSION <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): _____																							
PLAN INFORMATION 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: 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		ZONING DISTRICT OF PROPOSAL Existing: _____ Proposed: _____ Variances/ Special exception granted: _____	PROPOSED UTILITIES (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																									
ADDITIONAL INFORMATION (This plan has been submitted to): <input type="checkbox"/> County Health Department Date _____ <input type="checkbox"/> PennDOT Date _____ <input type="checkbox"/> DEP Date _____ <input type="checkbox"/> Other Date _____																									
*Information to be filled in for Commercial, Industrial or Institutional land use ONLY *Total square footage of addition to existing building: _____ *Total structure(s) sq. footage: _____																									
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.



**County Of Chester
Subdivision / Land Development Information Record Form**

***Required**

*UPI: _____ Township: _____

 (e.g.: 1 - 8 - 45) *Name of subdivision: _____

*Site Address or Street intersection: _____
 (e.g.: 201 W Market St. or NE Corner of W Market St & N New St)

*Developer: _____ Phone #: _____

*Developer's Mailing Address: _____

*Property Owner: _____

Agent/Consultant: _____ Phone #: _____

Agent/Consultant's Mailing Address: _____

*Number of New Lots Proposed: _____, and _____ Existing Dwellings

*Development of Existing Lot: ____ *Existing Structure, Change in Use: ____ (e.g.: gas station to bank) Explain: _____

*Type of Development:	* Type of Sewage Disposal:	*Water Supply
____ Residential Subdivision	____ Individual	____ Individual
____ Non-Residential Subdivision	____ Community	____ Public
____ Non-Building	____ Public	____ None
____ Lot Line Change	____ Clean Streams	
____ Change of Use	____ Other: _____	

NOTICE: Failure to properly complete this form can result in delaying the start of your project.

FOR CHESTER COUNTY HEALTH DEPARTMENT USE ONLY

Unique I. D. # _____

Subdivision Review Fee: \$ _____ Receipt # _____ Date: _____

\$ _____ Receipt # _____ Date: _____

\$ _____ Receipt # _____ Date: _____

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,

A handwritten signature in black ink, appearing to read "Andrew L. Warren".

Andrew L. Warren
District Executive
Engineering District 6-0