

ADMINISTRATIVE PROCEDURES FOR SKETCH PLANS

1. **Applicant Obtains Necessary Forms and Documents from the Township.** The applicant should also obtain a complete sketch plan application packet, which includes:
 - One copy of the administrative procedures
 - Sketch Plan Policy (attached)
 - One application form (attached)
 - 1980 Township Resolution (attached)
 - Letter from PennDOT (attached)
 - One copy of the current fee schedule

The applicant should also review the following Township ordinances:

- Subdivision/Land Development Ordinance (Ch.95)
- Zoning Ordinance (Ch. 115)
- Any recently adopted but uncodified amendments to the above

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.

2. **Applicant Submits the Sketch Plan Application.** Applications for a sketch plan 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:
 - 20 copies of the sketch plan
 - 20 copies of a narrative explaining the project
 - Letter of authorization from the property owner and/or agreement of sale (if applicant is not the owner of record and/or represents themselves to be the equitable owner or agent for the property owner)
3. **Township Distributes Application to the Planning Commission and other ABC's.** Once the Planning Administrator determines that the application is complete, the application is forwarded to the East Bradford Planning Commission and other advisory boards and commissions (ABC's) (e.g. Historical Commission, Environmental Advisory Council) for review and comment.
4. **Planning Commission Reviews Application.** At the next regular Township Planning Commission meeting, the applicant will present the application to the Commission. Members from other advisory boards and commissions may attend the meeting to hear the presentation.
5. **Site Visit.** The Planning Commission may request a site visit to view the property. Other ABC's may also attend the visit.
6. **Requests for Review.** The applicant may request staff review comments, provided the plan meets the requirements in outlined in the Township Sketch Plan Policy.
7. **Staff and ABC's Review the Application.** If the applicant requests a review from the Township staff and agrees to pay for the associated costs, the staff will review the application and provide comments in writing to the applicant. The other ABC's will also review the application and provide comments. The applicant may meet with the Commission (and other ABC's) again to receive/discuss review comments. At the end of this process, the applicant may decide whether to submit a subdivision/land development plan.

EAST BRADFORD TOWNSHIP SKETCH PLAN POLICY

- I Prospective applicants are advised that submission of sketch plans for Informal Sketch Plan Comment prior to submission of a formal subdivision and / or land development application is encouraged by the Township.
- A All sketch plan submitted by prospective applicants shall not be reviewed in advance (except for administrative purposes) by Township Staff until presented to the Planning Commission (PC) at a scheduled public meeting.
 - B At the meeting, the prospective applicant is advised that informal sketch plan comment will occur at the meeting with verbal comments from PC and staff.
 - C The comments of the Planning Commission and staff at the public meeting will be limited to planning and design comments only.
 - D No comment should be made at this time regarding zoning compliance issues.
 - E The only record of the sketch plan review at this time shall be the minutes.
- II The prospective applicant is advised that he/she may request a Written Sketch Plan Review by the Township Engineer only under the following conditions:
- A The sketch plan must be prepared by a licensed engineer.
 - B The sketch plan submitted shall include the engineer seal.
 - C The sketch plan submitted for written review shall include a note on the sketch plan that states:
 - 1 This sketch plan is prepared in full compliance with Township Zoning and Subdivision/Land Development codes; or,
 - 2 This sketch plan, as prepared, is not in compliance with the following Township codes and then list on the plan the specific code non-compliance items (with section citation AND the relief needed to comply (waiver, variance, etc.).
 - D Failure to prepare the sketch plan in this manner will result in it being returned to the prospective applicant without review comment.
 - E The prospective applicant shall agree to pay the review costs directly related to the written sketch plan review (Township staff current rates and Township consulting professionals if deemed necessary upon confirmation by the prospective applicant before engagement).
 - F The written review comments of the Township Engineer (and staff) will succinctly address land development and land planning issues ONLY.
 - G The written review comments of the Township Engineer (and staff) WILL NOT involve detailed zoning and land development compliance matters (because generally sufficient detail is not provided). The only exception would be a brief comment as to the apparent accuracy of the notes on the sketch plan regarding ordinance compliance.
 - H The Township Engineer may prepare file notes for internal use only for future reference if deemed necessary.
 - I The written sketch plan review will contain the following or similar statement: "These comments do not represent an official ordinance compliance review and any future submission of a formal subdivision and/or land development plan ultimately is approved by the Board of Supervisors (not the reviewing agency or staff)."
 - J Township Staff will explain to the prospective applicant that the review will occur in a timely manner based upon the current schedule/work load of staff and, if possible, will be available to the prospective applicant and Planning Commission within 30 days to coincide with the next regular business meeting.
 - K The written sketch plan review will be discussed at the Planning Commission (PC) public meeting ONLY and not in private consultation with Staff and prospective applicant. The applicant is strongly encouraged to present the plan electronically at the PC meeting using the Township's LCD projector.
 - L This sketch plan process is to be distinct and independent from any request for a Preliminary Zoning review as provided under Act 247.

SKETCH PLAN APPLICATION

Thank you for taking the time 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. Applicants must provide all of the information listed on this form. Refer to attachments as necessary.

1. **Date:** _____

2. **Property Information**

Application/development name (if applicable/available): _____

Address of property: _____

Tax parcel ID number: _____ Zoning district: _____

Acreage: _____ Number of proposed lots: _____

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

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

- 20 copies of the sketch plan
- 20 copies of a narrative explaining the project
- Letter of authorization from the property owner and/or agreement of sale (if applicant is not the owner of record and/or represents themselves to be the equitable owner or agent for the property owner)

Applicant's signature

Print name

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 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,


Andrew L. Warren
District Executive
Engineering District 6-0