

Administrative Procedures for Subdivision & Land Development Applications

I. Pre-Submission

- A. **Pre-Application Meeting (Optional).** East Bradford Township offers a free, one-time consultation (1 hour max) to Township residents (and their design/contractor team). This is a good opportunity to review the project with key staff and professionals and discuss the subdivision/land development application process.
- B. **Sketch Plan (Optional).** The applicant is strongly encouraged to submit a sketch plan. By doing so, the applicant will benefit from input from the staff, the Planning Commission, and other advisory boards and commissions (ABC's) before commencing the formal review process.

II. Initial Submission

- A. **Obtain Submission Forms & Documents.** Paper copies are available at the Township office; electronic documents can be downloaded from the Township website at www.eastbradford.org. The following documents and forms are required:

- Administrative Procedures for Subdivision and Land Development Applications (this document)
- Application Form for Subdivision and Land Development
- Cash Escrow Agreement Form
- Current fee schedule (available at www.eastbradford.org)
- Chester County Act 247 Referral Form (available at <http://www.chesco.org/index.aspx?NID=404>)
- 1980 Township Resolution (regarding payment of fees)
- The Township Code – In particular, Chapter 90 (Soil Erosion & Sediment Control), Chapter 95 (Subdivision/Land Development), and Chapter 115 (Zoning). The East Bradford Code is available for review at www.eastbradford.org.

Depending on the nature of the application, the following forms and documents also may be applicable:

- DEP Sewage Facilities Planning Module Application Mailer (available at www.depweb.state.pa.us)
- Chester County Act 537 Referral Form (available at <http://www.chesco.org/index.aspx?NID=404>)
- Rules and Regulations Governing the Construction of and Connection to Sanitary Sewerage Facilities in East Bradford Township
- Letter from PennDOT

- B. **Submit Application.** Applications are due by 4:00 pm on the 2nd Tuesday of each month for consideration by the Planning Commission that month. The Planning Commission meets on the 4th Tuesday. Use the "Submittal Checklist" provided at the end of the Application Form to make sure your submittal is complete. If you have a question as to whether a particular item is required, contact Planning Administrator Mandie Cantlin at (610) 436-5108 or mcantlin@eastbradford.org. Submissions must be delivered to:

Mandie Cantlin, Assistant Township Manager / Planning Administrator
East Bradford Township
666 Copeland School Road
West Chester, PA 19380

- C. **Administrative Review of Application.** Within five business days of receipt of the application, the Planning Administrator will review the application for completeness. If the application is found to be incomplete, the Planning Administrator will promptly notify the applicant of the steps required to make the application complete. Submittal of an incomplete application could delay the review/approval process.
- D. **Distribute Application.** The Planning Administrator distributes the application to the East Bradford Planning Commission and Chester County Planning Commission for review, as well as professional consultants and other advisory boards and commissions.
- E. **Applicant Notifies Neighbors.** The applicant must notify all adjoining landowners in writing about their 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. 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. Copies of the letters must be submitted prior to the applicant’s presentation to the Planning Commission. If you have a question as to the Planning Commission meeting date to include in the letter, contact Planning Administrator Mandie Cantlin at (610) 436-5108 or mcantlin@eastbradford.org. (**Note:** Adjoining landowners are contiguous to the subject property – including separation by road, right of way, or water body; or in a neighboring municipality.)
- F. **Planning Commission Presentation & Application Acceptance.** At the next regular Township Planning Commission meeting (the 4th Tuesday of the month), the applicant will present the plan to the Commission. Applicants are expected to use the Township laptop/projector to display the plan. The purpose of this initial presentation is to provide an overview of the project. Applicants should be prepared to talk about various aspects of their application, such as:
- Use(s) proposed
 - Surrounding properties/uses
 - Site characteristics (e.g. hydrological features, slopes, woodlands)
 - General appearance (e.g. façade, architecture)
 - Lighting
 - Landscaping
 - Parking
 - Signage
 - Utilities (sewerage, water, stormwater)
 - Access (pedestrian and vehicular)
 - Historic context

- Zoning and/or subdivision relief needed

Members from other advisory boards and commissions 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.

- G. **Site Visit.** The Planning Commission may request a site visit to view the property. Other advisory boards/commissions also may attend the visit.
- H. **Wavier/Modification Requests Reviewed.** If the applicant is seeking relief from the Township Code, the Planning Commission may refer the applicant to the Board of Supervisors to discuss the relief sought (refer to Section 4 of the Application Form for more information).
- I. **Application Reviewed.** The Township professional consultants and advisory boards/commissions will review the application and provide comment approximately one week before the next regular meeting of the Planning Commission. The Planning Administrator will distribute the reviews to the applicant. Depending on the extent and nature of the review comments, the applicant may choose to attend the next Planning Commission meeting or submit revised plans before attending further meetings. Please be aware that the applicant will be charged for the cost of professional reviews – refer to the Cash Escrow Agreement and the Fee Schedule for more information.

III. Revised Submissions

The applicant may attend several meetings with the Planning Commission and the plan may be revised several times to address comments from Township professionals and ABC's.

- A. **Submit Revised Plans.** Revised plans are due on the 4th Tuesday of each month for consideration by the Planning Commission on the following month. This provides ample time for the professionals to review the plans and issue comments prior to the next Planning Commission meeting. Each resubmission should consist of:
- 10 sets of paper copies of the plan (unless a different quantity is specified by the Planning Administrator)
 - A CD containing PDF and AutoCAD formats of the plan
 - Response letter detailing the changes made to the plan since the prior submission
 - Resubmittal fee (refer to the fee schedule)

Revised submissions must be delivered to:

Mandie Cantlin, Assistant Township Manager / Planning Administrator
East Bradford Township
666 Copeland School Road
West Chester, PA 19380

Each time a revised plan is submitted, the Planning Administrator distributes the application to professional consultants and advisory boards/commissions for review. As with the initial submission, review comments are due approximately one week before the next regular meeting of the Planning Commission. Depending on the extent and nature of the review comments, the applicant may choose to attend the next Planning Commission meeting or submit revised plans before attending further meetings.

- B. 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.

IV. Approval and Recording

- A. Planning Commission Recommendation.** Once all review comments are addressed, the Commission may make a recommendation to the Board of Supervisors.
- B. Board of Supervisors Presentation.** The applicant will then attend one or more meetings of the Board of Supervisors. At this time, the applicant should begin to prepare any related easements and/or agreements.
- C. Board of Supervisors Action.** Once all outstanding items are addressed, the Board will act on the application. The Planning Administrator will prepare a final approval letter that lists relief granted and conditions of approval; the applicant must agree to the final approval letter in writing. 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 subdivision/land development, the final approval letter will include instructions for plan recordation.
- D. Plan Recordation.** 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 approval are satisfied. At the time of final plan approval, all applicants are required to submit the approved final plans in PDF and AutoCAD formats.