

APPLICATION FOR PLAN APPROVAL  
SUBDIVISION AND/OR LAND DEVELOPMENTS

Type of Application

A "Subdivision" is the division or redivision of a lot, tract or parcel of land by any means into two or more lots, tracts, parcels or other divisions of land including changes in existing lot lines for the purpose, whether immediate or future, of lease, transfer of ownership or building or lot development; provided, however, that the subdivision by lease of land for agricultural purposes into parcels of more than ten acres, not involving any new street or easement of access or residential dwelling shall be exempted. A "Land Development" is any development which involves (1) the improvement of one lot or two or more contiguous lots, tracts or parcels of land for any purpose involving (a) a group of two or more buildings, or (b) the division or allocation of land or space between or among two or more existing or prospective occupants by means of, or for the purpose of streets, common areas, leaseholds, condominiums, building groups or other features; and (2) a subdivision of land.

Check the characteristics which describe this Application:

<u>type of development</u>	<u>type of plan</u>
_____ subdivision	_____ sketch
_____ land development	_____ preliminary
_____ subdivision & land development	_____ final

Documentation Establishing Applicant Status

Attach documentation (e.g., copy of deed, sales agreement or option) establishing that the applicant is the legal and/or beneficial owner of the subject property or a tenant authorized by such landowners to file this application or an agent of such landowner or tenant. The "Beneficial Landowner" is the equitable owner of the property. An equitable owner may be the purchaser under an executed sales agreement or the holder of an option to buy the property. The "Title Landowner" is the party that holds legal title to the property.

Developer and Property Owner Information

Where applicable, identify the name, address and phone number for each of the following parties. In the case of a corporation or partnership, identify the appropriate contact person. All notices and copies of decision may be mailed to the Applicant at the address provided below unless the Applicant notifies the Borough Secretary, in writing, of a different address.

Applicant: \_\_\_\_\_

Title Landowner: \_\_\_\_\_

Beneficial Landowner: \_\_\_\_\_

Professional Designer (engineer, architect, landscape  
architect, planner and/or surveyor): \_\_\_\_\_

Applicant's Attorney: \_\_\_\_\_

Site Data

Tract size \_\_\_\_\_ acres Number of existing parcels \_\_\_\_\_

Property location (e.g. address): \_\_\_\_\_

Tax parcel number(s): \_\_\_\_\_ Zoning District \_\_\_\_\_

Describe any existing land uses, building and structures:

Proposed Development Information

Residential Developments:

Number of residential lots \_\_\_\_\_

Number and type (e.g. single family detached, townhouses,  
apartments) of dwelling units:

Commercial Developments:

Approximate commercial floor area \_\_\_\_\_

Number of buildings \_\_\_\_\_

Number and type of business establishments to occupy  
premises \_\_\_\_\_

Industrial Developments:

Approximate industrial floor area \_\_\_\_\_

Number of buildings \_\_\_\_\_

Number and type of industrial establishments to occupy  
premises \_\_\_\_\_

Will a zoning variance be required? \_\_\_\_\_

Will the project involve a conditional use application? \_\_\_\_\_

Will the project involve a special exception application? \_\_\_\_\_

Will a zoning change be required? \_\_\_\_\_

Fee and Escrow Fund

The Applicant hereby agrees to reimburse the Borough for the costs and expenses incurred by the Borough in reviewing this application, which costs and expenses will include any time spent by the Borough Solicitor and Engineer and any other professional assistance required by Borough Council for such review.

This information will be filed by the Borough Secretary:

Application Fee \_\_\_\_\_

Escrow Fund \_\_\_\_\_

Filing Data

The Applicant hereby acknowledges that this application was filed with and the above stated fee and escrow amount paid to the Borough Secretary on

\_\_\_\_\_  
(date to be filled in only by Borough Secretary).

\_\_\_\_\_  
Borough Secretary By: \_\_\_\_\_  
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

<p><b>To: Chester County Planning Commission</b></p> <p><b>Subject:</b> Request for review of a subdivision, land development proposal, ordinances, or comprehensive plans 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)</p>	<p align="center"><b>TO BE COMPLETED BY THE MUNICIPALITY</b></p> <p>From: (Municipality) _____</p> <p>Date: _____</p> <p>Official's Name: _____</p> <p>Position: _____</p> <p>Official's signature: _____</p> <p align="center"><small>Applications with ORIGINAL signatures must be submitted to CCPC.</small></p>
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TO BE COMPLETED BY THE APPLICANT	
<p>Development name (if applicable): _____</p> <p>Owner's name: _____</p> <p>Owner's address: _____</p> <p>Applicant's name: _____</p> <p>Applicant's address: _____</p> <p>Architect/Engineer/Surveyor name: _____</p>	<p>Location: _____</p> <p>Phone #: _____</p> <p>Phone #: _____</p> <p>Phone #: _____</p>

<p align="center"><b>TYPE OF REVIEW REQUESTED</b> (Check all appropriate boxes)</p> <p><input type="checkbox"/> Unofficial sketch plan (no fee)</p> <p><input type="checkbox"/> Subdivision plan</p> <p><input type="checkbox"/> Land development plan</p> <p><input type="checkbox"/> Planned residential development</p> <p><input type="checkbox"/> Zoning ordinance (no fee)</p> <p><input type="checkbox"/> Curative amendment (no fee)</p> <p><input type="checkbox"/> Subdivision ordinance (no fee)</p> <p><input type="checkbox"/> Comprehensive plan (no fee)</p> <p><input type="checkbox"/> Other _____</p>	<p align="center"><b>REVIEW FEE</b> (Fee schedule on other side)</p> <p><input type="checkbox"/> Attached \$ _____</p> <p><input type="checkbox"/> Not applicable</p>	<p align="center"><b>TYPE OF SUBMISSION</b></p> <p><input type="checkbox"/> New proposal</p> <p><input type="checkbox"/> Revision to a prior proposal</p> <p><input type="checkbox"/> Phase of a prior proposal</p> <p><input type="checkbox"/> Amendment/revision to recorded plan is a new proposal</p>
<p align="center"><b>TYPE OF PLAN</b></p> <p><input type="checkbox"/> Unofficial sketch</p> <p><input type="checkbox"/> Preliminary</p> <p><input type="checkbox"/> Final</p>		<p>Tax parcel(s): # _____</p> <p style="padding-left: 100px;"># _____</p> <p style="padding-left: 100px;"># _____</p>
		<p>Total area (gross acres): _____</p>

<p align="center"><b>PLAN INFORMATION</b></p> <p>Length of new roads: _____</p> <p>Number of new parking spaces: _____</p> <p>Ownership of roads: <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Open space: <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Acres: _____ Acres: _____</p> <p>HOA responsible for common facilities/areas: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>HOA documents provided: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Traffic study included: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th align="center">LAND USE</th> <th align="center"># 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	# of lots/units	Agriculture		Single family		Townhouses		Twin units		Apartments		Mobile homes		*Commercial		*Industrial		*Institutional		Other		<p align="center"><b>ZONING DISTRICT OF PROPOSAL</b></p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/ Special exception granted: _____</p>	<p align="center"><b>PROPOSED UTILITIES</b> (Check appropriate boxes)</p> <table style="width: 100%;"> <tr> <td></td> <td align="center">Water</td> <td align="center">Sewer</td> </tr> <tr> <td>Public</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>On-site</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Package</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table> <p>No new sewage disposal or water supply proposed <input type="checkbox"/></p>		Water	Sewer	Public	<input type="checkbox"/>	<input type="checkbox"/>	On-site	<input type="checkbox"/>	<input type="checkbox"/>	Package	<input type="checkbox"/>	<input type="checkbox"/>
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<p><b>*Information to be filled in for Commercial, Industrial or Institutional land use ONLY</b></p> <p>*Total square footage of addition to existing building: _____</p> <p>*Total square footage of new building(s): _____</p>	<p align="center"><b>ADDITIONAL INFORMATION (This plan has been submitted to):</b></p> <p><input type="checkbox"/> County Health Department Date _____</p> <p><input type="checkbox"/> PennDOT Date _____</p> <p><input type="checkbox"/> DEP Date _____</p> <p><input type="checkbox"/> Other _____ Date _____</p>
<p align="center"><b>THE TERM "LOTS"</b></p> <p>The term "<b>LOTS</b>" 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.</p>	

## 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.

- If a plan for a non-residential use is to be subdivided and developed, the fee is the total of Category II plus Category III.
- For Categories I and II, the fee applies to total number lots/units after subdivision. Subdivisions include lot line revisions and lot consolidations.
- Maximum one-time fee: \$10,000.

### CATEGORY I RESIDENTIAL SUBDIVISION OR 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). This category does not include institutional living facilities.

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1–2 lots/dwelling units	\$175.00	None
3–5 lots/dwelling units	\$175.00	Plus \$29.00/lot/unit
6–20 lots/dwelling units	\$235.00	Plus \$26.00/lot/unit
21–75 lots/dwelling units	\$425.00	Plus \$23.00/lot/unit
76 lots/dwelling units and over	\$850.00	Plus \$18.00/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.

Number of lots or units	Base fees	Fees for each lot and/or unit
1–2 lots/units	\$295.00	Plus \$57.00/lot/unit
3–10 lots/units	\$585.00	Plus \$57.00/lot/unit
11 lots/units and over	\$850.00	Plus \$53.00/lot/unit
Financial subdivisions	\$295.00	Plus \$57.00/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.

Building square footage (gross)	Base fees	Fees for gross floor area
0 to 5,000 sq. ft.	\$480.00	Plus \$47.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	\$585.00	Plus \$42.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	\$955.00	Plus \$42.00/1,000 sq. ft. of gross floor area
75,001 sq. ft. and over	\$1,435.00	Plus \$29.00/1,000 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 \$175.00 for residential subdivisions/land developments
- Flat fee of \$235.00 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. Upon written request from the municipality, CCPC may waive the fees for plan reviews associated with municipally-owned subdivisions or land developments.

### 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 submittal 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.



# County of Chester Subdivision / Land Development Information Form



\*Indicates required information.

\*UPI \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\*Municipality \_\_\_\_\_  
DEP Code # 1-15 \_\_\_\_\_  
\*Subdivision Name \_\_\_\_\_

\*Site Address and/or Street Intersection \_\_\_\_\_  
(i.e.: 201 W Market St. or NE Corner of W Market St & N New St)

\*Developer \_\_\_\_\_ Phone # \_\_\_\_\_

\*Developer Mailing Address \_\_\_\_\_

\*Property Owner \_\_\_\_\_

Agent/Consultant \_\_\_\_\_ Phone # \_\_\_\_\_

Agent/Consultant Mailing Address \_\_\_\_\_

\*Total # of proposed lots \_\_\_\_\_ - # of parent tract lot(s) \_\_\_\_\_ = # of new proposed lots \_\_\_\_\_

OR

- ☐ Development of existing lot (i.e., an approved, vacant lot)  
☐ Additional structure on lot (i.e., in-law suite, other structure on lot)  
☐ Existing structure, change in use (i.e., office to apartment)

Explain \_\_\_\_\_

## \*Type of Development

- ☐ Residential  
☐ Non-Residential  
☐ Non-Building  
☐ Lot Line Change (0 lots)  
☐ Change of Use (0 lots)  
☐ Mixed Use

## \*Type of Sewage Disposal

- ☐ Individual  
☐ Community ☐ DEP Permit  
☐ Public  
☐ Clean Streams (Repair, 0 lots)  
☐ Community Clean Streams  
☐ None

## \*Type of Water Supply

- ☐ Individual  
☐ Public  
☐ Community Well  
☐ None

For Chester County Health Department Use Only Unique ID # \_\_\_\_\_

Subdivision Review Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CCHD Review Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DEP Approval Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Total # of approved lots \_\_\_\_\_ - # of parent tract lot(s) \_\_\_\_\_ = # of new lots created \_\_\_\_\_

SEO # \_\_\_\_\_ Database updated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_