

PENNSBURY TOWNSHIP

702 Baltimore Pike, Chadds Ford, PA 19317

Phone: 610-388-7323 Fax: 610-388-6036

Email: Manager@pennsbury.pa.us

Office Use Only	
Date Received: _____	
Fee: _____	Paid: _____
Escrow: _____	Paid: _____

SUBDIVISION OR LAND DEVELOPMENT APPLICATION

(Residential and Commercial)

Provide **one** digital copy in addition to **two** copies of the application and all attachments. Attachments should include: Site Plans drawn to scale and provide location, lot size, improvement/alteration size; Professional Services Agreement (attached); Chester County Planning Commission Act 247 Referral Form (attached); Ninety Day Review Extension (attached).

Preliminary Plan

Final Plan

Date of Plan: _____

Property Owner: _____

Address: _____

Phone/Fax: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone/Fax: _____ Email: _____

Relationship to Property Owner: _____

Contractor: _____

Address: _____

Phone/Fax: _____ Email: _____

Architect/Engineer/Surveyor: _____

Address: _____

Phone/Fax: _____ Email: _____

Property Information:

Residential

Commercial

Address: _____

Subdivision: _____

Tax Parcel or UPI #: _____

Deed Book: _____ Page: _____

Zoning District: _____

Historic Structure: Yes No

Total Acreage: _____

Number of Lots: _____

For Commercial Development: Number of Buildings _____ Gross Floor Area _____

Water Supplied by: _____

Sewage Disposal Proposed: _____

Proposed Land Use:

Acreage Proposed for Park or Public Use: _____

Estimated Area of Remaining Acreage of Record Owner: _____

All streets proposed for dedication	Yes	No	
Site include streams or wetlands	Yes	No	
Site include steep slopes	Yes	No	
Existing protective covenants	Yes	No	
Four-Step Design Process Initiated (Major Subdivisions)	Yes	No	NA
Written notice to adjacent properties in accordance with SLDO (300.G.1.a or 300.G.2)	Yes	No	
Property posted in accordance with SLDO 300.G.1.b (Major Subdivisions)	Yes	No	

Plans and Materials Included with Submission:

Existing Resource and Site Analysis Plan	Yes	No	NA
Subdivision or Land Development Plan	Yes	No	NA
Grading Plan	Yes	No	NA
Storm Water Management Plan	Yes	No	NA
Road/Utilities Profile Plan(s)	Yes	No	NA
Erosion and Sediment Control Plan	Yes	No	NA
Landscape Plan	Yes	No	NA
Lighting Plan	Yes	No	NA
Historic Resource Impact Assessment	Yes	No	NA
Community Impact Assessment	Yes	No	NA
Traffic Impact Study	Yes	No	NA
Hydrogeology Study	Yes	No	NA
Carbonate Soil Study	Yes	No	NA
Sewage Facilities Planning Modules	Yes	No	NA

I hereby certify that I have read this application and state that the above and all attachments are correct. I agree to comply with all provisions of the Pennsbury Township Subdivision and Land Development Ordinance, and all other pertinent ordinances and regulations of Pennsbury Township. I/We agree to reimburse Pennsbury Township for such fees and expenses as the Township or the Board of Supervisors may incur for the services of an Engineer and/or Inspector, the Township Solicitor or other consultant in investigation, tests, and advising the Board of Supervisors in relation to these plans.

Property Owner or Applicant's Signature: _____ Date: _____

Township Signature: _____ Date: _____

**Pennsbury Township
702 Baltimore Pike
Chadds Ford, PA 19317
610-388-7323**

PROFESSIONAL SERVICES AGREEMENT

This Agreement made this ____ day of _____, 20____ by and between Pennsbury Township, with offices located at 702 Baltimore Pike, Chadds Ford, PA 19317 (hereinafter referred to as “Township”) and _____ (hereinafter referred to as “Applicant”).

WITNESSETH:

WHEREAS, the Applicant is the legal or equitable owner of certain real estate bearing Tax Map Parcel No. / UPI No. _____ located or described as follows: _____ (the “Property”); and

WHEREAS, the Applicant has presented to the Township an application for _____ (the “Application”); and

WHEREAS, the Applicant now requests and/or requires Township review of and decision on the Application submitted; and

WHEREAS, the Township shall not initiate the review of the Application nor grant permits to Applicant until the execution of, and compliance with, this Agreement and upon establishment of a review fee account with the Township as hereinafter set forth.

NOW, THEREFORE, the parties agree as follows:

1. The Township and Applicant hereby authorize the Township Engineer, Solicitor, and other consultants to review the Application submitted by the Applicant, and if necessary, to make recommendations as may be necessary with respect to such Application.

2. The Applicant shall pay the Township consultants' charges, costs, fees, and expenses for review of the Application, in accordance with hourly rates approved by the Township, including: engineering, legal, site design, traffic design, landscape architecture and any other service as the Township may deem necessary to the proper examination and evaluation of the Application.
3. The Applicant hereby agrees to deposit with the Township the appropriate Review Fee amount in accordance with the Fee Schedule adopted by the Township at the time of the Application, for the payment of all charges, costs, fees, and expenses as set forth in Paragraph 2 above. Invoices for the services of the Township consultants shall be sent to the Applicant on a timely basis. Applicant shall pay invoices and the Township is hereby authorized by Applicant to withdraw the invoice amounts from the Review Fee fund.
4. The Review Fee fund shall be replenished as required by the Township Fee Schedule until a final decision is made on the Application. The amount deposited pursuant to this Agreement shall be used only for payment of invoices as identified in this Agreement. It is agreed and understood by the parties that no review will be authorized by the Township until the Review Fee deposit has been deposited with the Township.
5. In the event that the Township shall become liable for engineering, legal or administrative costs and expenses in an amount in excess of the deposit required in paragraph 3, the Applicant agrees to promptly deposit additional sums with the Township as required by the Fee Schedule.
6. The Applicant shall be provided with a detailed statement of the account from the Township within thirty (30) days of a written request.
7. The Applicant may at any time terminate all further obligations under this Agreement by giving written notice to the Township that it does not desire to proceed with and by withdrawing the Application. Within thirty (30) days of receipt of such notice the Township shall provide Applicant with a detailed statement of the account. The Applicant shall be liable to the Township for any charges, costs, fees, and expenses incurred to the date and time of the receipt of the notice.
8. The Applicant agrees that failure to comply with the terms of this Agreement, including failure to deposit funds into or replenish the Review Fee fund, shall be sufficient cause for the Township to discontinue review of the Application, and/or deny the Application.
9. The Applicant and the Township acknowledge that this Agreement represents their full understanding and that they intend to be legally bound hereby.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have caused their signatures to be affixed and have affixed their hand and seals the day and year first above written.

Applicant Signature

Pennsbury Township Manager Signature



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, 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)

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.

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)

Unofficial sketch plan (**no fee**)
 Subdivision plan
 Land development plan
 Planned residential development
 Zoning ordinance (**no fee**)
 Curative amendment (**no fee**)
 Subdivision ordinance (**no fee**)
 Comprehensive plan (**no fee**)
 Other _____

REVIEW FEE
 (Fee schedule on other side)

Attached \$ _____
 Not applicable

TYPE OF PLAN

Unofficial sketch
 Preliminary
 Final

TYPE OF SUBMISSION

New proposal
 Revision to a prior proposal
 Phase of a prior proposal
 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:
 Public Private
 Open space:
 Public Private
 Acres: _____ Acres: _____
 HOA responsible for common facilities/areas:
 Yes No
 HOA documents provided:
 Yes No
 Traffic study included:
 Yes No Not conducted

LAND USE	# 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)

	Water	Sewer
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

***Information to be filled in for Commercial, Industrial or Institutional land use ONLY**

*Total square footage of addition to existing building: _____
 *Total square footage of new building(s): _____

ADDITIONAL INFORMATION (This plan has been submitted to):

County Health Department Date _____
 PennDOT Date _____
 DEP Date _____
 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.

- 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.

BOARD OF SUPERVISORS
PENNSBURY TOWNSHIP
702 BALTIMORE PIKE
CHADDS FORD, PA 19317

**RE: WAIVER OF THE NINETY (90) DAY REVIEW PERIOD
AS STATED IN SECTION 508, PENNSYLVANIA ACT 247,
AS AMENDED**

PENNSBURY TOWNSHIP FILE # _____

SUBDIVISION NAME: _____

Supervisors:

We wish to extend by _____ days the prescribed ninety (90) day review period, as stated in Section 508 of Act 247, as amended, so that the proper review of our subdivision may be completed.

We understand and agree that the governing body shall render its decision within the review time, as extended, unless a further extension of that time is agreed to by us. Further, the written communication of that decision shall be mailed to us not later than 15 days following the decision, which 15 days may be in addition to the review time, as extended herein.

Applicant/Agent Signature: _____ Date: _____

OLD DEADLINE: _____

NEW DEADLINE: _____