

PENNSBURY TOWNSHIP

702 Baltimore Pike, Chadds Ford, PA 19317

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

Email: Codes@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: _____

Act 247 County Referral

<p>To: Chester County Planning Commission</p> <p>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)</p>	<p style="text-align: center;">TO BE COMPLETED BY THE MUNICIPALITY</p> <p>From: (Municipality) _____</p> <p>Date: _____</p> <p>Official's Name: _____</p> <p>Position: _____</p> <p>Official's signature: _____</p> <p style="text-align: center; font-size: small;">Applications with ORIGINAL signatures must be submitted to CCPC.</p>
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TO BE COMPLETED BY THE APPLICANT

Owner's name: _____	Phone #: _____
Owner's address: _____	Email: _____
Applicant's name: _____	Phone #: _____
Applicant's address: _____	Email: _____
Architect/Engineer/Surveyor name: _____	Phone #: _____
Architect/Engineer/Surveyor address: _____	Email: _____

<p style="text-align: center;">TYPE OF REVIEW REQUESTED (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 style="text-align: center;">REVIEW FEE (Fee schedule on other side)</p> <p><input type="checkbox"/> Attached \$ _____</p> <p><input type="checkbox"/> Not applicable</p> <hr/> <p style="text-align: center;">TYPE OF PLAN</p> <p><input type="checkbox"/> Unofficial sketch</p> <p><input type="checkbox"/> Preliminary</p> <p><input type="checkbox"/> Final</p>	<p style="text-align: center;">TYPE OF SUBMISSION</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> <hr/> <p>Tax parcel(s): # _____</p> <p style="padding-left: 100px;"># _____</p> <p style="padding-left: 100px;"># _____</p> <hr/> <p>Total area (gross acres): _____</p>
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<p style="text-align: center;">PLAN INFORMATION</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;"> <thead> <tr> <th style="text-align: center;">LAND USE</th> <th style="text-align: center;"># of lots/units</th> </tr> </thead> <tbody> <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> </tbody> </table>	LAND USE	# of lots/units	Agriculture		Single family		Townhouses		Twin units		Apartments		Mobile homes		*Commercial		*Industrial		*Institutional		Other		<p style="text-align: center;">ZONING DISTRICT OF PROPOSAL</p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/ Special exception granted: _____</p>	<p style="text-align: center;">PROPOSED UTILITIES (Check appropriate boxes)</p> <table style="width:100%; text-align: center;"> <tr> <td></td> <td>Water</td> <td>Sewer</td> </tr> <tr> <td>Public</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>On-site</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Package</td> <td><input type="checkbox"/></td> <td><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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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 _____

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 per plan.

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	\$200.00	None
3–5 lots/dwelling units	\$200.00	Plus \$34.00/lot/unit
6–20 lots/dwelling units	\$275.00	Plus \$30.00/lot/unit
21–75 lots/dwelling units	\$495.00	Plus \$27.00/lot/unit
76 lots/dwelling units and over	\$990.00	Plus \$21.00/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	\$340.00	Plus \$66.00/lot/unit
3–10 lots/units	\$680.00	Plus \$66.00/lot/unit
11 lots/units and over	\$990.00	Plus \$62.00/lot/unit
Financial subdivisions	\$340.00	Plus \$66.00/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.	\$560.00	Plus \$55.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	\$680.00	Plus \$49.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	\$1,110.00	Plus \$49.00/1,000 sq. ft. of gross floor area
75,001 sq. ft. and over	\$1,670.00	Plus \$34.00/1,000 sq. ft. of gross floor area
Parking Garage / Structure	\$480.00	

CATEGORY IV SECOND REVIEWS

These fees apply to each review conducted after the first review (within a five (5) year period of the initial review) and if no substantial changes are proposed. Contact CCPC if further guidance is needed.

- Flat fee of \$200.00 for residential subdivisions/land developments
- Flat fee of \$275.00 for non-residential subdivisions/land developments

CHECKS SHOULD BE PAYABLE TO: County of Chester

Credit card payments can be made online. Cash will not be accepted. Upon written request from the municipality, CCPC may waive the fees for plan reviews associated with municipally-owned subdivisions or land developments. The County Planning Commission may, on a case-by-case basis, waive review fees. Typically, fees are waived upon request if the owner or applicant is a municipality, public authority, or other municipally oriented public facility. Waiver requests should be provided in writing to CCPC. (email acceptable: ccplanning@chesco.org)

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.

**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

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: _____