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 Extentsion (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: _____

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

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 _____

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	☐	☐
On-site	☐	☐
Package	☐	☐

No new sewage disposal or water supply proposed ☐

ADDITIONAL INFORMATION (This plan has been submitted to):

- ☐ County Health Department Date _____
- ☐ PennDOT Date _____
- ☐ DEP Date _____
- ☐ Other _____ Date _____

***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): _____

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: ccplannning@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.

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: _____