



WESTTOWN TOWNSHIP

1039 Wilmington Pike
West Chester, PA 19382
PHONE: (610) 692-1930

P.O. Box 79
Westtown, PA 19395
FAX: (610) 692-9651

APPLICATION FOR APPROVAL OF PRELIMINARY PLAN

Plan title: _____ Plan number: _____

Applicant information

Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ E-mail address: _____

Owner information *(If different from applicant)*

Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone number: _____ E-mail address: _____

Project location

Address: _____ City: _____ State: _____ Zip: _____

Tax map number(s): _____ Zoning district: _____

Project description

Please either provide below or attach a brief narrative of the proposed plan.

Submission checklist

- Application and fee _____
- Review fee agreement and escrow _____
- Sixteen copies of the preliminary plan and of all other required plans _____
- Sewer modules _____
- Water supply confirmation (if public) _____
- Information sheet _____
- Two copies of the stormwater management narrative and calculations _____
- Copies of supplementary studies as determined by the Township _____
- Electronic submission in either .DXF or .DWG as described in [§149-600\(B.1\)](#) for all land development or subdivision applications of greater than five lots _____

Submission is not complete unless ALL of the above are provided.

Although not required, applicants are also strongly encouraged to grant written permission for Township officials to conduct an on-site walk of the property early in the process.

Believing that the plan submitted is in conformance with all applicable sections of the Westtown Township Zoning Ordinance and Subdivision and Land Development Ordinance, the undersigned requests approval of the Preliminary Plan for this project.

Signature of applicant

Date

Signature of owner (If different from applicant)

Date

-----OFFICIAL USE ONLY-----

Type of application:

Subdivision _____

Land Development _____

Flexible Development _____

WESTTOWN TOWNSHIP
SUBDIVISION AND LAND DEVELOPMENT INFORMATION SHEET
(to be completed by applicant)

Project Name _____

Name, Address, Telephone Number, and email of the following:
Owner(s)

Applicant (if not owner)

Engineer

Attorney

Person to be contacted by Westtown Township (include address data if not listed above)

SPECIAL CONDITIONS (Conditional Use, Special Exception, Variances – Explain and attach relevant material)

Sewer On site ____ Public ____
Special Conditions _____

Water On site ____ Public ____

Fire Hydrants (number and location)

Other facilities

Open Space (area & description, recreation facilities, etc.

Streets (new & modifications to existing), Sidewalks/Paths

Description of Proposed Buildings



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NOTICE TO ALL PROPERTY OWNERS OR EQUITABLE OWNERS PLANNING TO DEVELOP OR SUBDIVIDE LAND IN WESTTOWN TOWNSHIP

The Township Engineer, Solicitor and other consultant(s) as required review the subdivision, land development and erosion control plans. The applicant is responsible for reimbursing Westtown Township for the following services:

1. Plan reviews by the Township Engineer, Solicitor and/or other consultants.
2. Meetings held with the Township Engineer, Solicitor and/or other consultants at the request of the applicant or his/her representative.

Bills will be mailed by Westtown Township to the applicant for all reimbursable fees. Payment is due within thirty (30) days. A late charge of 1.5 percent per month will be applied to bills not paid within thirty (30) days.

The applicant shall sign below to acknowledge his/her responsibility for and agrees to pay costs described as specified in the Township's current fee schedule.

.....
As owner, or authorized representative of the owner, I have read this notice and agree to reimburse Westtown Township for professional services provided by Westtown Township during review and development of the above titled plan according to the current Westtown Township Fee Schedule.

Signature of owner or authorized representative

Date

Name and Title of Applicant _____

Title of Plan Submitted _____

Project Address _____

Name of Owner _____

Address of Owner _____

Phone _____ E-mail _____

2017 Subdivision and Land Development Application Fee Schedule

1. Subdivision and Land Development

- a. Property Line Adjustment or 1 Lot- \$125.00 plus \$2,500.00 escrow
- b. 2 to 3 Lots- \$125.00 plus \$3,500.00 escrow
- c. 4 to 10 Lots- \$640.00 plus \$7,500.00 escrow
- d. 10 or more Lots- \$1,300.00 plus \$15,000.00 escrow
- e. Additional costs for Subdivision, Land Development and Lot Line and/ or Minor Revision Reviews shall be as follows:

- I. The applicant shall pay the review fees of the professional consultants utilized by the Township during its review of the subdivision or land development application. The applicant shall submit the specified escrow to the Township at the time of the submission of the subdivision or land development application. This money shall be placed in an interest bearing account held by the Township and monies shall be disbursed from this account to pay the actual costs of the professional consultants. The Township shall provide the applicant with a breakdown of all monies disbursed from the account. If the account balance drops below an amount sufficient to cover costs associated with the application, the applicant shall deposit additional monies as deemed necessary by the Township Manager. Upon approval or denial of the land development or subdivision application and payment of the final invoices from the professional consultants the balance of funds in the account plus any interest shall be returned to the applicant.
- II. The applicant shall reimburse the Township for the actual cost of all legal, engineering, inspections and materials tests, incurred during construction and up to acceptance, by the Township, of the improvements.
- III. The applicants shall pay all Chester County Planning Commission, Chester County Health Department, Department of Environmental Protection, Chester County Soil Conservation District, PennDOT review fees, and all recording costs.
- IV. No final approvals will be granted until all outstanding obligations are satisfied.



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	*Type of Sewage Disposal	*Type of Water Supply
<input type="checkbox"/> Residential	<input type="checkbox"/> Individual	<input type="checkbox"/> Individual
<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Community <input type="checkbox"/> DEP Permit	<input type="checkbox"/> Public
<input type="checkbox"/> Non-Building	<input type="checkbox"/> Public	<input type="checkbox"/> Community Well
<input type="checkbox"/> Lot Line Change (0 lots)	<input type="checkbox"/> Clean Streams (Repair, 0 lots)	<input type="checkbox"/> None
<input type="checkbox"/> Change of Use (0 lots)	<input type="checkbox"/> Community Clean Streams	
<input type="checkbox"/> Mixed Use	<input type="checkbox"/> 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 _____ / _____ / _____

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 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 align="center"><small>Applications with ORIGINAL signatures must be submitted to CCPC.</small></p>
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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 #: _____

<p>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>REVIEW FEE (Fee schedule on other side)</p> <p><input type="checkbox"/> Attached \$ _____</p> <p><input type="checkbox"/> Not applicable</p>	<p>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>
		<p>Tax parcel(s): # _____</p> <p style="padding-left: 100px;"># _____</p> <p style="padding-left: 100px;"># _____</p>
		<p>Total area (gross acres): _____</p>

<p>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;"> <tr> <th style="text-align: left;">LAND USE</th> <th style="text-align: left;"># 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>ZONING DISTRICT OF PROPOSAL</p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/ Special exception granted: _____</p>	<p>PROPOSED UTILITIES (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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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: 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.