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 _____

RESOLUTION NO. 2001-5

WESTTOWN TOWNSHIP FEE SCHEDULE

BOARD OF SUPERVISORS & ZONING HEARING BOARD HEARINGS

1. Variance, Special Exception, Conditional Use or Appeal from Zoning Officer:

Residential	$360.00
Non-residential	$600.00

2. Challenge to Ordinance or Township Map, Curative Amendments — $1,200.00

3. Zoning Ordinance or Township Map changes, other than Challenges or Curative Amendments — $1,200.00

4. Each additional hearing, if necessary — $300.00

SUBDIVISION & LAND DEVELOPMENT

1. Residential Land Subdivision Plan — $120.00
   Plus per lot over one — $35.00
   Non-residential Land Subdivision Plan — $240.00
   Plus per lot over one — $35.00

2. Single Tract Development – Residential and Non-residential

	Base Fee	+ each ½ Acre
0 – 1.99 acres	$210.00	
2 – 4.99 acres	$260.00	$18.00
5 – 24.99 acres	$330.00	$16.00
25 – 99.99 acres	$480.00	$13.00
100 or more acres	$1,050.00	$12.00

3. Legal and Engineering Services (prevailing rate to Westtown Township)

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
☐ Residential	☐ Individual	☐ Individual
☐ Non-Residential	☐ Community ☐ DEP Permit	☐ Public
☐ Non-Building	☐ Public	☐ Community Well
☐ Lot Line Change (0 lots)	☐ Clean Streams (Repair, 0 lots)	☐ None
☐ Change of Use (0 lots)	☐ Community Clean Streams	
☐ Mixed Use	☐ 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 _____/_____/_____

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	☐	☐
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 structure(s) sq. footage: _____

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.

Effective April 15, 2015

Effective April 15, 2015

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.

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	$150.00	None
3–5 lots/dwelling units	$150.00	Plus $25.00/lot/unit
6–20 lots/dwelling units	$200.00	Plus $22.00/lot/unit
21–75 lots/dwelling units	$350.00	Plus $20.00/lot/unit
Over 75 lots/dwelling units	$700.00	Plus $15.00/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	$250.00	Plus $50.00/lot/unit
3–10 lots/units	$500.00	Plus $50.00/lot/unit
Over 10 lots	$700.00	Plus $45.00/lot/unit
Financial subdivisions	$250.00	Plus $50.00/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.	$400.00	Plus $40.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	$500.00	Plus $35.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	$800.00	Plus $35.00/1,000 sq. ft. of gross floor area
Over 75,000 sq. ft.	$1,200.00	Plus $25.00/1,000 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 $150.00 for residential subdivisions/land developments
- Flat fee of $200.00 for non-residential subdivisions/land developments

*NOTE:

Fee applies to total number of lots/units after subdivision. Subdivisions include lot line revisions and lot consolidations.

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.

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.