

EAST FALLOWFIELD TOWNSHIP  
CHESTER COUNTY, PA.  
SUBDIVISION, LAND DEVELOPMENT OR LOT LINE CHANGE

PRELIMINARY PLAN SUBMITTAL

**Applicant**

- 1) \_\_\_ Obtain Application from East Fallowfield Township.
  - 2) \_\_\_ Planning Commission. Must receive original with submission.
  - 3) \_\_\_ Contact Chester County Health Department for Planning Modules.
  - 4) \_\_\_ Submit the following to the Township Office to be checked for completion.  
(Application will not be accepted if not "completely" submitted)
  - a) Eleven (11) copies of the completed application.
  - b) Escrow fees per Township Resolution payable to East Fallowfield Township.
  - c) Ten (10) full size copies and ten (10) 11X17 copies of the Preliminary/Final Plan, sealed by a Professional Engineer with four (4) copies of supplementary information (i.e., drainage calculations, etc.
  - d) Submit a PDF file of plans if possible.
  - e) Submit Original Act 247 form plus appropriate fees payable to Chester County Planning Commission.
  - f) Submit Five (5) copies of the sewer module if applicable.
- 5) \_\_\_ Township Office confirms completion of application.

**The Township will submit**

- 1) \_\_\_\_\_ One (1) copy of the application, One (1) copy of the Act 247 form (original gets submitted), Two (2) copy of the plan and supporting documentation and Two (2) planning module to the Chester County Planning Commission.
- 2) \_\_\_\_\_ One (1) copy of the application and One (1) copy of the plan and, One (1) copy of supplementary information to the Township Engineer.
- 3) \_\_\_\_\_ Two (2) copies of the plan and sewer modules to the Chester County Health Department.
- 4) \_\_\_\_\_ Email the Township Planning Commission the PDF file and application. Provide Two (2) full size plans and the supplementary information. (Email 11x17 plans and application)
- 6) \_\_\_\_\_ One (1) copy of the full size plans and application to the Township Solicitor.
- 7) \_\_\_\_\_ One (1) copy of the full size plans to Jamie MacCombie along with Two (2) Sewage Modules.
- 8) One (1) copy of the full plans and 11x17 plans to Louise Wennberg at the GIS Department.
- 9) \_\_\_\_\_ One (1) copy of everything for the Township files.

\*Keep all extra plans until they are superseded.\*

**Della Penna Engineering, Inc.**

**21 Whitetail Lane**

**Parkesburg, Pa 19365**

**Phone: 610-857-0045 Fax: 610-857-0046**

**Email: [chrisdp1@comcast.net](mailto:chrisdp1@comcast.net)**

**MUNICIPAL FEE SCHEDULE**

**EFFECTIVE JANUARY 1, 2019**

Township Engineer.....	\$107.00/Hour
Construction Observation.....	\$70.00/Hour

**ADDITIONAL CHARGES**

Large Format Black & White Copies	\$0.50/S.F.
Materials or Equipment	Cost
Sub consultant	Cost

All hourly rates are portal to portal from Parkesburg office.

Clients will be billed monthly for services to date.

A service charge of 1% per month (12% annual) will be added to invoices outstanding over 30 days.

The above rates and charges are for the current calendar year only and are subject to change January 1 of each calendar year.



# 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     /     /

**APPLICATION FOR REVIEW OF A PRELIMINARY OR FINAL PLAN  
EAST FALLOWFIELD TOWNSHIP, CHESTER COUNTY**

Application # \_\_\_\_\_

The undersigned hereby applies for review by the East Fallowfield Township Planning Commission of the preliminary or final plan submitted herewith and described below:

1. Name of Subdivision \_\_\_\_\_ Plan Dated \_\_\_\_\_  
 2. County Deed Book Number \_\_\_\_\_ Page Number \_\_\_\_\_  
 3. Tax Parcel Page Number \_\_\_\_\_

2. Name of Property Owner(s) \_\_\_\_\_  
 (If corporation, list corporation name address and 2 officers)

Address \_\_\_\_\_  
 \_\_\_\_\_

3. Name of Applicant \_\_\_\_\_  
 (If other than owner)

Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_

4. Applicant's interest if other than owner \_\_\_\_\_

5. Engineer, Architect, Surveyor, or Landscape Architect responsible for plan \_\_\_\_\_

Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_

6. Total Acreage \_\_\_\_\_ Number of Lots \_\_\_\_\_

7. Acreage of adjoining land in same township (if any) \_\_\_\_\_

8. Type of Development (Number of Units/Lots)

- Single Family \_\_\_\_\_
- Two Family \_\_\_\_\_
- Multi-Family \_\_\_\_\_
- Commercial \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

9. Will construction of buildings be undertaken immediately?  Yes  No  
 By whom?

- Subdivider \_\_\_\_\_
- Other Developers \_\_\_\_\_
- Purchasers of Individual Lots \_\_\_\_\_

10. Type of water supply proposed? \_\_\_\_\_  
 \_\_\_\_\_ Individual On-Site  
 \_\_\_\_\_ Public (Municipal)  
 \_\_\_\_\_ System (Length in Feet)

11. Type of sanitary sewage disposal proposed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Individual On-Site
- Public (Municipal)
- System (Length in Feet)
- Live
- Capped
- Semi-Public (Community System)

12. Are all streets proposed for dedication? \_\_\_\_ Yes \_\_\_\_ No

13. Present zoning and zoning change, if any, to be requested \_\_\_\_\_

14. Have appropriate public utilities been consulted? \_\_\_\_ Yes \_\_\_\_ No

15. Materials accompanying this application

<u>Number</u>	<u>Item</u>
_____	Preliminary Plan
_____	Final Plan
_____	Copies of Deed Restrictions
_____	Sewage Modules
_____	Other (describe) _____
	_____

16. List subdivisions and land development projects you have been involved with for reference \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

17. Amount of East Fallowfield Filing Fee \_\_\_\_\_

The undersigned represents that to the best of his knowledge and belief, all the above statements are true, correct and complete.

Signature of Owner or Applicant \_\_\_\_\_

(By) \_\_\_\_\_

Date \_\_\_\_\_

**EAST FALLOWFIELD TOWNSHIP  
PRELIMINARY & FINAL SUBDIVISION/LAND DEVELOPMENT  
SUBMITTAL TIME FRAMES**

**Preliminary/Final Plan - CLOCK DATE**

- 1) Plans and the necessary documentation that would be deemed a COMPLETE APPLICATION must be submitted fourteen (14) calendar days prior to our regular scheduled Planning Commission Meeting. Failure to submit within the required time frame will cause the application to be reviewed at the next scheduled Planning Commission Meeting. NOTE: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
- 2) The ninety (90) day clock shall begin on the date of the regularly scheduled Planning Commission Meeting when the plans are reviewed by the Planning Commission.

**Preliminary/Final Plan - REVIEW TIME FRAME**

- 1) Following the receipt of the COMPLETE SUBMITTAL by the Planning Commission, the Township will forward the documentation to the appropriate Agencies.
- 2) The following time frames are required by the various agencies:
  - A) C C Planning Commission - Thirty (30) working days upon receipt.
  - B) C C Health Department - Twenty (20) working days upon receipt.
  - C) E Fallowfield Twp Engineer - Twenty (20) working days upon receipt.
- 3) Upon receipt of the review comments from the above agencies, the applicant will be placed on the Agenda of the next regularly scheduled Planning Commission Meeting.

**Planning Commission - AGENDA SCHEDULING:**

Any applicant who requests to have their Project placed on the Planning Commission Agenda must contact the Planning Commission Secretary, Karen Wilson, at the Township office @ 610-384-7144 ext. 103 fourteen (14) calendar days prior to the next scheduled meeting.

The Planning Commission Secretary shall forward the Agenda to the Planning Commission Chairman twelve (12) calendar days prior to the next scheduled meeting. Information packets will be distributed to the Planning Commission no less than seven (7) working days prior to the meeting.



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF POINT AND NON-POINT SOURCE MANAGEMENT

Code No.
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## SEWAGE FACILITIES PLANNING MODULE

### Component 1. Exception to the Requirement to Revise the Official Plan

*(Return completed module package to appropriate municipality)*

DEP USE ONLY				
DEP CODE #	CLIENT ID #	SITE ID #	APS ID #	AUTH ID #

This planning module component is used to satisfy the sewage facilities planning requirements for subdivisions of 10 lots or less (*including residual lands*) intended as building sites for detached single family dwelling units served by individual onlot sewage disposal systems. The number of lots includes only those lots created after May 15, 1972. Refer to the instructions for help in completing this component.

NOTE: All soil testing must be field verified by the Sewage Enforcement Officer (SEO). The SEO must notify the approving agency verbally or in writing at least 10 days prior to testing. In some cases, a representative of the approving agency may wish to observe the soil testing.

REVIEW FEES: Amendments to the Sewage Facilities Act established fees to be paid by the developer for review of planning modules for land development. These fees may vary depending on the approving agency for the project (DEP or delegated local agency). Please see Section K and the attached instructions for more information on these fees.

#### A. PROJECT INFORMATION (See Section A of instructions)

1. Project Name \_\_\_\_\_
2. Brief Project Description \_\_\_\_\_
3. Total Number of Lots:
 

Number of Lots Being Proposed .....		_____
+ Residual Land Parcel/Lot.....		+ _____
+ Number of Previous Lots Developed from Present Tract As it Appeared on May 15, 1972 .....		+ _____
Total .....		= _____ *

\* If total exceeds 10, do not use this form. Contact DEP for correct forms.

#### B. CLIENT (MUNICIPALITY) INFORMATION (See Section B of instructions)

Municipality Name	County	City <input type="checkbox"/>	Boro <input type="checkbox"/>	Twp <input type="checkbox"/>
Municipality Contact - Last Name	First Name	MI	Suffix	Title
Additional Individual Last Name	First Name	MI	Suffix	Title
Municipality Mailing Address Line 1		Mailing Address Line 2		
Address Last Line -- City		State	ZIP+4	
Phone + Ext. ( )	FAX (optional) ( )	Email (optional)		

**C. SITE INFORMATION** (See Section C of instructions)

Site (Land Development Project) Name

Site Location Line 1

Site Location Line 2

Site Location Last Line -- City

State

ZIP+4

Latitude

Longitude

Detailed Written Directions to Site

Description of Site (Project)

Site Contact (Developer) -- Last Name

First Name

MI

Suffix

Phone

Ext.

Site Contact Title

Site Contact Firm (if none, leave blank)

FAX

( )

Email

Mailing Address Line 1

Mailing Address Line 2

Mailing Address Last Line -- City

State

ZIP+4

**D. PROJECT CONSULTANT INFORMATION** (See Section D of instructions)

Last Name

First Name

MI

Suffix

Title

Consulting Firm

Mailing Address Line 1

Mailing Address Line 2

Address Last Line -- City

State

ZIP+4

Country

Email

Phone

( )

Ext.

FAX

( )

**E. AVAILABILITY OF DRINKING WATER SUPPLY**

This project will be provided with drinking water from the following source: (Check appropriate box)

- Individual wells or cisterns.
- A proposed public water supply.
- An existing public water supply.

If existing public water supply is to be used, provide the name of the water company and attach documentation from the water company stating that it will serve the project.

Name of water company: \_\_\_\_\_

**F. PROJECT NARRATIVE** (See Section F of instructions)

- A narrative has been prepared as described in Section F of the instructions.

The applicant may choose to include additional information beyond that required by Section F of the instructions.

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**G. GENERAL SITE SUITABILITY** (See Section G of instructions)

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1. PLOT PLAN

Attach an original or copy of a 7½ minute USGS topographic map with the area of the proposed land development plotted and labeled. Attach a copy of the plot plan of the proposed subdivision showing the following information:

- a. Location of all soils profiles and percolation tests.
- b. Slope at each test area.
- c. Soil types and boundaries.
- d. Existing and proposed streets, roadways, access roads, etc.
- e. Lot lines and lot sizes.
- f. Existing and proposed rights-of-way.
- g. Existing and proposed drinking water supplies for proposed and contiguous lots.
- h. Existing buildings.
- i. Surface waters.
- j. Wetlands from National Wetland Inventory Mapping and USDA Hydric Soils Mapping.
- k. Floodplain and floodways (Federal Flood Insurance Mapping).
  - l. Designated open space areas.
- m. Remaining acreage under the same ownership and adjoining lots.
- n. Existing onlot or sewerage systems; pipelines, transmission lines, etc.
- o. Prime agricultural land.
- p. Orientation to North.

2. RESIDUAL TRACT PLANNING WAIVER REQUEST

A waiver from sewage facilities planning  is,  is not requested for the residual land tract associated with this project. (See Section H, I and J and instructions for additional information).

3. SOILS INFORMATION

- a. Attach copies of "Site Investigation and Percolation Test Report" (3800-FM-BPNPSM0290A) (formerly known as "Appendix A") form(s) for the proposed subdivision.
- b. Marginal conditions for long-term onlot sewage disposal  are,  are not present. See marginal conditions information in Sections H and J and in attached instructions.
- c. If one or more lots in this subdivision are planned to be served by Individual Residential Spray Irrigation Systems (IRSIS), please see the specific information on IRSIS in Section G of the instructions.

Both the soils description preparer and developer must sign below indicating acknowledgement of the false swearing statement.

I verify that the statements made in this component are true and correct to the best of my knowledge, information and belief. I understand that false statements are made subject to the penalties of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities.

\_\_\_\_\_  
Soils Description Preparer Name (Print)

\_\_\_\_\_  
Developer Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**H. MUNICIPALITY'S CERTIFIED SEWAGE ENFORCEMENT OFFICER** (See Section H of instructions)

1. I have confirmed the information relating to the general suitability for onlot sewage disposal contained in this component. Confirmation of this information was based upon on-site verification of soil tests, general site conditions and other generally available soils information. The proposed development site:
  - Is generally suitable for onlot disposal. This module does not constitute individual permit approval.
  - Is marginal for long-term onlot disposal. (See instructions for information on marginal conditions).
  - Is not generally suitable for onlot disposal. (See my attached comments regarding this determination).
  - Cannot be evaluated for general site suitability because of insufficient soils testing.
2. The proposed development site is considered "marginal for onlot disposal" or for long-term onlot system use because one or more of the following conditions exist. (Check all that apply).
  - Soils profile examinations which document areas of suitable soil intermixed with areas of unsuitable soils.
  - Site evaluation which documents soils generally suitable for elevated sand mounds with some potential lots with slopes over 12%.
  - Site evaluation which documents soils generally suitable for in-ground systems with some potential lots with slopes in excess of 20%.
  - Lot density of more than 1 residential dwelling/acre.
3. Residual Tract Facilities (For use only when there is an existing septic system on the residual tract)
  - I have inspected the lot on which the existing building and existing septic system is located and have concluded, based on soils mapping or soils evaluation, permit information or site inspection that the long-term sewage disposal needs of this site and the building currently served can be met.
  - I further acknowledge that no violations of the Sewage Facilities Act are known to me or have become apparent as a result of my site inspection. No inferences regarding future performance of the existing septic system should be drawn from this acknowledgement.
  - A brief description and sketch of the existing system and site is attached.

\_\_\_\_\_  
Signature of Certified Sewage Enforcement Officer with  
jurisdiction in municipality where development is proposed

\_\_\_\_\_  
Certification

\_\_\_\_\_  
Date

**I. PROTECTION OF RARE, ENDANGERED OR THREATENED SPECIES** (See Section I of instructions)

Check one:

- The "Pennsylvania Natural Diversity Inventory (PNDI) Project Environmental Review Receipt" resulting from my search of the PNDI database and all supporting documentation from jurisdictional agencies (when necessary) is/are attached.
- A completed "Pennsylvania Natural Diversity Inventory (PNDI) Project Planning & Environmental Review Form," (PNDI Form) available at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us) , and all required supporting documentation is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning module will be considered incomplete upon submission to the Department and that the DEP review will not begin, and that processing of my planning module will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

Applicant or Consultant Initials \_\_\_\_\_.

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**J. PLANNING AGENCY REVIEW** (See Section J of instructions)

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This planning module has been reviewed by the existing municipal planning agency and zoning officer and has been found to be  consistent,  inconsistent with municipal zoning ordinances or subdivision and land development ordinances. A waiver of the sewage facilities planning requirements for the residual tract of this subdivision  has  has not been requested. If requested, the proposed waiver  is  is not consistent with applicable ordinances administered by this agency.

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Municipal Planning Agency Name

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Zoning Officer Signature

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Planning Agency Signature (Authorized Official)

No municipal planning agency exists

No municipal zoning ordinance exists

**K. MUNICIPAL ACTION** (See Section K of instructions)

The municipality must act within 60 days of receipt of a complete sewage facilities planning module package.

This planning module has been reviewed by the municipal governing body and has been found to be **ACCEPTABLE**. Approval of this planning module does not constitute individual onlot system permit approval.

This planning module is **NOT ACCEPTABLE** because:

Check appropriate reason(s)

The subdivision does not comply with municipal zoning ordinances.

The subdivision does not comply with municipal subdivision and land development ordinances.

The subdivision is not suitable for the use of individual onlot subsurface absorption areas.

The subdivision does not meet the requirements for use of this module or other provisions of Chapter 71 (Administration of Sewage Facilities Planning Program).

Other (Explain) \_\_\_\_\_

The proposed development has been identified in Section G and/or Section H as having marginal conditions or other concerns for the long-term use of onlot sewage systems. The municipality has selected the following method of providing long-term sewage disposal to this subdivision: (Check one)

Provision of a sewage management program meeting the minimum requirements of Chapter 71, Section 71.73

Replacement area testing

Scheduled replacement with sewerage facilities

Reduction of the density of onlot systems

The justification required in Section J of the instructions is attached.

A waiver of the planning requirements for the residual tract of this subdivision has been requested.

The municipality acknowledges acceptance of this proposal and requests a waiver of the sewage facilities planning requirements for the residual tract designated on the subdivision plot plan. Our municipal officials accept full responsibility now and in the future to identify any violation of this waiver and to submit to the approving agency any required sewage facilities planning for the designated residual tract should a violation occur or construction of a new sewage-generating structure on the residual tract of the subdivision be proposed. We understand that such planning information may require municipal officials to be responsible for soil testing and other environmental assessments for the residual tract in the future.

\_\_\_\_\_  
Chairperson/Secretary of Governing Body

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Municipality Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Area Code) Telephone No. ( ) \_\_\_\_\_

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**L. REVIEW FEE** (See Section L of instructions)

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The Sewage Facilities Act establishes a fee for the DEP planning module review. DEP will calculate the review fee for the project and invoice the project sponsor **OR** the project sponsor may attach a self-calculated fee payment to the planning module prior to submission of the planning package to DEP. (Since the fee and fee collection procedures may vary if a "delegated local agency" is conducting the review, the project sponsor should contact the "delegated local agency" to determine these details.) Check the appropriate box.

- I request DEP calculate the review fee for my project and send me an invoice for the correct amount. I understand the Department's review of my project will not begin until DEP receives the correct review fee from me for the project.
- I have calculated the review fee for my project using the formula found below and the review fee guidance in the instructions. I have attached a check or money order in the amount of \$\_\_\_\_\_ payable to "**Commonwealth of Pennsylvania DEP**". **Include DEP code number and/or project name on check.** I understand DEP will not begin review of my project unless it receives the fee and determines the fee is correct. If the fee is incorrect, DEP will return my check or money order and send me an invoice for the correct amount. I understand the DEP review will **NOT** begin until I have submitted the correct fee.
- I request to be exempt from the DEP planning module review fee because this planning module creates **only** one new lot and is the **only** lot subdivided from a parcel of land as that land existed on December 14, 1995. I realize that subdivision of a second lot from this parcel of land shall disqualify me from this review fee exemption. I am furnishing the following deed reference information in support of my fee exemption.

County Recorder of Deeds for \_\_\_\_\_ County, Pennsylvania

Deed Volume \_\_\_\_\_ Book Number \_\_\_\_\_

Page Number \_\_\_\_\_ Date Recorded \_\_\_\_\_

Formula:

# \_\_\_\_\_ Lots X \$35.00 = \_\_\_\_\_

- Note: (1) To calculate the review fee for any project, use the number of lots created in the above formula.
- (2) When using the number of lots, include only the number of lots being proposed when calculating the review fee. Do not include any "Residual Land Parcel/Lot".

\_\_\_\_\_  
Developer Name (Print)

\_\_\_\_\_  
Signature Date



## INSTRUCTIONS FOR COMPLETING REQUEST FOR PLANNING WAIVER & NON-BUILDING DECLARATION

*This form replaces all previous versions of the "Non-Building Waiver" forms. Previous forms may no longer be used and should be recycled.*

**Background:** The Pennsylvania Sewage Facilities Act (35 P.S. §750) (Act) and 25 Pa. Code Chapter 71 require each municipality to modify its Official Sewage Plan whenever a subdivision of land occurs. To modify an Official Plan, an appropriate sewage facilities planning module or planning exemption request, completion of required soils testing where onlot disposal is proposed, and formal approval by both the municipality and the Department of Environmental Protection (DEP) is required. This sewage facilities planning requirement is not altered by the presence or absence of local or county subdivision regulations or ordinance. Developers, municipal officials and future lot owners are best protected by complying with sewage planning requirements to assure that adequate sewage facilities will be available to serve all newly created parcels of land.

In consideration of claims that since there is no present or future need for sewage disposal facilities on a given site and that completion of sewage facilities planning need not be required, DEP created this waiver request and declaration form (previously known as "Form B") to allow individuals proposing strictly "non-building" subdivisions to document that they may qualify for a waiver from these planning requirements. This form may only be used during the process resulting in creation of new lot boundary lines and a change in land ownership. Neither this declaration nor a Sewage Facilities Planning Module is required to be submitted for a side lot addition when a local ordinance requires such a side lot addition to be legally merged into the tract to which it is being added and any future proposal to subdivide any portion of the merged tracts is to be in accordance with the provision of the Municipalities Planning Code (53 P.S.A. § 10101 *et seq.*). This request may be submitted in support of "non-building" subdivision proposals in both sewerred and unsewerred areas.

**Acceptable Uses:** Examples of acceptable large parcel uses for this form include subdivision of property for agriculture, silviculture, mineral lease, division of farmland to settle estates where no building or development is proposed and airport runway extensions. Examples of acceptable small parcel uses for this form include, location of water towers, sewerage pump stations, cell phone towers, separating an existing dwelling from its farmland for agricultural use and where "legally merged" is not a municipal requirement for "side lot additions".

**Unacceptable Uses:** Use of this form is **NOT** acceptable where parcels are being created for new structures that will generate sewerage. It may **NOT** be used for subdivision proposals concerning hunting cabins, recreational vehicle sites, camps, or other uses involving construction or placement of temporary or seasonal dwellings on the lots. This form may not be used for further subdivision where lot sizes were originally established in response to local environmental conditions nor may it be used as a means to simply **defer** sewerage facilities testing or planning for any purpose. This form may **NOT** be used in conjunction with or as an "add-on" to a planning module for new land development.

**Form Instructions:** The person requesting the subdivision must complete Section A. The person buying or receiving the parcel must complete Section B. Section C must be signed by the municipality's Sewerage Enforcement Officer (SEO) when the proposal involves the subdivision of property on which there is an existing building currently served by an onlot system. Sections D and E document acceptance of the request by the municipal or county planning agency and by the municipality. The completed waiver/declaration form must be retained by the municipality as part of the permanent record of the subdivision. Following municipal approval, a copy of this form and all attachments must be submitted to DEP and to the municipality's SEO.

**REQUEST FOR PLANNING WAIVER & NON-BUILDING DECLARATION**

**Section A - To Be Completed by Subdivider**

I, \_\_\_\_\_ (subdivider), propose a subdivision of \_\_\_\_\_ lot(s), located in \_\_\_\_\_ Township/Borough, \_\_\_\_\_ County. No facility or building will be erected on the subdivided lot(s) either now or in the future that will result in the generation of sewage requiring a permit or planning under the Pennsylvania Sewage Facilities Act (35 P.S. §750) (Act) or the Pennsylvania Clean Streams Law (35 P.S. §691). In support thereof, I have attached the following:

1. A written description of the subdivision and its intended use.
2. A copy of the plot plan and deed (if available) which contains language identical to or similar to:  
 "As of the date of this deed/plot plan recording, the property/subdivision described herein is and shall be dedicated for the express purpose of \_\_\_\_\_ use. No portion (or lot number(s) \_\_\_\_\_) of this property/subdivision are approved by \_\_\_\_\_ (Municipality) or the Department of Environmental Protection (DEP) for the installation of any sewage disposal facility. No permit will be issued for the installation, construction, connection to or use of any sewage collection, conveyance, treatment or disposal system (except for repairs to existing systems) unless the municipality and DEP have both approved sewage facilities planning for the property/subdivision described herein in accordance with the Pennsylvania Sewage Facilities Act (35 P.S. §750.1 *et seq.*) (Act) and regulations promulgated thereunder. Prior to signing, executing, implementing or recording any sales contract or subdivision plan, any purchaser or subdivider of any portion of this property should contact appropriate officials of \_\_\_\_\_ (municipality), who are charged with administering the Act to determine the form of sewage facilities planning required and the procedure and requirements for obtaining appropriate permits or approvals."
3. **Language identical to or similar to that in Section A.2 above has been recorded on the plot plan and will be recorded on the deed. A copy of the deed (if available) and plot plan is submitted with this waiver request/ non-building declaration as documentation of this fact.**

I verify that the statements made in Section A of this document are true and correct to the best of my knowledge, information and belief. I understand that false statements in this document are subject to the penalties prescribed by applicable law, including, but not limited to, 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities.

Subdivider/Developer (Print Name)	Signature	Date
--------------------------------------	-----------	------

**Section B - To Be Completed By Buyer Or Recipient Of The Non-Building Parcel**

As the anticipated buyer or recipient of the non-building land parcel described in Section A, I declare that my intended use of the parcel is for the purpose of \_\_\_\_\_, that it will not result in any sewage generating facility and that I cannot obtain a permit for a sewage disposal system located on this parcel except in accordance with the Act (35 P.S. §750.1 *et seq.*), the Pennsylvania Clean Streams Law (35 P.S. §691.1 *et seq.*) and regulations promulgated thereunder. I understand that false statements in this document are subject to the penalties prescribed by applicable law, including, but not limited to, 18 Pa. C.S.A. Section 4904 relating to unsworn falsification to authorities.

Buyer/Recipient (Print Name)	Signature	Date
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**Section C - Sewage Enforcement Officer (SEO)** (Only when there is an existing septic system on the parcel under consideration)

I have inspected the lot on which the existing building and existing septic system are located and have concluded, based on soils mapping or soils evaluation, permit information or site inspection that the long-term sewage disposal needs of this site and the building currently served can be met. I further acknowledge that no violations of the Act are known to me or have become apparent as a result of my site inspection. No inferences regarding future performance of the existing septic system should be drawn from this acknowledgement. A brief description and sketch of the existing system and site is attached.

SEO (Print Name)	Signature	Certification Number	Date
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**Section D - Planning Agency Concurrence**

The described use (agriculture, silviculture, utility placement, mining, etc.) of parcel(s) herein proposed must be consistent with the zoning, land use ordinances and comprehensive plans for the area involved in the proposed subdivision. By signature of the designated official, \_\_\_\_\_ (planning agency with Municipal Planning Code jurisdiction), has reviewed the information submitted requesting a non-building waiver and has found this request to be consistent with applicable plans and ordinances administered by this agency and that it is not part of a subdivision that proposes new sewage generating structures.

Planning Agency Official (Print Name)	Signature	Date
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**Section E - Municipal Concurrence**

By signature of the designated official, \_\_\_\_\_ Township/Borough, \_\_\_\_\_ County acknowledges acceptance of this proposal as a non-building lot subdivision. Officials of \_\_\_\_\_ (Municipality) accept full responsibility now and in the future to identify any violation of the non-building lot criteria described and to submit to DEP a completed Sewage Facilities Planning Module for the entire subdivision should a violation occur. We understand that such planning information may require municipal officials to be responsible for soil testing and other environmental assessments for all the lots in the subdivision. This municipality will retain a copy of this waiver and all attachments. A copy of this form and all attachments are being forwarded to the appropriate office of DEP and to the municipal SEO.

Municipal Secretary or Chairperson (Print Name)	Signature	Date
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## FORM D

### Notice of Marginal Conditions Long-Term Use of On-lot Disposal Systems

The Department has determined that, based on:

1.  soils profile examinations which document areas of suitable soil intermixed with areas of unsuitable soils,
2.  site evaluation which documents soils generally suitable for elevated sand mounds with some potential lots with slopes over 8%,
3.  site evaluation which documents soils generally suitable for in-ground systems with some potential lots with slopes in excess of 20%
4.  lot density of more than 1 EDU/acre,
5.  the proposed use of a community on-lot disposal system or system serving commercial, industrial or institutional uses,

the proposed use of on-lot disposal systems in the \_\_\_\_\_ subdivision,  
located at \_\_\_\_\_ Township/Borough, \_\_\_\_\_ County  
requires additional documentation to assure that both the short-term and long-term sewage facilities needs of the area will be met because the site is considered marginal for the use of on-lot systems..

The options available to the property owner and municipality to assure long-term sewage facilities where marginal conditions for on-lot systems have been documented include: conducting tests for both a primary and replacement on-lot system on the lots considered marginal; documenting replacement of the on-lot systems with community sewage systems; inclusion of the subdivision in a sewage management agency; or in the case of high density use of on-lot systems, reduction of the density of lots below the thresholds of 1 residential dwelling/acre.

These options should be carefully evaluated and all necessary testing or justification for the option chosen must be included with the Sewage Facilities Planning Module (Module) when it is forwarded to the municipality. Submittal of a Module for this project without the required documentation will result in return of the Planning Module as incomplete.

#### OPTION 1—Replacement Area Testing

A soil profile examination and percolation test may be done for the primary system and a future replacement system in the event the primary system fails. New land developments which have conducted soils testing for both a primary and replacement absorption area on each lot determined to be marginal have documented long-term sewage facilities if:

- (1) an alternative analysis evaluates the available options and describes why replacement area testing is the most administratively and environmentally viable option.
- (2) at least one soil evaluation probe and complete percolation test has been conducted for both the primary and replacement absorption area on each lot.
- (3) the regional soil scientist is contacted, has concurred with the placement and number of soil evaluation probes required on each site and has been given the opportunity to observe the probes.
- (4) the Department's regional soil scientist is contacted and has concurred with the number and location of percolation test holes to be used for the testing.
- (5) the results of all tests, both suitable and unsuitable, are submitted on Appendix A, for the primary and replacement areas.
- (6) the soils tests document that a suitable site is available for both the primary and replacement system.
- (7) the replacement area tests are conducted on those lots or areas of the development that are determined to have marginal site conditions.
- (8) all isolation distances (73.13) from both the primary and replacement site can be met.

- (9) the plot plan shows both the primary and replacement absorption areas along with all other required information.
- (10) the recorded plot plan must contain a statement that the indicated areas are reserved for replacement absorption areas in the event the primary on-lot system absorption area fails, and that the area must not be disturbed (See Attachment 2).

### **OPTION 2—Scheduled Replacement With Sewerage Facilities**

New land development projects which are determined to be marginal for the use of on-lot systems may propose the interim use of on-lot sewage disposal systems pending connection to a community sewage systems. These proposals may be considered to have documented provision of long-term sewage facilities if:

- (1) an alternative analysis evaluates the available options and describes why replacement with community sewage systems is the most administratively and environmentally viable option.
- (2) documentation is submitted that shows that an approved sewage facilities plan update revision identifies and describes the community sewage system proposed for use, projects adequate capacity at the planned time of connection, commits the municipality to plan implementation and includes the financing, implementation timetables, conceptual designs and administrative arrangements necessary to connect the entire development to a community sewage system within 5 years.
- (3) documentation that the proposed development is within the proposed service area projected to be served by a community sewage system within 5 years.

### **OPTION 3—Provision of a Sewerage Management Program**

When new land development projects are included in an existing sewerage management program established by the municipality and approved by the Department under Sections 71.32 and 71.73 of Chapter 71, the municipality has documented provision of long-term sewage facilities if:

- (1) an alternative analysis evaluates the available options and describes why provision of a sewerage management program is the most administratively and environmentally viable option.
- (2) documentation is submitted that an approved sewerage management program is currently being administered in the municipality.
- (3) documentation in the form of a municipal letter or resolution is submitted to show that the proposed development will be included in the sewerage management program.

### **OPTION 4—Reduction of the Density of On-lot Systems**

When the sole reason for the designation of a subdivision as marginal for long-term use of on-lot disposal is the proposed density of lots, (block 4 checked above) the development may be subdivided into larger lots to achieve a density of 1 EDU/acre or less.

**Chester County Conservation District**  
**688 Unionville Road, Suite 200, Kennett Square, PA 19348-1704**  
**(610) 925-4920 ~ Fax (610) 925-4925 ~ [www.chesco.org/conservation](http://www.chesco.org/conservation)**

**DISTRICT SERVICES**  
**Effective 04.01.2016**

The following is a schedule of District Services that are available for the processing of erosion and sedimentation pollution control plans as required for land disturbance projects. Services include reviews, inspections, pre-apps, pre-con and engineering meetings, educational programs, and administrative support. **Engineers and Developers are strongly encouraged to attend all meetings.** Plans will not be accepted for review without the appropriate fee and application form. In addition, projects involving one (1) or more acres of disturbance require an NPDES permit authorizing the discharge of stormwater from construction activities. The NPDES permit application and fee should be filed with the District at the time of plan submission to avoid unnecessary delays. District Service Fees are non-refundable. **Fees quoted are based on the disturbed acreage of the project rounded up to the nearest whole number.**

**Erosion and Sedimentation Pollution Control (E&SPC) Program**

Service fees cover meetings and the first (1<sup>st</sup>) technical review. For the second (2<sup>nd</sup>) technical review, 25% of the original base fee will be charged. Minor revisions of approved plans require an additional review fee and will be determined at the time of submission. Major revisions of approved plans will require a fee that is 100% of the original fee.

**BASE FEE**

**Single Residential Unit**

*Single family home built on an individual lot, <1.0 acre disturbed, and not part of a larger development*  
 1 unit                      **\$ 225.00**

**Timber Harvest**

0-25 acres                      **\$250.00**  
 26-49 acres                      **\$400.00**  
 50+ acres                      **\$625.00**

**Residential/Industrial/Commercial/Institutional**

0 - 1 acre                      **\$1,125.00**  
 >1 - 5 acre                      **\$1,500.00**  
 >5 - 10 acres                      **\$3,000.00**  
 >10 - 20 acres                      **\$5,000.00**  
 Each additional acre                      **\$ 200.00**

**Miscellaneous**

Small Agricultural Building Projects  
 (0-<1.0 acre)                      **\$150.00**  
 Large Agricultural Building Projects  
 (1.0 acre and above)                      **Refer to Industrial/Commercial**  
 Chapter 105                      **\$250.00**  
 Pond/Stream Work                      **\$250.00**

**TIER II FEE**

In the Tier II level, sites that fall into one or more of the five (5) major categories listed below will be required to submit an **additional fee of \$1,000.00** over and above the base fee. Small Agricultural Building Projects and Single Residential Unit sites with a disturbed acreage of less than one (1) acre will be waived from Tier II requirements.

- Projects that disturb slopes of 9% or more with grading or vegetation removal.
- Projects that do not infiltrate the delta volume of the 2 year 24 hour storm event.
- Projects where the sequence of construction (earthmoving) disturbs more than 25% of the total disturbed area at any given time.
- Projects that include less than a 150 foot non-disturbed vegetative buffer from the Waters of the Commonwealth and/or wetlands.
- Projects that discharge to adjacent properties.

E&SPC fees are payable to the Chester County Conservation District.

Letters of adequacy are valid for the duration of the project or until the NPDES permit expires if no changes are made to the approved plan.

Municipal projects are eligible for a discounted one-time base fee. Please see Municipality and County Offices Fees for Service on the website. If the Municipality is applying for an Emergency Review, an additional review fee equal to one (1) times the E&SPC base fee and the Emergency Review Request form are required. Municipal Authorities and Fire Companies are not eligible for the discount.

## National Pollutant Discharge Elimination System (NPDES) Program

All construction activities involving one (1) or more cumulative acres of disturbance over the life of a project are required to obtain a federally mandated National Pollutant Discharge Elimination System (NPDES) permit that regulates the discharge of stormwater from construction activities. The NPDES Program was designed to ensure the implementation of current Best Management Practices (BMPs) for controlling accelerated erosion and sedimentation pollution associated with land development projects. The two types of NPDES permits available are General and Individual. State-processing fees are required for each. **The NPDES permit fee cannot be waived.** A complete listing of watershed classification for the Commonwealth Waters is contained in Chapter 93, Title 25 of the PA Code. Copies of Chapter 93 can be obtained from the Department of Environmental Protection. Below is a brief description of each NPDES permit.

- **GENERAL NPDES PERMIT** - Project is located in a waterway with a stream use designation of CWF, WWF, MF, or TSF and the total cumulative disturbed acreage is 1.0 acre or greater.

**Base Fee: \$500** (includes New, Renewals and Major Modifications) - payable to the Chester County Conservation District Clean Water Fund.

**Disturbed Acreage Fee: \$100 for each disturbed acre** rounded to the nearest whole number (per DEP) - payable to the Commonwealth of PA Clean Water Fund.

- **INDIVIDUAL NPDES Permit** - Project is located in a specially protected waterway with a stream use designation of HQ (High Quality) or EV (Exceptional Value) and the total cumulative disturbed acreage is 1.0 acre or greater.

**Base Fee: \$1,500** (includes New, Renewals and Major Modifications) - payable to the Chester County Conservation District Clean Water Fund.

**Disturbed Acreage Fee: \$100 for each disturbed acre** rounded to the nearest whole number (per DEP) - payable to the Commonwealth of PA Clean Water Fund.

Information on NPDES permits, permit applications and permit processing can be obtained by contacting either the Conservation District, regional Department of Environmental Protection (DEP) office, PA DEP Southeast Regional office, or by visiting the Conservation District's website.

All projects require a review of Post Construction Storm Water Management (PCSWM) Plans. A separate PCSWM plan must be submitted with the application.

All projects located in Exceptional Value (EV) watersheds are strongly encouraged to have a pre-application meeting with Conservation District staff and PA DEP staff. The District highly recommends scheduling a pre-application meeting for **all** projects.

Projects with the following conditions must be designed to Individual NPDES Permit standards: located in White Clay Creek Scenic Watershed, support of Wild Trout production, designated as Cold Water Fishery, discharge to Public Water supply, and evidence of bog turtle species.

The District provides an Emergency Review (ER) Procedure. The applicant must provide a valid reason for an emergency review and request approval from the Conservation District Director or Urban Team Leader on the Emergency Review Request form. If approved, district staff will provide review comments within five (5) business days for General NPDES permit sites and ten (10) business days for Individual NPDES permit sites. The applicant must respond to the comments within the next five (5) business days for General NPDES permits and ten (10) business days for Individual NPDES permits to keep the emergency review process active. In addition to the E&SPC base fee, an ER review fee equal to two (2) times the E&SPC base fee must be submitted with the application. The District Board or the District Director can suspend this program at any time based on staff workloads or at their discretion. This program includes the Erosion and Sediment Pollution Control Plan review and the Post Construction Stormwater Management Plan review and does not apply to NPDES permit issuance.

The District also provides a Best Management Practices (BMP) Incentive Program. The purpose of the incentive is to encourage the use of BMPs in projects for educational purposes, to demonstrate better methods to utilize stormwater resources, and to support Chester County efforts in being consistent with the goals, objectives, and policies of Landscapes and Watersheds. Projects that incorporate incentive Best Management Practices into their designs are eligible for a 25% reduction of the E&SPC base fee. Projects are eligible for the incentive one time only and only at the time of the initial submission. The BMP Incentive Fee Reduction Request form must be submitted with the original submission. A project is not eligible for the incentive if utilizing the Emergency Review Procedure. BMPs are based on the advances of technology. The Conservation District reserves the right to add or delete BMPs from this list.

Adopted by the Chester County Conservation District Board of Directors on July 17, 2014.

For the most updated information on District Services and Applications for Services, see [www.chesco.org/conservation](http://www.chesco.org/conservation).

**Chester County Conservation District**  
 688 Unionville Road, Suite 200, Kennett Square, PA 19348-1704  
 (610) 925-4920 ~ Fax (610) 925-4925 ~ www.chesco.org/conservation  
**APPLICATION FOR DISTRICT SERVICES – Effective 04.01.2016**

- Application will not be accepted unless signed and completed in its entirety.
- Please update the information on this form with each submission.
- Only folded plans will be accepted.

**E&SPC Submission:**

New  Additional Information  \*2<sup>nd</sup> Review  \*Revision to an Approved Plan \*Note: Additional Base Fee Due

**NPDES Submission:**

New  Revision  \*\*Renewal  \*\*Major Modification \*\*Note: Additional NPDES Fee Due

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Site Location: \_\_\_\_\_ Municipality: \_\_\_\_\_ Tax Parcel ID: \_\_\_\_\_

Project Acres: \_\_\_\_\_ Total Cumulative Acres Disturbed Over Project Life: \_\_\_\_\_

**Development Type:**

Single Residential  Residential/Industrial/Commercial/Institutional  Timber Harvest  Municipal  
 Miscellaneous:  Small Agricultural  Large Agricultural  Chapter 105  Pond/Stream Work

**Other Info:**

Applicant (Owner/Firm): \_\_\_\_\_ Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Plan Designer (Firm): \_\_\_\_\_ Name: \_\_\_\_\_

Plan Designer Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**E&SPC Fees:** Base Fee: \$ \_\_\_\_\_ 2nd Review Fee (25% of Original Base Fee): \$ \_\_\_\_\_  
 Tier II Fee: \$ \_\_\_\_\_ Emergency Review Fee: \$ \_\_\_\_\_

E&SPC fees are payable to Chester County Conservation District – Submit one check for Base Fee and Tier II, if applicable. Submit one check for the 2<sup>nd</sup> Review Fee, if applicable. Submit one check for Emergency Review, if applicable.

**Refer to District Services Fee Schedule, and check appropriate Tier II:**

9% or more slopes  deficient infiltration of 2 year storm  more than 25% total area disturbance  
 less than 150 foot buffer  adjacent property discharge

**NPDES Fees:** Base Fee: \$ \_\_\_\_\_ Disturbed Acreage Fee: \$ \_\_\_\_\_

Base Fee is payable to Chester County Conservation District Clean Water Fund

Disturbed Acreage Fee is payable to Commonwealth of PA Clean Water Fund

**Complete the following:**

Receiving Stream Name: _____	Designation (HQ, EV, etc): _____
Fee Attached <input type="checkbox"/>	Act 2 Site (requires Individual NPDES Permit) <input type="checkbox"/>
Stormwater Narrative <input type="checkbox"/>	Emergency Prep. Plan <input type="checkbox"/>
Stormwater Management <input type="checkbox"/>	E&S Narrative <input type="checkbox"/>
Post Construction Stormwater Plans <input type="checkbox"/>	E&S Calculations <input type="checkbox"/>
& Details <input type="checkbox"/>	E&S Plans & Details <input type="checkbox"/>

**Incentive BMPs:**  Green Roof  Community Redevelopment

**Plan Information: Check if the project contains any of the following**

Stream Crossing <input type="checkbox"/>	Public Sewer <input type="checkbox"/>
Wetlands <input type="checkbox"/>	On Site Septic <input type="checkbox"/>
Flood Plain <input type="checkbox"/>	Steep Slopes <input type="checkbox"/>
Water Encroachment <input type="checkbox"/>	Open Space <input type="checkbox"/>

**Permits Required: Enclose copies if applicable**

NPDES Individual Permit <input type="checkbox"/>	General Permit (Chapter 105) <input type="checkbox"/>
NPDES General Permit <input type="checkbox"/>	Water Encroachment <input type="checkbox"/>
	Joint Permit 401/404 <input type="checkbox"/>

Fees and plans showing the required information are to be submitted with this application. Any additional plans or information required by the Chester County Conservation District should be submitted promptly. Emergency plan reviews requests and BMP incentive fee reduction requests require an additional form that can be found on our website. The requests must be submitted with this application. The undersigned agrees to comply with all of the requirements of TITLE 25, CHAPTER 102, EROSION AND SEDIMENTATION CONTROL RULES AND REGULATIONS as set forth by the Pennsylvania Department of Environmental Protection, and further agrees to obtain all necessary permits in connection with the above referenced project. District Service Fees are non-refundable.

\_\_\_\_\_  
 (Applicant 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

<p><b>To:</b> Chester County Planning Commission</p> <p><b>Subject:</b> 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"><b>TO BE COMPLETED BY THE MUNICIPALITY</b></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 align="center"><b>TYPE OF REVIEW REQUESTED</b> (Check all appropriate boxes)</p> <p><input type="checkbox"/> Unofficial sketch plan (<b>no fee</b>)</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 (<b>no fee</b>)</p> <p><input type="checkbox"/> Curative amendment (<b>no fee</b>)</p> <p><input type="checkbox"/> Subdivision ordinance (<b>no fee</b>)</p> <p><input type="checkbox"/> Comprehensive plan (<b>no fee</b>)</p> <p><input type="checkbox"/> Other _____</p>	<p align="center"><b>REVIEW FEE</b> (Fee schedule on other side)</p> <p><input type="checkbox"/> Attached \$ _____</p> <p><input type="checkbox"/> Not applicable</p> <hr/> <p align="center"><b>TYPE OF PLAN</b></p> <p><input type="checkbox"/> Unofficial sketch</p> <p><input type="checkbox"/> Preliminary</p> <p><input type="checkbox"/> Final</p>	<p align="center"><b>TYPE OF SUBMISSION</b></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 align="center"><b>PLAN INFORMATION</b></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="width:50%;">LAND USE</th> <th style="width:50%;"># 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 align="center"><b>ZONING DISTRICT OF PROPOSAL</b></p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/ Special exception granted: _____</p>	<p align="center"><b>PROPOSED UTILITIES</b> (Check appropriate boxes)</p> <table style="width:100%; border: none;"> <tr> <td></td> <td align="center" colspan="2">Water 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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On-site	<input type="checkbox"/>	<input type="checkbox"/>																																			
Package	<input type="checkbox"/>	<input type="checkbox"/>																																			

**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.

## 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. 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.