

**APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT**  
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101 Commerce Drive  
Exton, Pennsylvania 19341

Tel: (610) 363-9525  
www.westwhiteland.org

## APPLICATION FOR APPROVAL SUBDIVISION AND/OR LAND DEVELOPMENT

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

The Applicant is: \_\_\_\_\_ Owner      \_\_\_\_\_ Agent for Owner      \_\_\_\_\_ Purchaser

\_\_\_\_\_ Other: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the Applicant is NOT the Owner of the subject property, then the following information must be provided. Otherwise, this section may be left blank.

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

Plan drawings MUST be prepared by a professional engineer, professional land surveyor, professional architect, or professional landscape architect holding a current, valid registration for the Commonwealth of Pennsylvania.

Name of Firm: \_\_\_\_\_

Name of Attorney: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

*Continued on other side >*

You are not required to have legal representation for this process, but many Applicants choose to have an attorney on their behalf or be part of the project team. If you will have an attorney, we would like to have the following information. Please note: if you provide this information, the Township will assume that we may contact this attorney in regard to legal issues and questions relative to this application and the project. This is likely to result in additional charges by the attorney to the Applicant. You are therefore not required to provide this information, but if you do not, the review process may be slowed as we will be required to resolve legal concerns through the Applicant or the plan preparer.

Name of Firm: \_\_\_\_\_  
Name of Attorney: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

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The following section may be filled out by or with the assistance of Township Staff:

Zoning District(s): \_\_\_\_\_  
Tax Parcel Number(s): \_\_\_\_\_  
Is review by the Historical Commission required? \_\_\_\_\_ YES  
\_\_\_\_\_ NO

---

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Owner  
(if different from Applicant)

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

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

PLEASE NOTE: This Application is not considered complete nor will it be accepted for review unless accompanied by (1) a check or money order payable to West Whiteland Township for the full amount of the Township review fee, (2) a check or money order payable to the County of Chester for the full amount of the County review fee, and (3) a completed Reimbursement Agreement.

**TO BE COMPLETED BY TOWNSHIP STAFF:**

I have reviewed this Application Form and accompanying documents and determined that it is sufficiently complete to be accepted for review.

\_\_\_\_\_  
Name of Staff member accepting Application

\_\_\_\_\_  
Date Application deemed complete

# APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT INSTRUCTIONS

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**Applicant:** The individual or corporation that desires to develop the property, which will be responsible for payment of Township charges related to the administration of the subdivision and/or land development process, and to which Township correspondence will be directed. If the Applicant is a corporation, the name of a specific contact person must also be provided.

You are the **Owner** if your name (or the name of your corporation) is shown on the deed for the subject property. Frequently, an attorney or engineer will act as **Agent for Owner**. This term includes any person or corporation that has a contractual obligation to or agreement for services with the Owner. We consider you the **Purchaser** if you are in the process of purchasing all or part of the subject property, or if you intend such purchase upon approval of this plan. If none of these terms apply to you, indicate **Other** and explain your interest in the space provided.

**Project Name:** If this is a non-residential project, the name of the business or other agency that will occupy the site should be indicated here. If you do not have a specific name for this project and leave this space blank, we will refer to it by the name of the Applicant.

**Property Address:** If the project site does not have a street address, please provide a description of the location, including the name of the street that will be the principal point of access for the project and the nearest intersecting street.

**Project Description:** Briefly describe the project and include the approximate size of the property. If you are subdividing the property, indicate the number of lots to be created and their intended use. If this is a land development, indicate the amount of new indoor space that is proposed (if applicable) and the intended use(s) of the proposed lots and/or structures.

**Owner's Name:** Note that this does not need to be filled out if the Applicant is the owner: just be sure that you have checked the proper line under "Applicant" to tell us that the Applicant is the Owner. Otherwise, this information MUST be provided and the Owner or their authorized representative MUST sign the application form.

**Name of Preparer:** We MUST have contact information for the firm(s) that prepared your plan drawings as well as any accompanying studies that you are providing with this Application. This information must include the name(s) of the individual(s) responsible for the work in the event the Township or our consultants require clarification on any of these items.

**Name of Attorney:** As noted on the form, you are NOT required to have legal representation, although the great majority of our Applicants choose to have an attorney as part of their team. If you complete this part of the form, we will assume that we

have your permission to contact the firm or individual named to respond to questions on legal matters regarding your application.

**Township Staff assistance:** The information required in this section may not be readily available to you. Township Staff will be happy to assist you in identifying the applicable zoning district, the tax parcel number, and determining whether your project will need to be reviewed by the Township Historical Commission. As stated in §325-84.D(4) of the Township Zoning Ordinance, the Historical Commission has the duty to review all subdivision and land development applications where the property line of the project site is within three hundred (300) feet of the exterior walls of a structure identified by the Township as a historic resource. The locations of Township historic resources are shown on the "Historic Sites" map included in the reference work, "A History of West Whiteland Township."

**Signatures and dates:** We must have the Applicant's signature as well as the signature(s) of the owner(s) if the Applicant is not the owner. These signatures do not need to be notarized. The Application will not be considered complete until an authorized Staff member has provided their name and indicated the date that the application has been found complete. Please note that the review period will not start until your application is complete.

# **APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT**

## **DESCRIPTION of SUBDIVISION and LAND DEVELOPMENT PROCESS**

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### **Definitions**

Briefly stated, a "subdivision" occurs whenever land is divided to create new lots that may be sold or leased. A "land development" may be generally defined as the construction of a building (or an addition to a building) along with associated improvements like grading and the installation of utilities. A "subdivision" is also defined as a type of "land development." In order to make things simpler for homeowners, the law excludes the construction of a single-family home on a single lot from the definition of "land development." The full, legal definitions of these terms are found in §107 of the Pennsylvania Municipalities Planning Code (Act 247 of 1968).

### **Regulation**

In Pennsylvania, the authority to regulate, review, and approve subdivisions and land developments is given to the most local level of government: West Whiteland Township in our case. Commonly used regulatory tools include the Comprehensive Plan, by which the Township establishes its development policy; the Zoning Ordinance, which provides details on permitted land uses, standards for lot size, and the size and arrangement of structures; and the Subdivision and Land Development Ordinance, which describes in detail the review and approval process for subdivisions and land developments, the basic structure of which is set by Act 247.

### **Getting started**

The person who submits a plan is the "Applicant." The Applicant may be the owner of the property or someone who has some other kind of interest in the property, such as a development company that wants to build a particular project on the site. Before submitting a plan for review, the Applicant should know – as a minimum – the size of the property, what deed restrictions and restrictive easements may exist upon it, what the zoning allows, and whether the site is served by public water and/or sanitary sewerage. The Applicant should also make some sketches of how they want to develop the site. Ideally, these sketches should be done on a surveyed base plan. If no satisfactory base plan exists, a map from some public source, such as a tax parcel map, an enlargement of a USGS map, or an enlarged aerial photograph from the Chester County GIS Department may be used instead. Township personnel can help you identify the availability of sewerage and water supply as well as with interpreting what the zoning allows, but the layout and design is the responsibility of the Applicant; the assistance of professional designer is especially useful at this point.

In Pennsylvania, any deviation from the provisions of the Zoning Ordinance requires approval from the Township Zoning Hearing Board. The approval process includes a public hearing. So, if the zoning regulations do not accommodate the desired develop-

ment, the Applicant must receive one or more “variances” from the Board. Most municipalities require that all zoning issues be resolved before a subdivision plan is submitted for their review (see below).

## **Process**

The complexity of the project and of the process may require the assistance of a variety of professionals.

- **Survey** – Even the simplest land development must be shown on a plan that has been prepared and sealed by either a professional engineer or professional land surveyor. Once you have decided what you want to do, getting a professional survey of the property is the first order of business. For properties that are very large, remote, or difficult to traverse on foot, doing an aerial survey may be the most cost-effective method to accomplish this.
- **Sketch Plan** – West Whiteland provides for the Sketch Plan as an optional step in the review and approval process. For simple plans this step can be skipped, but it is in the Applicant’s interest to do a Sketch Plan for larger, more complex projects. The intent of a Sketch Plan is to give the Township an idea of what is planned, providing us an opportunity to comment on the general concept before a lot of money has been invested in design and engineering costs. The Sketch Plan should demonstrate that the proposed development will comply with the local regulations, particularly the Zoning Ordinance.
- **Preliminary Plan** – The Preliminary Plan is the first fully engineered plan to be submitted to the Township. Under the provisions of Act 247, the Township has ninety days to act upon the plan, but longer periods are common, particularly for large projects; this is permissible when both the developer and the Township agree to an extension. Depending upon the size and complexity of the project, the submission may require one or more of the following items in addition to the plan drawings:

Erosion and sedimentation pollution control (E&S) plan – Most development activities involve some earth disturbance. This creates a potential for soil erosion during storms, which may in turn cause mud and other water-borne matter to be deposited upon public roads, adjacent properties, and into streams. The E&S plan shows how this will be prevented. These plans are required for all except the smallest earth disturbance activities. If a plan calls for a large area of disturbance, an NPDES permit will also be required. E&S plans are reviewed for us by the Chester County Conservation District; NPDES permits are granted by the Pennsylvania Department of Environmental Protection.

Stormwater management plan – New construction usually increases the extent of impervious surface on a property. This decreases the ability of the land to act as a recharge area for groundwater, which is a critical concern in this area where so much of the domestic water supply is provided by wells. Through our Stormwater Management Ordinance, we require that this additional runoff be detained on the property to allow recharge to occur. This typically requires the construction of stormwater management facilities that have been designed according to the specific conditions of the project site. The proposed facilities and the engi-

neering calculations that support their design comprise the stormwater management plan, which is reviewed by the Township engineer.

Water supply – The plan must show how water will be supplied to the new development. If the property is within the franchise area of a water utility, this requires only a design for the connection to the water main as well as some indication from the utility company of their capacity and willingness to serve the project. If the property is not within any service area, then the developer must make some other provision. If a well is to be provided, the Township may require some documentation of its adequacy.

Sanitary sewage disposal – The plan must provide for the sanitary disposal of sewage. In most cases this involves the preparation of “planning modules” for review by the Pennsylvania Department of Environmental Protection. The purpose of the planning modules is to document that sewage disposal will be provided in accordance with the Township Sewage Facilities Plan – or that this Plan will be revised to accommodate the project. Where there will be a connection to an existing treatment facility,<sup>1</sup> the owner of the facility must document their ability to treat the additional waste. Once approved, the Applicant only needs to provide for a connection to the system. Although the great majority of West Whiteland is served by public sewerage, there are still some places that are not. Where no public system is accessible, the Applicant will need to provide for an on-site system. This is typically a septic tank with either a subsurface drainage field or an above-ground drainage structure, commonly known as a “sand mound.” The municipality must approve the proposed location of the on-site system. This process is administered by their Sewage Enforcement Officer (SEO) and the Chester County Health Department. The SEO is a specially qualified individual who will assess the size of the project, the soil conditions of the proposed system location, and the overall design of the system. We recommend that there be two suitable locations for each lot: a primary location and a back-up location for a replacement system in the event that the first system fails.

Highway occupancy and/or driveway permits – If the development entails any kind of activity within a PennDOT right-of-way, it will be necessary to secure a Highway Occupancy Permit (HOP) from them prior to beginning the work. This obviously includes developments that propose a new driveway or new public street giving access to the State road, but it also applies to any construction within the right-of-way – such as the installation of water or sewer lines. West Whiteland also has its own permitting requirements for new driveways and road intersections.

If your project proposes new roads for dedication to the Township, you will be required to demonstrate that the proposed streets meet their design standards. Beyond these fairly typical items, more complex projects will require additional information such as landscaping plans, exterior lighting plans, site analyses, and various impact studies, such as for traffic, recreation, noise, and municipal finances.

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<sup>1</sup> Additional information on this process is provided separately in this packet.



Once the complete package has been submitted to the Planning Commission Secretary, the Township will distribute it to various review agencies. At a minimum, this will include our own engineer, who will conduct a detailed review against the municipal requirements and accepted engineering practices, and the County Planning Commission, which, according to Act 247, must have an opportunity to review the plan. The various reviewers will submit their comments to the Planning Commission, which will in turn consider the comments in discussion at a public meeting. For more complicated plans, this phase of the process usually takes several meetings, during which the Applicant refines the plan in response to Township concerns. Once the Planning Commission is satisfied with the plan, they will pass a motion recommending that the Township Supervisors approve the plan. The Applicant will then present their plan to the Board of Supervisors. The Supervisors have the final authority to approve or deny a plan.

- **Final Plan** – After the approval of the Preliminary Plan by the Board of Supervisors, a Final Plan must be submitted. Since Township concerns should have been fully resolved during the Preliminary Plan phase, the Final Plan should be nearly identical to the approved Preliminary Plan. Submission of the Final Plan begins another 90-day review period, although the actual time required for the review is often shorter. The principal difference between the Preliminary and Final Plans is that Final Plans will bear a variety of certifications attesting to ownership of the property and the accuracy of the drawing. In many cases, an Applicant will provide all of the information necessary for a Final Plan with their Preliminary Plan. Since our regulations allow the Board of Supervisors to approve a Preliminary Plan *as a Final Plan* when this information is given, this shortens the approval process considerably.

The Final Plan will also be used as the basis for provision of any financial security required by the Township. Some kind of financial security (usually called a performance bond or construction guarantee) is required whenever there are elements that will be dedicated to the Township. Typically provided as a bank letter of credit, the guarantee assures the proper construction of the public improvements. As the project progresses, an appropriate portion of the guarantee is refunded to the developer.

The approved and endorsed Final Plan is recorded at the office of the Recorder of Deeds, thereby completing the subdivision/land development process.

## **APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT HISTORIC RESOURCES**

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Article XVI of the West Whiteland Township Zoning Ordinance regulates activities affecting historic resources in the Township. If the property you are subdividing or developing includes or is within three hundred (300) feet of the exterior walls of a Township-designated historic resource, then the Township Historical Commission has the duty and obligation to review and make a recommendation to the Board of Supervisors regarding the project. As the Applicant for a proposed subdivision or land development, you should be aware that the Township may require you to provide a Historic Resource Impact Study as more fully described in §325-92 of the Zoning Ordinance.

The historic resources that trigger Historical Commission review are mapped in the current Comprehensive Plan for the Township. This map is also included in the publication "A History of West Whiteland Township." If you are unsure about whether your project will affect a historic resource, Township staff will be happy to help you make this determination. Staff will also review your project for impacts upon historic resources at the time that you submit your application.

If your project requires review by the Historical Commission, Township staff will place it on the agenda of the next available Commission meeting. The Commission currently meets at 7:00 p.m. on the second Monday of each month at the West Whiteland Township Building. It is important that you attend this meeting, so advise Township staff if the meeting date is not convenient for you. Please note that if you are scheduled for a meeting and do not attend, the Commission may still discuss your project and pass a motion recommending action to the Board of Supervisors.

While the presence of a historic resource will require you to attend at least one additional meeting, it should not prolong the overall review period. The Historical Commission and the Planning Commission are both advisory to the Board of Supervisors: neither takes precedence over the other. Which commission you meet with first depends upon how the meeting dates fall following Township receipt of your complete application.

If you have questions concerning the regulations affecting historic resources or anything you have read here, contact John Weller, Director of Planning and Zoning ([jweller@westwhiteland.org](mailto:jweller@westwhiteland.org)) or Justin Smiley, Township Planner & Historical Commission Liaison ([jsmiley@westwhiteland.org](mailto:jsmiley@westwhiteland.org)). Mr. Weller & Mr. Smiley may also be contacted by calling 610-363-9525 or faxing 610-363-5099.

## **APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT CONNECTIONS TO PUBLIC SANITARY SEWERAGE**

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If your project will result in a new connection to the public sanitary sewerage system or if it will result in a higher volume of sewage through an existing connection, then it will be necessary for you either:

- to obtain approval of Sewage Planning Modules from the Pennsylvania Department of Environmental Protection ("DEP")

**OR**

- to receive an exemption or waiver from this requirement from DEP.

If your project is subject to this requirement, please submit your "Sewage Facilities Planning Module Application Mailer" (or the "Request for Planning Waiver & Non-Building Declaration") and attachments to the Township. The review process consists of the following steps:

1. Submission of the complete application package to the Township.
2. The Township reviews the application package for completeness.
3. The Township sends the application package to the appropriate treatment facility for review to ensure that the proposed project does not create an overload to the public sewer system.
4. Upon receipt of approval by the treatment facility, the application package is signed by the Township and forwarded to DEP.

For additional information, please contact your engineer or visit DEP's website at [www.dep.state.pa.us](http://www.dep.state.pa.us).

## APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT FEES

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As permitted by Pennsylvania Act 247 (the Pennsylvania Municipalities Planning Code), the Township has established a fee schedule for the review of subdivision and land development plans. This fee schedule is enacted annually and may be revised from time to time by the Board of Supervisors at their reorganization meeting held at the beginning of each calendar year. The current fee schedule is as follows, but please note:

- If your project proposes BOTH a subdivision AND a land development, the total fee is the SUM of the subdivision fee AND the land development fee, as per the following schedule.
- This fee schedule is only for the Township review fee; the County review fee will be in addition to this amount and will be in accordance with the fee schedule established by the County Commissioners.
- This fee is in addition to fees payable under the provisions of the Reimbursement Agreement, which is included in this application package and must be submitted with your application.
- Typically, the review process requires revisions to your original plan. Submission of revised plans for review by our consultants and consideration by the Planning Commission, Historical Commission, or Board of Supervisors is not considered a new application and does not require a new application fee. The application fee covers the process beginning with your submission of a complete application up to the time that the Board of Supervisors acts to approve or deny the plan, or that the applicant should formally withdraw the plan from consideration.
- If you withdraw your plan from consideration sufficiently early in the process, you may be eligible for a refund or partial refund of this fee. Any refund will be subject to receipt of applicant request for a refund and will require a determination that Township costs relative to the administration of the plan up to and including the date of such request have not exceeded the fee amount. If approval of your plan is ultimately denied by the Township, you will not be entitled to any refund of this fee.

**FEES FOR SUBDIVISION:                                       \$250.00**

**FEES FOR LAND DEVELOPMENT:                               \$400.00**

**FEES FOR LAND DEVELOPMENT & SUBDIVISION:       \$650.00**

**OPTIONAL FEE (for both subdivisions and land developments):**

In addition to the fees described above, there is an **optional fee of \$275.00** to advertise the Board of Supervisor's action on the plan. This fee covers the cost of publishing the Board's final decision in the Daily Local News and assures that their decision cannot be legally challenged after the appeal period.

**APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT  
REIMBURSEMENT AGREEMENT**

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The undersigned, a duly authorized representative of the Applicant for the plan identified below, hereby authorizes and directs the staff and consultants of West Whiteland Township ("Township") to review the said plan, together with all pertinent supporting documentation, and to prepare a report of their findings and recommendations with respect to same for Township use for the purpose of advising the Township in the course of the review process. In addition, the Applicant hereby authorizes and directs the Township's consultants to perform all inspections required, both during and following construction, to confirm that all improvements are constructed in full conformance with the plan as may be approved. Such reviews and reports and any services relative thereto shall be carried out in accordance with good engineering practices and the requirements of the ordinances of the Township.

The Applicant hereby authorizes and directs the Township's solicitor to review such portion of the plans and documents submitted in conjunction with the application as the Township may require, and to prepare such additional documentation, including reports, agreements, easements, and other legal documents necessary to insure compliance with the provisions of the ordinances of the Township.

The undersigned hereby agrees to reimburse the Township for all costs, expenses, charges, and fees pursuant to such review as may be incurred by the Township. Such costs, expenses, charges, and fees shall be in compliance with the hourly rates established for the staff and consultants for the applicable calendar year by resolution of the Township Board of Supervisors.

The Township reserves the right not to commence processing the Applicant's submission until this agreement has been signed. If the Township elects to begin such processing prior to signature of this agreement, such action shall in no way be deemed a forfeiture of the Township's right to reimbursement as described herein for costs attributable to such processing, including those costs incurred prior to the date of signature.

This agreement shall in no way require the Township, its staff, its consultants, or its solicitor to approve or to recommend approval of the Applicant's plan as originally submitted or as may be subsequently modified.

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Signature of Applicant or Representative

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Printed Name

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Project Name

*Continued on other side >*

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Address of Applicant

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Applicant's Telephone Number and e-Mail Address

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Date



**Return to:** Chester County Planning Commission  
 601 Westtown Road–Suite 270  
 P.O. Box 2747  
 West Chester, PA 19380-0990

# Act 247 County Referral

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

<p><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;"> <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><b>ZONING DISTRICT OF PROPOSAL</b></p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/        Special exception granted: _____</p>	<p><b>PROPOSED UTILITIES</b> (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"/>
LAND USE	# of lots/units																																				
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Mobile homes																																					
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*Industrial																																					
*Institutional																																					
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Public	<input type="checkbox"/>	<input type="checkbox"/>																																			
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 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.

**Effective June 1, 2018**

## 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	\$165.00	None
3-5 lots/dwelling units	\$165.00	Plus \$28.00/lot/unit
6-20 lots/dwelling units	\$220.00	Plus \$25.00/lot/unit
21-75 lots/dwelling units	\$400.00	Plus \$22.00/lot/unit
76 lots/dwelling units and over	\$800.00	Plus \$17.00/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	\$275.00	Plus \$55.00/lot/unit
3-10 lots/units	\$550.00	Plus \$55.00/lot/unit
11 lots/units and over	\$800.00	Plus \$50.00/lot/unit
Financial subdivisions	\$275.00	Plus \$55.00/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.	\$450.00	Plus \$45.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	\$550.00	Plus \$40.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	\$900.00	Plus \$40.00/1,000 sq. ft. of gross floor area
75,001 sq. ft. and over	\$1,350.00	Plus \$28.00/1,000 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 \$165.00 for residential subdivisions/land developments
- Flat fee of \$220.00 for non-residential subdivisions/land developments
- **Maximum fee: \$10,000**

#### \*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.



## **APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT**

# **APPLICATION CHECKLIST**

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When you submit your application to the Township begin the review process for your project, the following items will be required in order for your application to be deemed complete; incomplete applications will not be accepted. Blank versions of the first three items are included with this application package.

- Completed Township application form
- Completed Chester County application form
- Signed Township Reimbursement Agreement
- Check made out to "West Whiteland Township" for Township review fee
- Check made out to "County of Chester" for County review fee
- Complete copies of plan drawings. Seventeen (17) complete copies must be provided for all applications; if your project will be reviewed by the Township Historical Commission, three (3) *additional* complete copies are required.
- Copies of supporting documentation, which may include but is not necessarily limited to reports and calculations supporting the design of proposed stormwater management facilities, traffic impact studies, or fiscal impact studies. Technical documents such as these are always reviewed by our consultants, but they are not always provided to the volunteer members of our boards and commissions. Township Staff will advise you as to what supporting documentation must be provided as well as the number of copies needed of each.

**PLEASE NOTE:** When you are ready to file your application, you must contact the Planning Secretary and make an appointment. If you do not have an appointment, no qualified personnel may be available to review the application and it may not be accepted. Final acceptance of an application is subject to review for completeness by the Township Manager or his designee.

## **APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT NOTIFICATION REQUIREMENT**

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Section 281-60.F(6) of the West Whiteland Township Subdivision and Land Development Ordinance ("S/LDO") requires Applicants to send written notification of their filing of an application for subdivision or land development to all property owners within three hundred (300) feet of the property that is the subject of the application. The Township interprets the term "property owner" to be the record owner of a property as documented by the tax records of the Chester County Tax Assessment Office. The Township interprets this notification requirement such that Applicants are NOT required to notify owners of easements or rights-of-way owned by private entities, public utilities, or the Commonwealth of Pennsylvania.

Specific directions on how such notice is to be provided are §281-60.F of the S/LDO. Please note that all Township ordinances – including the S/LDO – may be viewed online, free of charge, as a link from the Township website at [www.westwhiteland.org](http://www.westwhiteland.org). Determination of compliance with this notification requirement is at the sole discretion of the Township.

**APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT**  
**SAMPLE NOTIFICATION LETTER**

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*Date*

\* SENT VIA CERTIFIED MAIL AND FIRST CLASS U.S. MAIL \*

*Name of property owner*  
*Address*  
*City, State ZIP*

Dear Neighbor:

This letter is to advise you that I have applied to West Whiteland Township to ( *subdivide and/or develop* ) the property at ( *street address of the site* ). You are receiving this notice because you own property that is within three hundred feet of the site, or you have specifically requested receipt of notices like this one. I am required to send you this notice by Section 281-60.F of the West Whiteland Township Code of Ordinances.

The purpose of my plan is to ( *describe your project* ).

The West Whiteland Township Planning Commission will be reviewing my plan at their meeting of ( *date* ). The meeting will begin at ( *time* ) and will be held at the Municipal Building at 101 Commerce Dr., Exton, PA, 19341. You can confirm this by checking the meeting agenda on the Township's website ([www.westwhiteland.org](http://www.westwhiteland.org)) or by calling the Township office at 610-363-9525.

You are not required to attend this meeting, but it is open to the public and you are welcome to do so if you are interested. This is the only notice that you will receive regarding this matter.

Sincerely,

*Your name*