



# TREDYFFRIN TOWNSHIP

## Completing the Subdivision/Land Development Process

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### A. AGREEMENTS

1. After the final subdivision or land development plans are approved, the project's engineer submits to the Township Engineer cost estimates for construction and installation of the improvements on the plan.
2. After the Township Engineer approves the cost estimates, the applicant signs and submits three (3) copies of the Escrow or Financial Security Agreement (based on the form of security they wish to use). **A copy of the approved escrow estimate, signed and sealed by the project's engineer, is to be included with each agreement.**
  - a. **Escrow Agreement:** used for **escrow fund** held by a financial institution and consists of a three-party agreement between the Township, applicant and financial institution
  - b. **Financial Security Agreement:** used for **letter of credit** and consists of a two-party agreement between the Township and the applicant
3. **Subdivision/Land Development Agreement:** At the same time, three (3) copies of the Subdivision/Land Development Agreement must be signed and submitted to the Township.

*Standard agreements for escrow/financial security and subdivision/land development are on the Township's web site, [www.tredyffrin.org](http://www.tredyffrin.org), under "Subdivision and Land Development."*

4. After the Escrow or Financial Security Agreement and the Subdivision/Land Development agreements are signed and submitted, they must be approved by the Township's Board of Supervisors at a public meeting.

### B. RECORDING:

After the Board of Supervisors approve the two agreements, the plans are recorded.

1. Eight (8) copies of the approved record subdivision or land development plan must be signed by the property owner, notarized and submitted to the Township.
2. The Township sends the plans to the Chester County Planning Commission for their signature and then to the Chester County Recorder of Deeds, along with the Subdivision and Land Development Agreement, for recording.
3. After recording, one copy of the plan and both agreements are sent to the applicant for their records.

### C. PERMITS

1. **Grading:** After plans are recorded, a grading permit is effectively issued. Site work may begin after a pre-construction meeting is held with the Township, all affected agencies, the applicant and the contractor.
2. **Building or occupancy:** Applicants proposing the erection, addition or alteration of any building or portion of a building must apply for a building permit and a use and occupancy permit before commencing construction or occupying the building. (Applications on the web under "Building and Construction.")
3. **Fees:** All outstanding fees (e.g. engineering review fees, tapping fees, permit fees, etc.) must be paid by the applicant before building or occupancy permits will be issued.