

SUBDIVISION/LAND DEVELOPMENT APPLICATION CHECKLIST

SKETCH PLANS - Applicant must submit sketch plan **two weeks** prior to the regular meeting they wish to attend.

- Correct fee
- Completed application and 15 sets of plans (seven (7) full size and eight (8) 11"X 17" size).
- Name, address, and email address of the owner/ applicant.
- Name, address, phone number, and email address of the applicant's engineer, surveyor, planner, architect or landscape architect who participated in the sketch plan preparation.
- Scale of sketch and graphic scale; the plan need not be exact scale, nor are precise dimensions required, but it should be clearly titled "Sketch Plan."
- Date of plan submission.
- Revision dates.
- Boundaries.
- Parcel number.
- North point (arrow).
- Location map.
- Streets on and adjacent to the tract.
- Topographical and physical features, including contours as necessary for satisfactory study and planning.
- Proposed uses and general lot layout, including buildings, parking lots, open space and street layout.
- Supplemental information as necessary.
- Complete**
- Incomplete:** (Comments)

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PRELIMINARY PLANS - Applicant must submit the initial preliminary plan set **six weeks** prior to first regular meeting they wish to attend. **All subsequent revised plans must be submitted four weeks prior to a meeting.**

- Correct fee** – see fee schedule
- Chester County Act 247** form and fee.
- Completed application and 15 sets of full size plans** (all revised plans for Planning Commission shall be seven (7) full size and eight (8) - 11”X 17” size)
- Development Plan** with lot layout
 1. Location map
 2. Proposed subdivision name
 3. Name and address of the landowner
 4. Scale and North arrow
 5. Zoning information including applicable district, lot size, yard and parking requirements, building and impervious coverage.
 6. All waivers and zoning variances to be requested or applied for (highlighted on plans).
 7. Statement or certification by the applicant indicating the plans are or are not in conformity with engineering, zoning, subdivision, building, sanitation and other applicable township regulations.
- Existing Features Plan** (*including streets, railroads, sewers, water mains, watercourses, buildings, easements, fire hydrant, contours, and other significant features*) within 300’ of property
- Shadow Analysis**
- Erosion and Sedimentation Control Plan** (2 copies)
- Stormwater Management Plan** (including stormwater management reports, calculations, soils testing and operation/maintenance agreements).
- Post construction Stormwater Management Plan (PCSWM)** (4 copies)
- Landscape Plan** (*showing all existing specimen trees, tree masses, shrubs and other natural elements which are to be preserved, removed and installed by the applicant. A legend showing the common and botanical name of each tree and shrub along with the quantity and size to be installed. A maintenance guaranty.*)
- Lighting Plan** (for LD)
- Architectural Building Plan** (for LD)
- Traffic Survey** (*professional study required for SUB at least 50 units or for nonresidential LD with at least 25,000 sf gross floor area, or 20,000 sf if bldg has access to state highway, or as required by Township staff.*)
- Planning Module**
- Natural Features Conservation Plan** (*steep slopes including amount of 15%-25% slope area to be disturbed and buildings to be located on slopes of 15% or greater, vegetative cover, geological formations, ponds/streams/drainage swales, wetlands, trails, soils, floodplain, identification and protection of woodlands/specimen trees*)
- Proposed Improvement Plan** (*proposed structures, lots, driveways, streets, sidewalks, stormwater management, wells, etc.*).
- Grading and Utility Plan.**
- Complete** ↑ **Incomplete:**

NOTE: Applicant should communicate with staff and consultants during review process. Revisions to the plans must be highlighted and sent to staff and consultants electronically for ease of communication, and review. Paper plans per the top of the page will be submitted to the PC after recommendation by the staff.

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FINAL PLANS- Applicant must submit final plan **four weeks** before the regular meeting they wish to attend.

- All maps, drawings, plans and documents as required above.
- Proof of all third party approvals (*including HOP, NPDES, DEP ch. 105 and 102, etc., Planning Module*).
- All permanent stormwater elements designed to retain stormwater and sediment shall be shown.
- Final plans must include tax parcel number, lot and building lines sufficient to readily determine the location, bearing and length of every lot and boundary line, street names (for SUB), certificate of title, deed restrictions and covenants, certifications.
- Final plans must list all waivers and conditions.
- Signature block must be correct on final plans (BOS for Subdivision or PC for LD).

Once the **final plan is approved** by the Planning Commission the following will need to be submitted.

- Escrow estimate to the Township Engineer for approval.
- Correct Fee
- Eight (8) signed and notarized copies of the plan sheet to be recorded.
- Signed escrow or financial security agreement and SLDL agreement (3 copies of each).
- Electronic copies of approved plans and stormwater reports (PDF and CAD)
- Complete**
- Incomplete**

NOTES:

1. **No construction or land disturbance activities shall be commenced** until the requisite subdivision and land development agreements and performance guaranties have been accepted by the Board of Supervisors, and the final plan has been submitted for recording.
2. **No application for a building permit shall be submitted and no building permit shall be issued** for any building and no work shall be done on any building until the requisite subdivision and land development agreements and performance guaranties have been accepted by the Board of Supervisors, and the final plan has been submitted for recording.
3. **As built plans** will be submitted upon completion of the project.