

SKETCH PLAN

Applicant must submit sketch plan set at least **3 weeks** prior to the meeting they wish to attend. Please submit the following materials for review:

- ☐ **Application and 8 sets of plans** (1 full-size [24 x 36] & 7 half-size [11 x 17]) – folded
- ☐ Electronic copy to be provided via an FTP/Dropbox site via e-mail submission (CD/USB will no longer be accepted) of all submitted materials (CAD & PDF)
- ☐ Correct Fee (see current Fee Schedule)
- ☐ Project Narrative (both current and future use)
- ☐ Date of Plan Submission, Revision dates
- ☐ Parcel Number, and Property Boundaries
- ☐ Location Map, Scale, North Arrow
- ☐ Proposed Uses and general lot layout, including buildings, parking lots, open space, and street layout
- ☐ Topographical and Physical Features, including slopes, wetlands, vegetation, and contours as necessary for satisfactory site planning
- ☐ Streets (all involved/adjacent)

☐ **Complete**

☐ **Incomplete:**

PRELIMINARY PLAN

Applicant must submit the initial preliminary plan set **6 weeks** prior to first regular meeting they wish to attend. All subsequent/revised plans must be submitted **4 weeks** prior to a meeting. Applicant should communicate with staff and consultants during the review process. Revisions to the plans must be highlighted and sent to staff and consultants electronically for ease of communication and review. Paper plans will be submitted to the Planning Commission after recommendation by Staff:

- ☐ **Application and 8 sets of plans** (1 full-size [24 x 36] & 7 half-size [11 x 17]) – folded
- ☐ Electronic copy to be provided via an FTP/Dropbox site via e-mail submission (CD/USB will no longer be accepted) of all submitted materials (CAD & PDF)
- ☐ Chester County Act 247 Form and Fee
- ☐ Correct Fee & Review Escrow (see current Fee Schedule)
- ☐ **Development Plan:**
 - Location Map, Scale, North Arrow, etc.
 - Name, Address, and Parcel Number of the landowner (and surrounding landowners)
 - Zoning information including applicable district, dimensional requirements, parking requirements, and building/impervious coverage (**both the actual square footage and as a percentage**).
 - All waivers and zoning variances to be requested or applied for (highlighted on plans).
- ☐ **Existing Features Plan** – including streets, railroads, sewers, water mains, watercourses, buildings, easements, fire hydrant, contours, and other significant features) within 300' of property.
- ☐ **Natural Features Conservation Plan** – including amount of **steep** (15%-25%) & **very steep** (>25%) slope area to be disturbed and buildings to be located on said slopes, vegetative cover, geological formations, ponds/streams/drainage swales, wetlands, trails, soils, floodplain, identification and protection of woodlands/specimen trees.
- ☐ **Landscape Plan** – including 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.
- ☐ **Lighting Plan** (for Land Development)
- ☐ **Shadow Analysis** (for Land Development)
- ☐ **Architectural Building Plan** (for Land Development)
- ☐ **Proposed Improvement Plan** (structures, lots, driveways, streets, sidewalks, stormwater management)
- ☐ **Grading and Utility Plan**
- ☐ **Erosion and Sedimentation Control Plan** (3 copies)
- ☐ **Stormwater Management Plan** (including stormwater management reports, calculations, soils testing, and operation/maintenance agreements)
- ☐ **Post Construction Stormwater Management Plan** (3 copies)
- ☐ **Stormwater & Grading Permit Application** (3 copies)
- ☐ **Act 537 Planning Module** (3 copies)
- ☐ **Traffic Survey** – professional study required for developments of at least 50 units, or for non-residential developments with at least 25,000 sqft. gross floor area ; 20,000 sqft. if building has access to state highway ; or as required by Township Planning Commission & Staff.

FINAL PLAN

Applicant must submit final plan set **4 weeks** before the regular meeting they wish to attend. Final Plan submissions must include the following:

- ☐ All plans, maps, drawings, and materials as required for Preliminary Plans (above)
- ☐ All permanent stormwater elements designed to retain stormwater and sediment shall be shown
- ☐ Proof of all third-party approvals (*including HOP, NPDES, DEP Ch. 105 and 102, etc., Planning Module, etc.*)
- ☐ 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, certificate of title, deed restrictions, covenants, and certifications.
- ☐ Final plans must list all waivers and conditions of approval
- ☐ Tredyffrin Township Signature Block (available upon request and on Township website)

Once the final plan is approved by the Planning Commission, the following must be submitted for Board of Supervisor's review and approval:

- ☐ Correct Fee (see current Fee Schedule)
- ☐ Signed, notarized, and folded copies of the final plan sheets to be recorded (8 copies)
- ☐ Signed escrow or financial security agreement and SD/LD agreement (3 copies of each)
- ☐ Electronic copies to be provided via an FTP/Dropbox site via e-mail submission (CD/USB will no longer be accepted) of all submitted materials (CAD & PDF).
- ☐ Escrow estimate (to the Township Engineer for approval)

☐ **Complete**

☐ **Incomplete**

Notes:

1. **No construction or land disturbance activities shall be commenced** until the requisite land development agreements and performance guaranties have been accepted by the Board of Supervisors, and the final plan has been submitted for recording. All initial site work and grading are subject to approval of the required building/demolition and grading permits.
2. **No application for a building permit shall be submitted and no building permit shall be issued** and no work shall be done on any building until the requisite land development agreements and performance guaranties have been accepted by the Board of Supervisors, and the final plan has been submitted for recording. All building subject to approval of the required building/demolition and stormwater management permits.
3. **As-built plans** (PDF & CAD) shall be submitted upon completion of the project, prior to issuance of a Use & Occupancy Permit.