



**Tredyffrin Township**  
 1100 DuPortail Road, Berwyn, PA 19312  
 610-644-1400-phone / 610-699-1213-fax  
[planning@tredyffrin.org](mailto:planning@tredyffrin.org)

**Planning & Zoning Section**

Date: \_\_\_\_\_  
 App # \_\_\_\_\_

**APPLICATION FOR SUBDIVISION & LAND DEVELOPMENT**

To ensure adequate time for review of application materials, Tredyffrin Township requires applicants to submit **complete applications 3-6 weeks prior** to the applicant's intended Planning Commission meeting appearance depending on application type. Please refer to the Subdivision & Land Development application checklist for all submission requirements related to filing a subdivision or land development application. This checklist is available online at [www.tredyffrin.org](http://www.tredyffrin.org) or at the Township Building.

**SUBMISSION REQUIREMENTS:**

- 8 collated** sets of all submitted materials:
  - Completed and signed application (this form)
  - Narrative summary of the project and other related materials as appropriate
  - Plans as required in the Subdivision and Land Development Ordinance and **attached checklist(s)**
    - 1 full-sized (folded)
    - 7 half-sized (folded)
- 3** copies of Stormwater Management Report and Grading Permit application (excluding sketch plans)
- 3** copies of Traffic Study (if appropriate)
- 3** copies of Fiscal Impact Study (if appropriate)
- 1** completed Chester County Planning Commission Act 247 Review Form and Fee (optional for sketch plans)
- 1** electronic copy only to be provided via an FTP/Dropbox site via e-mail submission (CD/USB will no longer be accepted)
- Payment of Fee & Review Escrow** – Schedule of Fees is available online (search: *fee schedule*) or at the Township Administration Building. **Please note that there are separate fees for Preliminary & Final applications.**

**TYPE OF APPLICATION:**

- Check all:     Subdivision                       Lot Consolidation                       Lot Line Change                       Land Development
- Check one:     Sketch Plan                                       Preliminary Plan                       Final Plan                                       Amended Plan

**APPLICANT INFORMATION:**

Name / Company: _____	
Address: _____	
Phone: _____	Email Address: _____

*Applicant's interest in the property in question (owner, lessee, etc.) or relationship to property owner (attorney, engineer, etc.):*

Ownership Type: <input type="checkbox"/> Legal Owner (Owner on deed) <input type="checkbox"/> Equitable owner (property under agreement of sale) <input type="checkbox"/> Lessee
Authorized Agent: <input type="checkbox"/> Attorney <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Other:

*Point of Contact for Application:*

Name / Company: _____	
Address: _____	
Phone: _____	Email Address: _____

**PROPERTY INFORMATION:**

Proposed name of project, if applicable: \_\_\_\_\_

Name and mailing address of property owner:

Check here if it is the same as the applicant information

Name / Company: _____
Address: _____
_____

Physical address of property or properties involved in the application:

_____
_____

Additional Property Information:

Tax Parcel number(s): _____	Zoning District(s): _____
Total acreage of lot(s): _____	Amount of acreage to be developed: _____
Number of existing lot(s): _____	Number of lots to be created: _____
Existing total gross floor area (sqft.): _____	Proposed total gross floor area: _____

Proposed use of property: (Please elaborate in required narrative described on page 3)

Proposed use permitted by: <input type="checkbox"/> Right <input type="checkbox"/> Special Exception <input type="checkbox"/> Conditional Use <input type="checkbox"/> Other:
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Utilities:

Water Supply: <input type="checkbox"/> Public <input type="checkbox"/> Well <input type="checkbox"/> Other: _____
Sewage Disposal: <input type="checkbox"/> Public <input type="checkbox"/> On-lot <input type="checkbox"/> Other:

Improvements to be dedicated to the Township or Municipal Authority:

<input type="checkbox"/> Street or Right-of-Way <input type="checkbox"/> Streetlights <input type="checkbox"/> Sewer Line <input type="checkbox"/> Easements <input type="checkbox"/> Other: -
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Are easements required with adjacent property owners?  Yes  No

If so, are the agreements in place?  Yes  No

**PROJECT INFORMATION:**

Attach a **brief narrative** summary of the project. The narrative must describe the following:

- current use & condition of the property (existing structures, improvements, and number of lots);
- proposed use of the site and, if appropriate, how it will differ from the existing use;
- number of lots to be consolidated or created and/or proposed development of the site;
- any variances or waivers requested or previously granted for the plan; and
- other relevant information

**PLANS & STUDIES INCLUDED WITH THE SUBMISSION:**

<input type="checkbox"/> Site Plan	<input type="checkbox"/> Landscaping Plan	<input type="checkbox"/> Lighting Plan	<input type="checkbox"/> Natural Features Conservation Plan
<input type="checkbox"/> Grading & Utilities	<input type="checkbox"/> Architectural	<input type="checkbox"/> Floor Plans	<input type="checkbox"/> Shadow Analysis
<input type="checkbox"/> Erosion & Sedimentation	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Profiles & Details	<input type="checkbox"/> Traffic Circulation
<input type="checkbox"/> Other:			

**APPROVALS FROM OUTSIDE AGENCIES:**

<i>Name of Agency:</i>	<i>Required?</i>	<i>Approved?</i>
Department of Environmental Protection (DEP)	<input type="checkbox"/>	<input type="checkbox"/>
Department of Transportation (PennDOT)	<input type="checkbox"/>	<input type="checkbox"/>
Chester County Conservation District (CCCD)	<input type="checkbox"/>	<input type="checkbox"/>
Chester County Health Department (CCHD)	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

**CERTIFICATION:**

I hereby certify that all information provided within this Application is true and correct. I agree that any and all submitted materials may be sent to outside planning, engineering, environmental, and/or traffic consulting firms, as well as legal counsel, to be reviewed for compliance with the Township's Zoning Ordinance, Subdivision & Land Development Ordinance, and Stormwater Ordinance. By signing this application, the Applicant agrees to provide a review escrow and reimburse Tredyffrin Township for any and all costs associated with that review. Additional Township reviews may include, but are not limited to, the Zoning Hearing Board, Traffic Safety Committee, and/or Historical Commission. The Applicant will be notified if such reviews are necessary. Members of the reviewing bodies may visit the site while the Application is under review. Before a final (approved) plan is recorded, the Applicant shall post financial security through a letter of credit or escrow account in an amount sufficient to cover the cost of all improvements, subject to review by the Township Engineer.

***By signing this application, I hereby grant Tredyffrin Township permission to upload the subdivision and/or land development application and all accompanying materials, including any plans, to the Township's website for viewing by the general public.***

\_\_\_\_\_  
Applicant (printed)

\_\_\_\_\_  
Property Owner (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TOWNSHIP USE ONLY:**

Application Received on: \_\_\_\_\_

Application Received by: \_\_\_\_\_

If the Application is incomplete, the Applicant was notified on: \_\_\_\_\_

List the reasons, if applicable, that the Application was incomplete: \_\_\_\_\_

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

**NOTICE TO ALL LANDOWNERS AND/OR DEVELOPERS PROPOSING TO  
CONDUCT CONSTRUCTION ACTIVITY OR DEVELOP LAND IN  
TREDYFFRIN TOWNSHIP – ESCROW REQUIRED**

The Township Engineer, Township Land Planner, Township Solicitor, or other consultants, may be involved in the review of construction, subdivision, land development, and other related plans. The applicant agrees to reimburse Tredyffrin Township for any costs incurred for review made by the Township’s professional consultants, and for inspections of construction work made by those consultants. If inspections fail to comply with any code or Township ordinance, or otherwise cause the consultants for Tredyffrin Township to charge the project for additional expenses, those expenses incurred shall be paid in full before any additional inspections will be conducted. Further, the costs of any meeting held with the Township Engineer, Township Solicitor, Township Land Planner or other consultants must also be borne by the Applicant. The costs charged shall be in accordance with the current Fee Schedules.

To ensure that these costs will be reimbursed, the Applicant shall deposit a cash escrow in the amount of **\$1500.00** along with this executed document. Costs incurred will be withdrawn from this escrow deposit and, when the escrow balance falls below \$500.00, the Applicant will be required to replenish the cash escrow to the original amount noted above. In the event that the cash escrow is not sufficient to cover the costs incurred by the Township, an invoice for the balance owed will be mailed to the Applicant and are to be paid no later than 30 days from submission. A finance charge may be applied to account balances which are delinquent by more than 30 days.

Before making the first contact with any of our Township consultants, the Applicant must sign this notice acknowledging that he/she is aware of the cost to be paid by him/her.

**I have read this notice and I am aware of the costs to be paid by me.**

X \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Subdivision/Land Development: \_\_\_\_\_

Type of Improvement: \_\_\_\_\_

**\*If the applicant is not the property owner, the property owner’s signature is required.**

X \_\_\_\_\_ Date: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_