

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



Act 247 County Referral

To: Chester County Planning Commission
Subject: Request for review of a subdivision, land development proposal, or ordinances 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)

TO BE COMPLETED BY THE MUNICIPALITY

From: (Municipality) _____

Date: _____

Official's Name: _____

Position: _____

Official's signature: _____

Applications with ORIGINAL signatures must be submitted to CCPC.

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 #: _____

TYPE OF REVIEW REQUESTED

(Check all appropriate boxes)

- Unofficial sketch plan **(no fee)**
- Subdivision plan
- Land development plan
- Planned residential development
- Zoning ordinance **(no fee)**
- Curative amendment **(no fee)**
- Subdivision ordinance **(no fee)**
- Comprehensive plan **(no fee)**
- Other

REVIEW FEE

(Fee schedule on other side)

- Attached \$ _____
- Not applicable

TYPE OF PLAN

- Unofficial sketch
- Preliminary
- Final

TYPE OF SUBMISSION

- New proposal
- Revision to a prior proposal
- Phase of a prior proposal
- Amendment/Revision to recorded plan is a new proposal

Tax parcel(s):# _____

Total area (gross acres): _____

PLAN INFORMATION

Length of new roads: _____

Number of new parking spaces: _____

Ownership of roads:

- Public
- Private

Open space:

- Public
- Private

Acres: _____ Acres: _____

HOA responsible for common facilities/areas:

- Yes
- No

HOA documents provided:

- Yes
- No

Traffic study included:

- Yes
- No
- Not conducted

***Information to be filled in for Commercial, Industrial or Institutional land use ONLY**

*Total square footage of addition

to existing building: _____

*Total structure(s)

sq. footage: _____

LAND USE

Number of lots/units

Agriculture

Single family

Townhouses

Twin units

Apartments

Mobile homes

* Commercial

* Industrial

* Institutional

Other

ZONING DISTRICT OF PROPOSAL

Existing: _____

Proposed: _____

Variances/
Special exception
granted: _____

PROPOSED UTILITIES

(Check appropriate boxes)

Water Sewer

Public On-site

Package No new sewage
disposal or water
supply proposed

ADDITIONAL INFORMATION

(This plan has been submitted to):

County Health Department

Date _____

PennDOT

Date _____

DEP

Date _____

Other

Date _____

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.

FEES 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.

Fees shall be levied depending on whether the proposal is for a subdivision or a land development and whether it is for residential or non-residential use.

CATEGORY I RESIDENTIAL SUBDIVISION FOR 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).

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1 lot land development	\$25.00	None
1-5 lots/units	\$75.00	Plus \$10.00/lot/unit
6-15 lots/units	\$100.00	Plus \$10.00/lot/unit
Over 15 lots/units	\$100.00	Plus \$10.00/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 and dwelling units	Base fees	Fees for each lot and/or unit
1-5 lots/units	\$150.00	Plus \$30.00/lot/unit
Over 5 lots	\$200.00	Plus \$25.00/lot/unit
Financial subdivisions	\$75.00	Plus \$25.00/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.

Number of developed acres	Base fees	Fees for gross floor area
1 building under 250 sq. ft.	\$25.00	None
Under 5 acres	\$250.00	Plus \$30.00/1,000 sq. ft. of gross floor area
5-49.99 acres	\$300.00	Plus \$30.00/1,000 sq. ft. of gross floor area
50-99.99 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area
Over 100 acres	\$300.00	Plus \$20.00/1,000 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 \$100.00 for residential subdivisions/land developments
- Flat fee of \$150.00 for non-residential subdivisions/land developments

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.

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 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.