

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, ordinances, or comprehensive plans 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

Owner's name: _____ Phone #: _____
Owner's address: _____ Email: _____
Applicant's name: _____ Phone #: _____
Applicant's address: _____ Email: _____
Architect/Engineer/Surveyor name: _____ Phone #: _____
Architect/Engineer/Surveyor address: _____ Email: _____

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 square footage of new building(s): _____

LAND USE # 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 | <input type="checkbox"/> | <input type="checkbox"/> |
| On-site | <input type="checkbox"/> | <input type="checkbox"/> |
| Package | <input type="checkbox"/> | <input type="checkbox"/> |

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.

FEE 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.

- If a plan for a non-residential use is to be subdivided and developed, the fee is the total of Category II plus Category III.
- For Categories I and II, the fee applies to total number lots/units after subdivision. Subdivisions include lot line revisions and lot consolidations.
- Maximum one-time fee: \$10,000 per plan.

CATEGORY I RESIDENTIAL SUBDIVISION OR 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). This category does not include institutional living facilities.

| Number of lots and dwelling units | Base fees | Fees for each lot and/or unit |
|-----------------------------------|-----------|-------------------------------|
| 1–2 lots/dwelling units | \$200.00 | None |
| 3–5 lots/dwelling units | \$200.00 | Plus \$34.00/lot/unit |
| 6–20 lots/dwelling units | \$275.00 | Plus \$30.00/lot/unit |
| 21–75 lots/dwelling units | \$495.00 | Plus \$27.00/lot/unit |
| 76 lots/dwelling units and over | \$990.00 | Plus \$21.00/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 or units | Base fees | Fees for each lot and/or unit |
|-------------------------|-----------|-------------------------------|
| 1–2 lots/units | \$340.00 | Plus \$66.00/lot/unit |
| 3–10 lots/units | \$680.00 | Plus \$66.00/lot/unit |
| 11 lots/units and over | \$990.00 | Plus \$62.00/lot/unit |
| Financial subdivisions | \$340.00 | Plus \$66.00/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.

| Building square footage (gross) | Base fees | Fees for gross floor area |
|---------------------------------|------------|--|
| 0 to 5,000 sq. ft. | \$560.00 | Plus \$55.00/1,000 sq. ft. of gross floor area |
| 5,001 to 25,000 sq. ft. | \$680.00 | Plus \$49.00/1,000 sq. ft. of gross floor area |
| 25,001 to 75,000 sq. ft. | \$1,110.00 | Plus \$49.00/1,000 sq. ft. of gross floor area |
| 75,001 sq. ft. and over | \$1,670.00 | Plus \$34.00/1,000 sq. ft. of gross floor area |
| Parking Garage / Structure | \$480.00 | |

CATEGORY IV SECOND REVIEWS

These fees apply to each review conducted after the first review (within a five (5) year period of the initial review) and if no substantial changes are proposed. Contact CCPC if further guidance is needed.

- Flat fee of \$200.00 for residential subdivisions/land developments
- Flat fee of \$275.00 for non-residential subdivisions/land developments

CHECKS SHOULD BE PAYABLE TO: County of Chester

Credit card payments can be made online. Cash will not be accepted. Upon written request from the municipality, CCPC may waive the fees for plan reviews associated with municipally-owned subdivisions or land developments. The County Planning Commission may, on a case-by-case basis, waive review fees. Typically, fees are waived upon request if the owner or applicant is a municipality, public authority, or other municipally oriented public facility. Waiver requests should be provided in writing to CCPC. (email acceptable: ccplanning@chesco.org)

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 submittal 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.