

## APPENDIX 22-D

### Honey Brook Township SUBDIVISION AND / OR LAND DEVELOPMENT SUBMITTAL REQUIREMENTS

Please review these requirements and the checklist prior to submittal. **Incomplete submittals will delay the review process.** The Township's 90-day time clock begins upon submission of a **complete packet**.

1. ***Cover letter must accompany all submissions.***
2. ***One (1) signed original Township application form.***
3. ***Township Application and Review Fees: Consult the current year's Fee Schedule, Section A, at <http://honeybrooktp.com/documents/forms/> for applicable Township Fees.*** Checks are made payable to Honey Brook Township. One check for each of application and review fees.

Please note: All fees shall be paid prior to submission of an application. When the Applicant is progressing from a Preliminary Plan to a Final Plan, all fees incurred during the preliminary planning stage shall be paid in full together with the fees necessary for the Final Plan submission. Any excess review fees incurred over the above schedule will be invoiced by the Township to the Applicant on a periodic basis and all outstanding fees shall be paid by the applicant prior to the Township releasing the Final Plan for recording in accordance with the effective hourly rates established by Part G of the Township Fee Schedule.

4. ***Plans: Three (3) full-sized copies & eleven (11) reduced-size sets (per Section 22-405.2)***
5. ***Reports & Accompanying Studies: 2 copies of each***
6. ***Chester County Planning Commission Application (Act 247): one (1) signed original.***  
Act 247 forms available at <http://www.chesco.org/>. Fees are per the schedule on page 2 of the Act 247 form. Checks made payable to County of Chester.
7. ***Five (5) Copies Planning Modules and/or one (1) Copy Planning module mailer, as applicable (PADEP Form # 3800-CD-WSFR0359), found at <http://www.depweb.state.pa.us>.***
8. ***Chester County Subdivision/Land Development Information Record Form***

**Note:** The Township Code is available online at: <http://www.honeybrooktp.com/documents/ordinances>.

**HONEY BROOK TOWNSHIP  
CHESTER COUNTY, PA**

**SUBDIVISION AND / OR LAND DEVELOPMENT CHECKLISTS**

These checklists outline the steps and items needed to ensure completeness of the application and to ensure the application follows the process and conforms to the timeframe outlined by the Municipal Planning Code of the Commonwealth of Pennsylvania and Honey Brook Township. This checklist is broken into two parts, the Application Process and the Review Process. The application process must be completed in its entirety prior to the advancement into the Review Process.

**Application Checklist (Applicant):**

<b><u>Item</u></b>	<b><u>Included</u></b>
1. Cover Letter	_____
2. Completed Township Application Form	_____
3. Township Fees Payable to Honey Brook Township Application Fee	_____
Review Fee	_____
4. 3 Full-Size & 11 Reduced-Size Plan Sets:	_____
5. Two (2) copies of supplementary studies, if required:	_____
a. Traffic Impact Study	_____
b. Water Study	_____
c. Stormwater report and calculations	_____
d. Other Study	_____
6. Chester County Act 247 Form complete	_____
Appropriate County Fees payable to County of Chester	_____
7. Five (5) DEP Planning Modules or	_____
One (1) DEP Planning Module Mailer Form	_____
8. Chester County Sub/LD Information Record Form	_____

**Administrative use only:**

Application accepted on \_\_\_\_\_ by \_\_\_\_\_

Official Signature \_\_\_\_\_ Title \_\_\_\_\_

**Review Process Checklist (Administrative use only)**

<b><u>Item</u></b>	<b><u>Date Complete</u></b>
1. Date of first formal Planning Commission Meeting following complete submission of application, (Day 1):.....	_____
2. Date submitted to Township Engineer: .....	_____
3. Date submitted to CCPC (Act 247 Form/Plans): .....	_____
4. Date sent to CCHD (Planning Module/Info Form): .....	_____
5. Date by which Board of Supervisors must act, (Day 90): .....	_____

**Honey Brook Township Planning Commission  
Chester County, PA**

**Procedure for processing Subdivision and/or Land Development**

1. In order for any application to be considered by the Planning Commission it must be submitted to the Township with all required documentation as per the Township Code and with all applicable fees paid. The Township will use a checklist to verify that all required documentation has been submitted. Until the application is **complete** the application will not be considered “filed” or “accepted” by the Township staff.
2. The application review cycle for Subdivision and Land Development Applications shall begin with the next regular meeting of the Planning Commission after the **complete** application is submitted and accepted by the Township staff.

The deadline for materials to be considered at the next Regular Meeting of the Planning Commission is **no later than 12:00 noon, twelve (12) business days prior to the Planning Commission meeting** (five [5] business days for sketch plans – with no formal review requested). Any materials submitted after that time will be held for the following meeting and not provided to the Commission at the upcoming meeting. Formal application presentations to the Planning Commission will only be made at the Regular Meeting after the **complete** application is submitted and accepted by the Township staff.

3. The burden of supplying necessary materials to the Planning Commission in a timely manner is on the applicant. Late delivery of material may require an extension on the part of the applicant or a recommendation for denial of the application by the Planning Commission.
4. Applicants, or their representative(s), are required to attend the Planning Commission meeting and Board of Supervisors meetings during which their plan will be discussed. No action by the Planning Commission or Board of Supervisors will be made without applicant representation.
5. The Planning Commission Chairman (or Board Chairman for #4), in his/her sole discretion, may waive or modify any of the procedures herein.

# Honey Brook Township SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

**FOR TOWNSHIP USE ONLY**

APPLICATION NO. : \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_ TAX PARCEL NO.: \_\_\_\_\_

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

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

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail \_\_\_\_\_ Mobile \_\_\_\_\_

Applicant's interest is as: \_\_\_\_\_  
Equitable Owner Agent or Owner

Owner (if other than applicant): \_\_\_\_\_  
Name

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail \_\_\_\_\_ Mobile \_\_\_\_\_

Engineer or surveyor responsible for plan: \_\_\_\_\_  
Name

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail \_\_\_\_\_ Mobile \_\_\_\_\_

**TYPE OF PLAN**

**SITE INFORMATION:**

Major Subdivision Plan

Location \_\_\_\_\_

Major Land Development Plan

\_\_\_\_\_

Minor Subdivision Plan

Tax Parcel Number(s) \_\_\_\_\_

Minor Land Development Plan

\_\_\_\_\_

Minor Plan

Zoning Classification: \_\_\_\_\_

Total Acreage \_\_\_\_\_

Number of lot(s) proposed: \_\_\_\_\_

Acreage in flood plain (if any) \_\_\_\_\_

Type of lot (s) proposed: Single Family \_\_\_\_\_ Multi-Family \_\_\_\_\_ Other \_\_\_\_\_

Density (dwelling units per acre): \_\_\_\_\_ # of TDRs needed to attain density (if applicable): \_\_\_\_\_

Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Sq. Ft. of Proposed Commercial/Industrial Building \_\_\_\_\_

Intended Use: \_\_\_\_\_ Number of Employees \_\_\_\_\_

Property was **previously subdivided or developed** on this date \_\_\_\_\_

The following are **sources of title** to the land being developed as shown by the records of the County Recorder of Deeds: DEED BOOK / PAGE # \_\_\_\_\_ .

**Acreage of adjoining land in same ownership** (if any): \_\_\_\_\_

State any **private deed restrictions, including building setback lines**, as they may be imposed upon the property as a condition of sale, together with a statement that any restrictions previously imposed which may affect the title of the land being developed: \_\_\_\_\_

Acreage required for **open space**: \_\_\_\_\_

**Linear feet of new streets** proposed: \_\_\_\_\_

Who will **maintain required open space/recreation areas and stormwater facilities**?  
\_\_\_\_\_

**Planning Modules**, as required by law, are enclosed with this application. \_\_\_\_\_ (Y) \_\_\_\_ (N) *(checklist item 7)*

Comments: \_\_\_\_\_

**Stormwater Management Plan** with all storm water runoff calculations, is included with this application. \_\_\_\_\_(Y) \_\_\_\_ (N) *(checklist item 5.c.)*

**Additional Plans or studies** (2 copies) included with this submission include (checklist item 5): \_\_\_\_\_

If a subdivision/ land development plan proposes a **new street or driveway intersecting with a state legislated route**, the Pennsylvania Department of Transportation intersection Permit Numbers are as indicated: \_\_\_\_\_

**Water supply** type proposed: \_\_\_\_\_ Public \_\_\_\_\_ Community \_\_\_\_\_ On-Site

Company supplying public water: \_\_\_\_\_  
Name / Address

**Sanitary sewage** disposal proposed: \_\_\_\_\_ Public \_\_\_\_\_ Community \_\_\_\_\_ On-Site

Company supplying public sewer: \_\_\_\_\_  
Name / Address

THE UNDERSIGNED REPRESENTS THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF ALL THE ABOVE STATEMENTS ARE TRUE, CORRECT AND COMPLETE:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Name of Landowner (Print)