

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. **Two (2) signed original Township application forms.**
3. **Township Application and Review Fees: Consult the current year's Fee Schedule, Section A, at <http://honeybrooktwp.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:**
 - a. **Three (3) full-sized complete plan sets**
 - b. **Ten (10) reduced sets (per Section 22-405.2)***
 - *Reduced sets must include Title Sheet, Layout, Grading and Landscaping Plans, and other sheets if deemed necessary by the Township Engineer**
 - *For Minor Subdivisions / Minor Plans the reduced sets may be 11" x 17" plan sheets provided information is legible**
 - *For Major Subdivisions / Major & Minor Land Developments the reduced sets must be full-size plan sheets.**

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 Planning module mailer, as applicable with accompanying layout/utility plans (PADEP Form # 3800-CD-WSFR0359), found at <http://www.depweb.state.pa.us>.**

8. **Chester County Subdivision/Land Development Information Record Form**

9. **Conservation Easement / Deed Restriction:** A copy of any conservation easement or similar deed restriction to which the property is subject, if any. Additional copies of the proposed site layout plan must be provided for each entity with an interest in the easement / deed restriction.

10. **Public Water / Sewer:** If the project is within the service area of a public water authority or private water utility company and/or a public sewer authority or private sewer utility company, submit one copy of the proposed utility plans for each of the applicable providers.

Note: The Township Code is available online at: <http://www.honeybrooktwp.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 Item (Applicant):	Included?
1. Cover Letter	_____
2. Completed Township Application Form	_____
3. Township Fees Payable to Honey Brook Township	_____
a. Application Fee	_____
b. Review Fee	_____
4. Three (3) Full-Size, complete Plan Sets	_____
5. Ten (10) Reduced-Size Plan Sets	_____
6. Two (2) copies of supplementary studies, if required:	_____
a. Traffic Impact Studies	_____
b. Water Study	_____
c. Stormwater report and calculations	_____
d. Other Study (describe: _____)	_____
7. Completed Chester County Act 247 Form	_____
a. Appropriate County Fee payable to County of Chester	_____
8. Five (5) DEP Planning Modules, OR DEP Planning Module Mailer Form with Layout/Utility Plans	_____
9. Chester County Sub/LD Information Record Form	_____
10. If applicable, Utility Plans for Public Water &/or Sewer (see submittal requirements on p. 1)	_____
11. If applicable, copy of conservation easement or deed restriction and layout plans (see submittal requirements on p. 1)	_____

*****ADMINISTRATIVE USE ONLY*****

Application accepted on _____ by _____

Official Signature _____ Title _____

Review Process Item Checklist:	Date Complete
1. Date of first formal Planning Commission Meeting following complete submission of application (Day 1)	_____
2. Date by which Board of Supervisors must act (Day 1 +90 days)	_____
3. Date sent to Township Engineer	_____
4. Date submitted to CCPC (Act 247 Form/Plan set/Fee)	_____
5. Date sent to CCHD (Planning Module/LD Info Record Form/Fee)	_____
6. Date sent to Sewer Authority (Planning Module, if required)	_____
7. Date sent to Water Authority (Utility Plan, if required)	_____
8. Date sent to Sewer Authority (Utility Plan, if required)	_____
9. Date sent to Conservation Easement Parties (Layout Plan, if required)	_____

**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: _____

Is the property subject to a **conservation easement or similar deed restriction**:__ (Y) ___ (N)
If yes, cite who with easement is with _____

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)