#### **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 <u>complete packet.</u>

- 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 <a href="http://honeybrooktwp.com/documents/forms/">http://honeybrooktwp.com/documents/forms/</a> 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 <a href="http://www.depweb.state.pa.us">http://www.depweb.state.pa.us</a>.
- 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.

<u> Appl</u>	ication Checklist Item (Applicant):	Included?
1.	Cover Letter	
	Completed Township Application Form	
3.	Township Fees Payable to Honey Brook Township	
	a. Application Fee	
4	b. Review Fee Three (3) Full-Size, complete Plan Sets	
	Ten (10) Reduced-Size Plan Sets	
	Two (2) copies of supplementary studies, if required:	
	a. Traffic Impact Studies	
	b. Water Study	<del></del>
	<ul><li>c. Stormwater report and calculations</li><li>d. Other Study (describe:)</li></ul>	<del></del>
7.	Completed Chester County Act 247 Form	<del></del>
	a. Appropriate County Fee payable to County of Chester	
8.	Five (5) DEP Planning Modules,	
۵	OR DEP Planning Module Mailer Form with Layout/Utility Plans Chester County Sub/LD Information Record Form	
	. If applicable, Utility Plans for Public Water &/or Sewer (see subm	ittal
	quirements on p. 1)	
	. If applicable, copy of conservation easement or deed restriction a	ind
lay	out plans (see submittal requirements on p. 1)	
	**************************************	
C	official SignatureTitle	
Revi	ew Process Item Checklist:	Date Complete
	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**

- 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

APPLICATION NO. :	APPLICATION	DATE:	TE:TAX PARCEL NO. <u>:</u>				
Name of Subdivision/Land Development:							
Applicant:							
	Name						
Address			Zip Code				
Telephone	Fax Number	E-Mail		Mobile			
Applicant's interest is as:							
Equ	uitable Owner	Agent or 0	Owner				
Owner (if other than applicant):	Name						
Address			Zip Code				
Telephone	Fax Number			Mobile			
·							
Engineer or surveyor responsible	for plan: Name						
Address		Zip Code					
Telephone	Fax Number	E-Mail		Mobile			
TYPE OF PLAN		SITE INFORMATI	ON:				
Major Subdivision Plan  Major Land Development Plan		Location					
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 ar	าy)					
Type of lot (s) proposed: Single F	amily	_ Multi-Family	Other				
Density (dwelling units per acre):		# of TDRs needed to attain density (if applicable):					
CommercialInd	Sq. Ft. of Proposed Commercial/Industrial Building						
Intended Use:	Number of Employees						

Honey Brook Township SALDO Application

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