



**EASTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**566 Beaumont Road  
Devon, PA 19333  
610-687-3000  
610-687-9666 (Fax)**

**APPLICATION FOR  
SUBDIVISION AND/OR LAND DEVELOPMENT**

**PART 1 – INSTRUCTIONS**

- Review Chapter 400 Subdivision and Land Development of the Code of the Township of Easttown, available online at [www.easttown.org](http://www.easttown.org), for purchase at the Township Building or review at the Township Building.
- For Sketch Plans, submit ten (10) sets of the Plans no later than fourteen (14) days prior to a regularly scheduled Planning Commission meeting.
- For Sketch Plans, submit an Administrative Fee of \$100.00 payable to Easttown Township. Please note that if the Applicant elects that the Sketch Plan be reviewed the Township Engineer, then the Applicant will be required to pay Township Engineering fees based upon the current Township Fee Schedule.
- For Preliminary and Final Plans, submit thirteen (13) sets of the Plans no later than twenty-one (21) days prior to a regularly scheduled Planning Commission meeting.
- For Preliminary and Final Plans, submit an Administrative Fee of \$600.00 plus a separate Escrow of \$3,000.00 payable to Easttown Township. Please note that if these Plans will be processed with assistance from Township Consultants and the Applicant is required to pay Township Consultant fees based upon the current Township Fee Schedule.
- Submit the Consultant Fee Reimbursement Contract signed by the Property Owner.
- Please note that the attached Checklists are provided to assist the Applicant in the preparing a complete submission. The Checklists are not required to be completed as part of the submission nor are they inclusive of all Applicant responsibilities under the Code of the Township of Easttown

**PART 2 – PROPERTY INFORMATION**

Name of Subdivision and/or Land Development Plan:		Original Plan Date:
		Last Revised Date:
Location of Property:		
Tax Parcel Number(s):		
Deed Book and Page Number(s):	Total Number of Lots:	Total Gross Acreage:

**PART 3 – APPLICANT INFORMATION (person or entity responsible for all costs)**

Applicant Name:	Applicant's Interest: <input type="checkbox"/> Equitable Owner <input type="checkbox"/> Agent or Owner	
Street Address, City, State, and Zip Code (if P.O. Box, also include street address):		
Telephone Number:	Fax Number:	Email Address:

**PART 4 – PROPERTY OWNER INFORMATION (if other than Applicant)**

Property Owner Name:		
Street Address, City, State, and Zip Code (if P.O. Box, also include street address):		
Telephone Number:	Fax Number:	Email Address:

**PART 5 – PLAN PREPARER INFORMATION**

Engineer, Surveyor or Landscape Architect Name:	Company Name:
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Street Address, City, State, and Zip Code (if P.O. Box, also include street address):

Telephone Number:	Fax Number:	Email Address:
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**PART 6 – PROJECT DETAIL**

Type of Plan (check one):  
 Subdivision Plan     Land Development     Subdivision and Land Development     Minor

Type of Submission (check all that apply):     Sketch Plan     Preliminary Plan     Final Plan

**Note: Complete and attach only the appropriate supplemental checklists from Part X, Part XI or Part XII.**

Zoning Classification:            Is a Zoning Change Necessary?     No     Yes

Has the Property Been Previously Subdivided or Developed?     No     Yes    If Yes, then When?

Proposed Lots (check all that apply):	Proposed No. of Lots:	Proposed No. of Units:	Proposed Sq. Ft. of Buildings:
<input type="checkbox"/> Single-family	_____	_____	_____
<input type="checkbox"/> Two-family	_____	_____	_____
<input type="checkbox"/> Multi-family	_____	_____	_____
<input type="checkbox"/> Commercial	_____	_____	_____
<input type="checkbox"/> Industrial	_____	_____	_____
<input type="checkbox"/> Institutional	_____	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	_____

Acreage of Adjoining Land in Same Ownership: \_\_\_\_\_

Proposed Water Supply (check one):     Public (public utility company)     Semi-private (community)  
 Private (individual on-site)

Name of Company Supplying Public Water: \_\_\_\_\_

Proposed Sanitary Sewer Disposal (check all that apply):             Public (municipal)  
 Semi-public (community)  
 On-site (individual)

Planning Module Enclosed:     Yes     No            (a preliminary plan application is incomplete without a planning module)

All Streets Proposed for Dedication:     Yes     No    Linear Feet of Streets Proposed for Dedication: \_\_\_\_\_

Proposed Off-street Parking (check all that apply):	<input type="checkbox"/> None	Number of Parking Spaces:
	<input type="checkbox"/> Garage	_____
	<input type="checkbox"/> Driveway	_____
	<input type="checkbox"/> Other: _____	_____

Are there Any Existing or Proposed Easements:     Yes     No

**PART 7 – REQUIRED SUPPLEMENTAL DATA, PLANS, DOCUMENTS, AND REPORTS**

Has the Act 247 Referral Application been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Have Typical Street Cross-section Drawings been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Have Street Profiles and Elevations been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has a Surface Drainage Plan been provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has the Design of Bridges and Culverts been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has a Conservation Plan been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has an Environmental Impact Statement been provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has a Natural Resources Impact Study been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has a Recreation Impact Study been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has a Traffic Impact Study been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has a Lot Average and Clustering Comparative Analysis been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

**PART 7 – REQUIRED SUPPLEMENTAL DATA, PLANS, DOCUMENTS, AND REPORTS (continued)**

Has a Narrative Description of the Maintenance and Operation of Common Facilities been Provided? (check one):

Yes  No

If no, then why? \_\_\_\_\_

Has a Stormwater Management Plan been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has a Stormwater Drainage Plan been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Have Cartway Edges or Centerline Natural Profiles been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Have Length of Street Vertical Curves been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Have Existing Sanitary Sewer Mains and Manholes been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Have Existing Storm Sewer Facilities and Drainage Improvements been provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Have Open Space Offers of Dedication and Covenants been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Have Private Deed Restrictions and Setbacks Imposed as a Condition of Sale With Statement of Restrictions Previously Imposed Affecting Title been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has a Subdivision and Land Development Agreement been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

Has a Financial Security Agreement been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

**PART 7 – REQUIRED SUPPLEMENTAL DATA, PLANS, DOCUMENTS, AND REPORTS (continued)**

Has a Declaration of Covenants, Easements, and Restrictions for Ownership of Common Facilities been Provided?

(check one):  Yes  No

If no, then why? \_\_\_\_\_

Have By-laws for Ownership of Common Facilities been Provided? (check one):  Yes  No

If no, then why? \_\_\_\_\_

**PART 8 – CERTIFICATION**

- I am the Property Owner, or
- am an officer or official of the Property Owner, or
- have the authority to make this application (attach delegation of signatory authority),

acknowledge that the information provided in this Application, including any plans and specifications, is true and correct to the best of my knowledge and belief.

Name (type or print legibly)	Official Title
Street Address	City, State Zip
Phone Number	E-Mail Address
Signature	Date

**PART 9 – FOR COMPLETION BY TOWNSHIP**

Date Received: _____	Received by: _____
Application Fee Amount: _____	Check Number: _____
Escrow Fee Amount: _____	Check Number: _____
County Fee Amount: _____	Check Number: _____
Application Completion: _____	90-day Review Expires: _____
Reviewed by: _____	Date Reviewed: _____
Date of First Planning Commission Meeting: _____	
Meeting Date of Planning Commission's First Review: _____	
Township File Number: _____	

**PART 10 – SKETCH PLAN SUPPLEMENTAL CHECKLIST**

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

**✓** = Submitted    **O** = Omitted    **NA** = Not Applicable    **TBD** = To Be Determined    **WR** = Wavier Requested

Applicant Response	Section	Item	Township Verification
	400-9	Appropriate Application Fee for Plan Filing	
	400-11	Complete Application	
	400-13.A.	Ten (10) Copies of the Plan Set	
	400-13.B.(1)	Location Map Depicting Adjoining and Nearby Roads	
	400-13.B.(2)	Tract Boundaries with Dimensions	
		Abutting Property Owners	
	400-13.B.(3)	North Arrow	
		Scale	
		Date of Plan	
	400-13.B.(4)	Street Names On and Near the Tract	
	400-13.B.(5)	Natural Features	
	400-13.B.(6)	Man-made Features	
	400-13.B.(7)	Proposed Street Layout	
		Proposed Lot Layout	
	400-13.B.(8)	Proposed Location of Buildings	
		Proposed Location of Major Structures	
		Proposed Location of Parking Areas	
		Proposed Location of Other Construction/Improvements	
	400-13.B.(9)	Proposed Method of Water Supply	
		Proposed Method of Sanitary Sewage Disposal	

**PART 11 – PRELIMINARY PLAN SUPPLEMENTAL CHECKLIST**

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

✓ = Submitted    ○ = Omitted    NA = Not Applicable    TBD = To Be Determined    WR = Wavier Requested

**NOTE: The bolded items listed below determine an application's completeness.**

Applicant Response	Section	Item	Township Verification
	400-14.B.(1)	<b>Thirteen (13) Copies of a Complete Application</b>	
	400-14.B.(2)	<b>Thirteen (13) Folded Copies of the Plan Set</b>	
	400-14.B.(3)	<b>Four (4) Copies of the Planning Module</b>	
	400-14.B.(4)	<b>Thirteen (13) Copies of Required Supplemental Data, Plans, Documents, and Reports</b> <ul style="list-style-type: none"> <li>• Act 247 Referral Application</li> <li>• Typical Street Cross-section Drawings</li> <li>• Street Profiles and Elevations</li> <li>• Surface Drainage Plan</li> <li>• Design of Bridges and Culverts</li> <li>• Conservation Plan</li> <li>• Environmental Impact Statement</li> <li>• Natural Resources Impact Study</li> <li>• Recreation Impact Study</li> <li>• Traffic Impact Study</li> <li>• Lot Average and Clustering Comparative Analysis</li> <li>• Narrative Description of the Maintenance and Operation of Common Facilities</li> <li>• Stormwater Management Plan</li> <li>• Stormwater Drainage Plan</li> </ul>	
	400-14.B.(5)	<b>Appropriate Application Fee for Plan Filing</b>	
		<b>Appropriate Escrow Fee to Reimburse Township for Solicitor, Engineer, and Other Professional Consultants. Execution of Professional Services Reimbursement Agreement</b>	
	400-14.C	<b>One (1) complete copy of application and plans in electronic PDF format on thumb drive or CD.</b>	
	400-22.A.	Scale of 1" = 50' or 1" = 100' for Lots 5 Acres or Larger	
	400-22.B.	Plan Sheet Size Either 18" x 24" or 36" x 48"	
	400-22.C.(1)	Plan Title with Easttown Township, Chester County, PA	
	400-22.C.(2)	North Arrow	
		Graphic and Written Scale	
		Month, Day, and Year of Original Plan	
	400-22.C.(3)	Record Owner and Developer Names	
	400-22.C.(4)	Names and Addresses of Engineer, Surveyor or Landscape Architect Responsible for the Plan	
	400-22.C.(5)	Names of Abutting Subdivision with Book and Page Numbers	
		Names of Owners of Adjacent Unplatted Land with Book and Page Numbers	
	400-22.C.(6)	Key Map at a Scale of 1" = 600' Showing Property (differentiated by Tone or Pattern), Adjoining Properties, Roads, Municipal Boundaries, and Subdivisions within 1,000'	
		Distance of Property to Nearest Existing Street	
		Key Map Title	
		Key Map Scale	
		Key Map North Arrow	
	400-22.C.(7)	Tract Boundaries with Bearings and Distances	
		Total Acreage of Property Being Developed	
	400-22.C.(8)	Contour Lines at 2' intervals Using US Coast and Geodetic Survey Datum	
	400-22.C.(9)	Location and Elevation of Datum is a Known Established Benchmark	

<b>PART 11 – PRELIMINARY PLAN SUPPLEMENTAL CHECKLIST (continued)</b>				
Name of Subdivision and/or Land Development Plan:		Original Plan Date:		
		Last Revised Date:		
<b>✓</b> = Submitted <b>O</b> = Omitted <b>NA</b> = Not Applicable <b>TBD</b> = To Be Determined <b>WR</b> = Wavier Requested				
<b>NOTE: The bolded items listed below determine an application's completeness.</b>				
Applicant Response	Section	Item	Township Verification	
	400-22.C.(10)	All Existing Sewer Lines within the Property and 50' of the Property		
		All Existing Water Lines within the Property and 50' of the Property		
		All Existing Fire Hydrants within the Property and 50' of the Property		
		All Existing Utility Transmission Lines within the Property and 50' of the Property		
		All Existing Culverts within the Property and 50' of the Property		
		All Existing Bridges within the Property and 50' of the Property		
		All Existing Railroads within the Property and 50' of the Property		
		All Existing Water Courses within the Property and 50' of the Property		
		All Existing Easements within the Property and 50' of the Property		
		All Existing Rights-of-way within the Property and 50' of the Property		
		All Existing Other Significant Man-made Features within the Property and 50' of Property		
		All Existing Other Significant Natural Features within the Property and 50' of the Property		
		400-22.C.(11)	All Existing Buildings	
			All Existing Other Structures	
	400-22.C.(12)	All Existing Streets On or Abutting the Property		
		All Existing Streets of Record On or Abutting the Property		
		All Existing Street Names		
		All Existing Street Right-of-way Widths		
		All Existing Street Cartway Widths		
	400-22.C.(13)(a)	Location and Width of All Streets with a Statement of Conditions Governing Their Use		
		Location and Width of All Rights-of-Way with a Statement of Conditions Governing Their Use		
	400-22.C.(13)(b)	Suggested Street Names		
		Suggested Utility Easement Locations		
	400-22.C.(13)(c)	Building Setback Lines Along Each Street		
	400-22.C.(13)(d)	Lot Lines with Dimensions		
	400-22.C.(13)(e)	Statement of Intended Use of Non-residential Lots and Parcels		
	400-22.C.(13)(f)	Lot Numbers		
		Statement of the Total Number of Lots and Parcels		
	400-22.C.(13)(g)	Sanitary Sewer Locations, Material, Size, and Invert Elevation of Manholes		
		Proposed Sanitary Sewer Connection with Existing Sanitary Sewer		
		Storm Sewer and Other Drainage Facilities Locations, Material, Size, and Invert Elevation of Manholes, Inlets, and Culverts		
		Proposed Storm Sewer Connection with Existing Storm Sewer		
	400-22.D.(1)	Typical Street Cross-section Drawings for All Proposed Streets		
	400-22.D.(2)	Profiles and Elevations of 50' Stations Along the Proposed Street Centerlines		
		Profiles and Elevations of 50' Stations Along the Proposed Street Top of Cartway Edges or Top of Curbs		
		Profile of Nearest Connecting Streets for a Distance of 100' Beyond the Property Showing Existing and Finished Grades at the Appropriate Scales		



**PART 11 – PRELIMINARY PLAN SUPPLEMENTAL CHECKLIST (continued)**

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

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**NOTE: The bolded items listed below determine an application's completeness.**

Applicant Response	Section	Item	Township Verification
	400-22.D.(3)	Plan for the Surface Drainage of the Tract Including the Location, Design, and Cross-section of All Proposed Drainage Facilities Accompanied by Stormwater Runoff Calculations and the Proposed Method of Accommodating the Anticipated Stormwater Runoff Designed in Accordance with SALDO Section 400-55.	
	400-22.D.(4)	Design of Any Bridges Meeting the Requirements of PADEP and/or PADOT	
		Design of Any Culverts Meeting the Requirements of PADEP and/or PADOT	
	400-22.D.(5)	Three (3) Copies of the Subdivision Sewage Disposal Report	
	400-22.D.(6)	Conservation Plan Meeting the Requirements of SALDO Sections 400-24.B. and 400-56.B.	
	400-25.A.	Environmental Impact Statement Meeting the Requirements of this Section	
	400-25.B.	Identification of Community Services and Facilities Meeting the Requirements of this Section	
	400-25.C.	Natural Resources Impact Study Meeting the Requirements of this Section	
	400-25.D.	Recreation Impact Study Meeting the Requirements of this Section	
	400-25.E.	Traffic Impact Study Meeting the Requirements of this Section	
	400-25.F.	Lot Average and Clustering Comparative Analysis Meeting the Requirements of this Section	
	400-28.C.	Narrative Description of the Maintenance and Operation of Common Facilities Meeting the Requirements of this Section	
	400-55.G.	Stormwater Management Plan Meeting the Requirements of this Section	
	400-55.H.	Stormwater Drainage Plan Meeting the Requirements of this Section	

**PART 12 – FINAL PLAN SUPPLEMENTAL CHECKLIST**

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

✓ = Submitted    ○ = Omitted    NA = Not Applicable    TBD = To Be Determined    WR = Wavier Requested

**NOTE: The bolded items listed below determine an application's completeness.**

Applicant Response	Section	Item	Township Verification
	400-16.B.(1)	<b>Thirteen (13) Copies of a Complete Application</b>	
	400-16.B.(2)	<b>Thirteen (13) Folded Copies of the Plan Set</b>	
	400-16.B.(3)	<b>Thirteen (13) Copies of Required Supplemental Data, Plans, Documents, and Reports</b> <ul style="list-style-type: none"> <li>• <b>Act 247 Referral Application</b></li> <li>• <b>Typical Street Cross-section Drawings</b></li> <li>• <b>Cartway Edges or Centerline Natural Profiles</b></li> <li>• <b>Street Profiles and Elevations</b></li> <li>• <b>Length of Street Vertical Curves</b></li> <li>• <b>Existing Sanitary Sewer Mains and Manholes</b></li> <li>• <b>Existing Storm Sewer Facilities and Drainage Improvements</b></li> <li>• <b>Open Space Offers of Dedication and Covenants</b></li> <li>• <b>Private Deed Restrictions and Setbacks Imposed as a Condition of Sale With Statement of Restrictions Previously Imposed Affecting Title</b></li> <li>• <b>Conservation Plan</b></li> <li>• <b>Environmental Impact Statement</b></li> <li>• <b>Natural Resources Impact Study</b></li> <li>• <b>Recreation Impact Study</b></li> <li>• <b>Traffic Impact Study</b></li> <li>• <b>Lot Average and Clustering Comparative Analysis</b></li> <li>• <b>Subdivision and Land Development Agreement</b></li> <li>• <b>Financial Security Agreement</b></li> <li>• <b>Declaration of Covenants, Easements, and Restrictions for Ownership of Common Facilities</b></li> <li>• <b>By-laws for Ownership of Common Facilities</b></li> <li>• <b>Stormwater Management Plan</b></li> <li>• <b>Stormwater Drainage Plan</b></li> </ul>	
	400-16.B.(4)	<b>PA DEP Approval of Planning Module</b> <b>PA DEP Approval of Water Quality Management Permit</b> <b>CCCD Approval and/or Permit Issued by PA DEP for Sedimentation and Erosion Control</b>	
	400-16.B.(5)	<b>Appropriate Application Fee for Plan Filing</b> <b>Appropriate Escrow Fee to Reimburse Township for Solicitor, Engineer, and other Professional Consultants. Execution of Professional Services Reimbursement Agreement</b>	
	400-16.C	<b>One (1) complete copy of application and plans in electronic PDF format on thumb drive or CD.</b>	
	400-23.A.	Scale of 1" = 50' or 1" = 100' for Lots 5 Acres or Larger	
	400-23.B.	Plan Sheet Size Either 18" x 24" or 36" x 48"	
	400-23.C.(1)	Plan Title with Easttown Township, Chester County, PA	
	400-23.C.(2)	North Arrow	
		Graphic and Written Scale	
		Month, Day, and Year of Original Plan	
		Month, Day, and Year of Each Plan Revision	
	400-23.C.(3)	Description and Location of Changes Made in Each Revision	
		Record Owner and Developer Names	
	400-23.C.(3)	Sources of Title of the Land Being Developed According to the Chester County Recorder of Deeds Records	
	400-23.C.(4)	Names, Addresses, and License Number of Engineer, Surveyor or Landscape Architect Responsible for the Plan	
	400-23.C.(5)	Names of Abutting Subdivision with Book and Page Numbers	
		Names of Owners of Adjacent Unplatted Land with Book and Page Numbers	

**PART 12 – FINAL PLAN SUPPLEMENTAL CHECKLIST (continued)**

Name of Subdivision and/or Land Development Plan:

Original Plan Date:

Last Revised Date:

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**NOTE: The bolded items listed below determine an application's completeness.**

Applicant Response	Section	Item	Township Verification
	400-23.C.(6)	Key Map at a Scale of 1" = 600' Showing Property (differentiated by Tone or Pattern), Adjoining Properties, Roads, Municipal Boundaries, and Subdivisions within 1,000'	
		Distance of Property to Nearest Existing Street	
		Key Map Title	
		Key Map Scale	
		Key Map North Arrow	
	400-23.C.(7)	Tract Boundaries with Distances to Hundredths of Foot and Bearings to ¼ of a Minute with an Area of Closure Not to Exceed 1' in 10,000'	
		Project Boundaries Tied Into the PA Coordinate System	
		Monuments Indicated	
		Total Acreage of Property Being Developed	
	400-23.C.(8)	Engineer or Surveyor's Certification to the Survey, Plan, and Monument Placement Accuracy	
		Name or Number of All Existing Public Streets	
		Cartway Width and Lines of All Existing Public Streets	
	400-23.C.(9)	Name and Location of Other Roads within the Property	
		Length (in feet and hundredths of a foot) of All Straight Lines and of the Radius of the Arc (or chord) of all Curved Lines (including curved lot lines) for the Cartway Edges of All Recorded and/or Proposed Streets	
		Length (in feet and hundredths of a foot) of All Straight Lines and of the Radius of the Arc (or chord) of all Curved Lines (including curved lot lines) for the Rights-of-way Lines of All Recorded and/or Proposed Streets	
		Length (in feet and hundredths of a foot) of All Straight Lines and of the Radius of the Arc (or chord) of all Curved Lines (including curved lot lines) for the Rights-of-way Lines of All Existing Streets	
		Width (in feet) of the Cartways and (in degrees, minutes, and quarters of a minute) of the Delta Angle of All Curved Lines, Including Curved Lot Lines of All Recorded and/or Proposed Streets	
		Width (in feet) of the Rights-of-way and (in degrees, minutes, and quarters of a minute) of the Delta Angle of All Curved Lines, Including Curved Lot Lines for the Rights-of-way Lines of All Recorded and/or Proposed Streets	
	400-23.C.(10)	Width (in feet) of the Ultimate Rights-of-way and (in degrees, minutes, and quarters of a minute) of the Delta Angle of All Curved Lines, Including Curved Lot Lines for the Rights-of-way Lines of All Existing Streets	
		All Straight Lot Lines and Chords and Radii of Curved Lot Lines, Defined (in feet and hundredths of a foot) by Distances, and (in degrees, minutes, and quarters of a minute) Either by Magnetic Bearings or by Angles of Deflection from Other Lot and Street Lines	
	400-23.C.(11)	Lot Numbers	
		Statement of the Total Number of Lots and Parcels	
	400-23.C.(12)	Statement of Intended Use of Non-residential Lots and Parcels	
		Statement of Restrictions of Any Type that Exist or Will Exist as Covenants in the Deeds of Lots. If Recorded, then Include the Deed Book and Page Number(s)	
	400-23.C.(13)	Proposed Building Reserve (setback) Line for Each Lot or the Placement of Each Building Where Applicable	
		Location of On-site Sewage Facilities	
		Location of On-site Water Facilities	
	400-23.C.(14)	Location and Elevation of All Existing Street Monuments	
		Location and Elevation of All Proposed Street Monuments	

**PART 12 – FINAL PLAN SUPPLEMENTAL CHECKLIST (continued)**

Name of Subdivision and/or Land Development Plan:	Original Plan Date:
	Last Revised Date:

✓ = Submitted    ○ = Omitted    NA = Not Applicable    TBD = To Be Determined    WR = Wavier Requested

**NOTE: The bolded items listed below determine an application's completeness.**

Applicant Response	Section	Item	Township Verification
	400-23.C.(15)	All Easements or Rights-of-way Provided for or Owned by Public Services or Others and Any Limitations of Such Easements or Rights-of-way. Easements may be Accurately Shown on the Plan or Specifically Described on the Plan. Rights-of-way Shall be Accurately Identified on the Plan	
	400-23.C.(16)	Sanitary Sewer Locations, Sizes, and Invert Elevations	
		Location of Sanitary Sewer Manholes, Inlets, and Culverts	
		Storm Sewer and Other Drainage Facilities Locations, Size, and Invert Elevations	
		Location of Storm Sewer Manholes, Inlets, and Culverts	
	400-23.C.(17)	PADOT Intersection Permit Numbers at Locations Where a Proposed Street Intersects a State Legislative Route	
	400-23.C.(18)	Certificate of Ownership, Acknowledgment of Plan, and Offer to Dedicate Shown on Plan, Duly Acknowledged and Signed by the Owner(s) of the Property, and Notarized	
	400-23.C.(19)	Certificate Requesting Township Supervisors Approval.	
		Certificate Requesting Township Engineer Approval.	
		Certificate Requesting Township Planning Commission Approval.	
	400-23.C.(20)	Recorder of Deeds Acknowledgement Block (3" x 3") Along the Lower Edge of the Sheet	
	400-23.D.(1)	Typical Street Cross-section Drawings for All Proposed Streets	
	400-23.D.(2)(a)	Existing (natural) Profile Along both the Cartway Edges or Along the Centerline of Each Proposed Street	
		Profiles and Elevations of 50' Stations Along the Proposed Street Centerlines	
		Profiles and Elevations of 50' Stations Along the Proposed Street Top of Cartway Edges or Top of Curbs	
		Length of All Vertical Curves for the Proposed Streets	
		Existing Sanitary Sewer Mains and Manholes within the Proposed Streets	
		Proposed Sanitary Sewer Mains and Manholes within the Proposed Streets	
		Existing Storm Sewer Facilities and Drainage Improvements for the Proposed Streets	
		Proposed Storm Sewer Facilities and Drainage Improvements for the Proposed Streets	
	400-23.D.(2)(b)	Profile Sheets Legibly Drawn at the Appropriate Scale	
	400-23.D.(3)	Certificate of Approval for the Township Solicitor for Signature of the Legal Sufficiency of the Offers of Dedication and Covenants Governing the Reservation and Maintenance of Undedicated Open Space	
	400-23.D.(4)	Private Deed Restrictions as May be Imposed on the Property as a Condition of Sale with a Statement of Restrictions Previously Imposed that May Affect the Title of the Property	
	400-24.B.	Conservation Plan Meeting the Requirements of this Section and SALDO Section 400-56.B.	
	400-25.A.	Environmental Impact Statement Meeting the Requirements of this Section	
	400-25.B.	Identification of Community Services and Facilities Meeting the Requirements of this Section	
	400-25.C.	Natural Resources Impact Study Meeting the Requirements of this Section	
	400-25.D.	Recreation Impact Study Meeting the Requirements of this Section	
	400-25.E.	Traffic Impact Study Meeting the Requirements of this Section	
	400-25.F.	Lot Average and Clustering Comparative Analysis Meeting the Requirements of this Section	
	400-26.A.1.	Subdivision and Land Development Agreement	
		Financial Security Agreement	
	400-26.A.	Declaration of Covenants, Easements, and Restrictions for Ownership of Common Facilities	
		By-laws for Ownership of Common Facilities	
	400-55.G.	Stormwater Management Plan Meeting the Requirements of this Section	
	400-55.H.	Stormwater Drainage Plan Meeting the Requirements of this Section	

# ***EASTTOWN TOWNSHIP***



## ***Consultant Fee Reimbursement Policy and Procedures***

**Approved by the  
Board of Supervisors on  
August 17, 2015**

# **EASTTOWN TOWNSHIP**

## **Consultant Fee Reimbursement Policy and Procedures**

### **Policy**

It is the policy of Easttown Township (“Township”) to appoint private consultants (“Consultants”) to assist the Township Staff (“Staff”) from time to time. These Consultants are hired to augment the Staff’s capabilities with professional expertise in specific disciplines necessary to help promote the public health, safety, and general welfare of the Township and its residents. The Township engages its Consultants on projects that benefit either the community as a whole or the individual property owner. For those projects that benefit the individual property owner, it is the policy of the Township to impose reasonable fees on the individual property owner to cover project specific costs. Furthermore, it is the Township’s policy to require the individual property owner to fully reimburse the Township for its Consultants’ time and materials necessary to ensure that those projects benefiting the individual property owner comply with the Township Code.

### **Procedures**

The Township establishes fees from time to time by resolution to cover its costs to process various applications for those projects directly benefiting individual property owners (“Property Owner”). These application fees include, but are not limited to, appeals, banners, buildings, drainage, driveways, fireworks, pools, subdivisions, land developments, sanitary sewers, and zoning. In addition to the above referenced fees, the Township’s Consultants’ rate tables are incorporated into the Township’s fees schedule by resolution. In those instances where the Township requires or desires Consultant participation in reviewing the applications, the procedures for reimbursement are as follows:

1. The Property Owner is required to submit a completed and notarized Easttown Township Consultant Fee Reimbursement Contract (“Contract”) and any necessary application forms required for their project to the Front Office Staff at the Township, along with the required permit fees and escrow amount. Applications will not be deemed complete or processed without the submission of a completed and notarized Contract and the requisite fees and escrow. A copy of the Contract is attached as Exhibit “A”.
2. The Front Office Staff will forward the submitted materials to the Township Manager, or his designee, for review. If the application is deemed complete, the Township Manager or his designee will authorize the Consultants to begin work and direct the Finance Staff to establish an escrow account for the project. Prior to circulation of the application for review by the Staff and/or Consultants, a copy

of the Contract will be forwarded to the Finance Staff and a copy placed in the project file with the application.

3. Each Consultant shall establish a separate project number for the purpose of invoicing. Consultant invoices shall be submitted monthly to the Township Manager or his designee and include charges itemized by date and time, identifying the person performing the work, and sufficient detail on the work performed to support the billing.
4. Within fourteen (14) calendar days of receipt of a Consultant invoice, the Township Manager or his designee will review the invoice(s). The Township Manager or his designee will direct any questions regarding the invoice to the Consultant. Once the review of the invoice is completed by the Township Manager or his designee, then the invoice will be forwarded to the Finance Staff for consideration of payment by the Board of Supervisors ("Board") at its next regularly scheduled meeting.
5. Within fourteen (14) calendar days after the Board approves payment of the invoice, the Finance Staff will mail a Payment Reimbursement Letter ("Letter") to the Property Owner identifying a reimbursement deadline of thirty (30) calendar days from the date of the Letter and advising that non-payment will delay the processing applications and/or issuance of permits/approvals. If there is any dispute by the Property Owner with regard to a Consultant invoice, such disputes shall be handled as provided for in the Municipalities Planning Code.
6. Should the Property Owner fail to return full payment within the thirty (30) calendar day deadline, the Finance Staff is authorized to withdrawal the appropriate amount of funds from the escrow account established for the project to reimburse the Township for the paid Consultant invoice. A second letter shall then be sent notifying the Property Owner that additional funds are required to be submitted to the Township to fund the escrow account to the required level within fifteen (15) calendar days of the date of the second letter. In the event that there were insufficient funds in the escrow account to fully reimburse the Township for the paid Consultant invoice, the Property Owner shall be so notified of the requirement to reimburse the Township within fifteen (15) calendar days of the date of the second notice letter and appropriately fund the escrow account.
7. Should the Property Owner fail to return full payment within the fifteen (15) day deadline and/or fund the escrow account to the required level, the Finance Staff shall issue a final letter advising the Property Owner that the processing of all Township applications and issuance of approvals/permits for the Project are suspended until the Property Owner meets his/her financial obligations to the Township.
8. Township approvals and permits will not be issued until all outstanding invoice(s) are paid in full.

**Exhibit A**  
**Easttown Township Contract for Professional Services**





**EASTTOWN TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

566 Beaumont Road  
Devon, PA 19333  
610-687-3000  
610-687-9666 (Fax)

**Consultant Fee Reimbursement Contract**

**THIS CONTRACT** is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_ (the "Property Owner"), whose mailing address is: \_\_\_\_\_.

WHEREAS, the Property Owner is the legal or equitable owner of certain real estate bearing Chester County Tax Map Parcel No. 55 – \_\_\_\_\_, located at address \_\_\_\_\_ in Easttown Township (hereinafter referred to as the "Site"); and

WHEREAS, the Property Owner has presented to Easttown Township (the "Township") plans for grading, subdivision, land development, zoning or other building development of the Site (hereinafter referred to as the "Project"); and

WHEREAS, the Property Owner has requested and/or requires the Township's approval for the Project and/or review of the Property Owner's plans and proposals concerning the Project, and the Township is willing to authorize its Consultants to review said plans and proposals concerning the Project upon execution of this Contract.

NOW, THEREFORE, the Property Owner agrees as follows:

1. The Property Owner acknowledges that the Township will incur costs and fees relating to the review of the Project by the Consultants, and the Property Owner agrees to pay and/or reimburse the Township for such costs in accordance with this Contract. The Property Owner has received, read, and understands the Township's Consultant Fee Reimbursement Policy and Procedures, which are incorporated into this Contract by reference.
2. The Property Owner shall pay the Township's Consultants' costs and fees for the following: (a) review of any and all plans, proposals, studies or other correspondence relating to the Project; (b) attendance at any and all meetings relating to the Project; (c) preparation of any documents related to the Project, including, but not limited to: studies, reports, engineered plans, surveys, appraisals, agreements, deeds, declarations, easements, other legal documents or other correspondence; and (d) monitoring, testing, and inspecting of the work conducted by the Property Owner and/or its agents, contractors, representatives or employees in conjunction with the Project. It is understood by executing this Contract that the Property Owner specifically accepts the fee schedules currently

in effect and the fee schedules for Consultants that may come in effect during the duration of the Project.

3. The Property Owner further agrees that all fees or costs arising out of this Contract shall be fully paid prior to the issuance of any permit or approval for Project. The Property Owner agrees and acknowledges that no permit, occupancy issuance or recordable plans shall be released by the Township until all outstanding Consultant fees and costs are paid to the Township, provided that the Property Owner is not otherwise in default under this Contract.
4. The Property Owner may at any time terminate all future obligations under this Contract by giving written notice to the Township that it does not desire to proceed with the Project. Upon receipt of such written notice by the Township, the Property Owner shall only be liable to the Township for the Township and its Consultant's expenses, costs, charges, and fees incurred prior to the receipt of the written notice. Property Owner acknowledges and agrees that invoices for services performed on all dates prior to the date of receipt of the termination notice by the Township shall remain the responsibility of the Property Owner regardless of the date of the mailing of such invoice to the Township or the Property Owner.
5. The Property Owner and the Township agree that the Township shall have the rights and privilege to sue the Property Owner in assumpsit for reimbursement, to lien the Site or both, in its sole discretion, for any expense incurred by the Township's Consultants for the Project in excess of the then current balance of the established escrow with the Township. The Township's election of remedies under this paragraph shall not constitute a waiver of any other remedies the Township may have at law or in equity.
6. This Contract shall be binding on and inure to the benefit of the successors and assigns of the Property Owner. The Property Owner shall provide the Township with at least thirty (30) calendar days advance written notice of any proposed assignment of the Property Owner's rights and responsibilities under this Contract.
7. This Contract shall be governed by and construed under the laws of the Commonwealth of Pennsylvania and all actions shall be brought in the Court of Common Pleas for Chester County.
8. If any provision of this Contract is determined by a court of competent jurisdiction to be illegal, invalid, unenforceable, unconstitutional or void, for any reason, only that provision shall be illegal, invalid, unenforceable, unconstitutional or void and the remainder of this Contract shall be in full force and effect.

IN WITNESS WHEREOF, and intending to be legally bound, the Property Owner has caused his/her signatures to be affixed and have affixed their hands and seals the day and year first above written.

WITNESS the following signatures and seals:

Attest:

Property Owner:

\_\_\_\_\_

\_\_\_\_\_

COMMONWEALTH OF PENNSYLVANIA	:	
	:	SS
COUNTY OF CHESTER	:	

On this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me the undersigned, a notary public for the Commonwealth of Pennsylvania, residing in the County of Chester, personally appeared \_\_\_\_\_ and that he/she, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing his/her name as such person or officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public