

Return to: Chester County Planning Commission  
 601 Westtown Road—Suite 270  
 P.O. Box 2747  
 West Chester, PA 19380-0990

# Act 247 County Referral

<b>To:</b> Chester County Planning Commission  <b>Subject:</b> Request for review of a subdivision, land development proposal, or ordinances 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)	<b>TO BE COMPLETED BY THE MUNICIPALITY</b>  <b>From:</b> (Municipality) _____ <b>Date:</b> _____ <b>Official's Name:</b> _____ <b>Position:</b> _____ <b>Official's signature:</b> _____ <b>Applications with ORIGINAL signatures must be submitted to CCPC.</b>
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## TO BE COMPLETED BY THE APPLICANT

Development name (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_  
 Owner's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Owner's address: \_\_\_\_\_  
 Applicant's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Applicant's address: \_\_\_\_\_  
 Architect/Engineer/Surveyor name: \_\_\_\_\_ Phone #: \_\_\_\_\_

<b>TYPE OF REVIEW REQUESTED</b> (Check all appropriate boxes)  <input type="checkbox"/> Unofficial sketch plan (no fee) <input type="checkbox"/> Subdivision plan <input type="checkbox"/> Land development plan <input type="checkbox"/> Planned residential development <input type="checkbox"/> Zoning ordinance (no fee) <input type="checkbox"/> Curative amendment (no fee) <input type="checkbox"/> Subdivision ordinance (no fee) <input type="checkbox"/> Comprehensive plan (no fee) <input type="checkbox"/> Other	<b>REVIEW FEE</b> (Fee schedule on other side)  <input type="checkbox"/> Attached \$ _____ <input type="checkbox"/> Not applicable	<b>TYPE OF SUBMISSION</b>  <input type="checkbox"/> New proposal <input type="checkbox"/> Revision to a prior proposal <input type="checkbox"/> Phase of a prior proposal <input type="checkbox"/> Amendment/Revision to recorded plan is a new proposal  Tax parcel(s):# _____ # _____ # _____  Total area (gross acres): _____
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<b>PLAN INFORMATION</b>  Length of new roads: _____ Number of new parking spaces: _____ Ownership of roads: <input type="checkbox"/> Public <input type="checkbox"/> Private Open space: <input type="checkbox"/> Public <input type="checkbox"/> Private Acres: _____ Acres: _____ HOA responsible for common facilities/areas: <input type="checkbox"/> Yes <input type="checkbox"/> No HOA documents provided: <input type="checkbox"/> Yes <input type="checkbox"/> No Traffic study included: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">LAND USE</th> <th style="width:20%;">Number of lots/units</th> </tr> </thead> <tbody> <tr><td>Agriculture</td><td>_____</td></tr> <tr><td>Single family</td><td>_____</td></tr> <tr><td>Townhouses</td><td>_____</td></tr> <tr><td>Twin units</td><td>_____</td></tr> <tr><td>Apartments</td><td>_____</td></tr> <tr><td>Mobile homes</td><td>_____</td></tr> <tr><td>* Commercial</td><td>_____</td></tr> <tr><td>* Industrial</td><td>_____</td></tr> <tr><td>* Institutional</td><td>_____</td></tr> <tr><td>Other</td><td>_____</td></tr> </tbody> </table>	LAND USE	Number of lots/units	Agriculture	_____	Single family	_____	Townhouses	_____	Twin units	_____	Apartments	_____	Mobile homes	_____	* Commercial	_____	* Industrial	_____	* Institutional	_____	Other	_____	<b>ZONING DISTRICT OF PROPOSAL</b>  Existing: _____ Proposed: _____ Variances/ Special exception granted: _____	<b>PROPOSED UTILITIES</b> (Check appropriate boxes)  <div style="text-align: right;">Water Sewer</div> 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 <input type="checkbox"/>
LAND USE	Number of lots/units																								
Agriculture	_____																								
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Twin units	_____																								
Apartments	_____																								
Mobile homes	_____																								
* Commercial	_____																								
* Industrial	_____																								
* Institutional	_____																								
Other	_____																								

<b>*Information to be filled in for Commercial, Industrial or Institutional land use ONLY</b>  *Total square footage of addition to existing building: _____ *Total structure(s) sq. footage: _____	<b>ADDITIONAL INFORMATION</b> (This plan has been submitted to):  <input type="checkbox"/> County Health Department    Date _____ <input type="checkbox"/> PennDOT    Date _____ <input type="checkbox"/> DEP    Date _____ <input type="checkbox"/> Other    Date _____
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**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.

Fees shall be levied depending on whether the proposal is for a subdivision or a land development and whether it is for residential or non-residential use.

### CATEGORY I RESIDENTIAL SUBDIVISION FOR 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).

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1 lot land development	\$25.00	None
1-5 lots/units	\$75.00	Plus \$10.00/lot/unit
6-15 lots/units	\$100.00	Plus \$10.00/lot/unit
Over 15 lots/units	\$100.00	Plus \$10.00/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 and dwelling units	Base fees	Fees for each lot and/or unit
1-5 lots/units	\$150.00	Plus \$30.00/lot/unit
Over 5 lots	\$200.00	Plus \$25.00/lot/unit
Financial subdivisions	\$75.00	Plus \$25.00/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.

Number of developed acres	Base fees	Fees for gross floor area
1 building under 250 sq. ft.	\$25.00	None
Under 5 acres	\$250.00	Plus \$30.00/1,000 sq. ft. of gross floor area
5-49.99 acres	\$300.00	Plus \$30.00/1,000 sq. ft. of gross floor area
50-99.99 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area
Over 100 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area

### CATEGORY IV SECOND REVIEWS

These fees apply to each review conducted after the first review (within a three (3) year period of the initial review) and only if requested by the municipality.

- Flat fee of \$100.00 for residential subdivisions/land developments
- Flat fee of \$150.00 for non-residential subdivisions/land developments

### CHECKS OR MONEY ORDERS SHOULD BE PAYABLE TO: County of Chester (cash will not be accepted)

All fees are to be submitted to the Chester County Planning Commission (CCPC) through the appropriate township or borough at the time of application; and in accordance with the administrative guidelines established by CCPC.

**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 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.