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101 Commerce Drive
Exton, Pennsylvania 19341



Tel: (610) 363-9525
www.westwhiteland.org

APPLICATION FOR REVIEW SKETCH PLAN

Applicant's Name: _____

Mailing Address: _____

Telephone: _____ e-Mail: _____

The Applicant is: _____ Owner _____ Agent for Owner _____ Purchaser
_____ Other: _____

Project Name: _____

Property Address: _____

Project Description: _____

If the Applicant is NOT the Owner, the following information must be provided. Otherwise, this section may be left blank.

Owner's Name: _____

Mailing Address: _____

Telephone: _____ e-Mail: _____

If you are being represented by an attorney, you may provide their contact information below. If you provide this information, the Township will assume that we may contact this attorney in regard to legal issues and questions relative to this application, which is likely to result in charges by the attorney to you. You are therefore *not required* to provide this information.

Name of Firm: _____

Name of Attorney: _____

Mailing Address: _____

Telephone: _____ e-Mail: _____

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TYPE OF SKETCH PLAN REVIEW REQUESTED:

- Staff review only.
- Limited consultant review.

PLEASE NOTE: If you are requesting a "limited consultant review," this Application will not be considered complete nor will it be accepted for review unless accompanied by a completed Reimbursement Agreement indicating which consultants are to review the Sketch Plan.

The following section may be filled out by or with the assistance of Township Staff:

Zoning District(s): _____
Tax Parcel Number(s): _____

Signature of Applicant

Signature of Owner
(if different from Applicant)

Date of Signature

Date of Signature

TO BE COMPLETED BY TOWNSHIP STAFF:

I have reviewed this Application Form and accompanying documents and determined that it is sufficiently complete to be accepted for review.

Name of Staff member accepting Application

Date Application deemed complete

APPLICATION for SKETCH PLAN REVIEW

INSTRUCTIONS

Applicant: The individual or corporation that desires to develop the property. This is the individual or entity to which the Township will direct all correspondence related to the Sketch Plan. If the Applicant is a corporation, the name of a specific contact person should be provided.

You are the **Owner** if your name (or the name of your corporation) is shown on the deed for the subject property. Frequently, an attorney or engineer will act as **Agent for Owner**. This term includes any person or corporation that has a contractual obligation to or agreement for services with the Owner. We consider you the **Purchaser** if you are in the process of purchasing all or part of the subject property, or if you intend such purchase. If none of these terms apply to you, indicate **Other** and explain your interest in the space provided.

Project Name: If this is a non-residential project, the name of the business or other agency that will occupy the site should be indicated here. If you do not have a name for this project and leave this space blank, we will refer to it by the name of the Applicant.

Property Address: If the project site does not have a street address, please provide a description of the location, including the name of the street that will be the principal point of access for the project and the nearest intersecting street.

Project Description: Briefly describe the project and include the approximate size of the property. If you intend to subdivide the property, indicate the number of lots to be created and their intended use. For non-residential projects, please indicate the amount of new indoor space that is proposed (if applicable) and the intended use(s) of the proposed lots and/or structures.

Owner's Name: Note that this does not need to be filled out if the Applicant is the owner: just be sure that you have checked the proper line under "Applicant" to tell us that the Applicant is the Owner. Otherwise, this information **MUST** be provided and the Owner or their authorized representative **MUST** sign the application form.

Name of Attorney: As noted on the form, this information is optional. Please note that you are **NOT** required to have legal representation for a Sketch Plan review, although many of our Sketch Plan Applicants choose to have an attorney as part of their team. If you complete this part of the form, we will assume that we have your permission to contact the firm or individual named to respond to questions on legal matters regarding your application.

Township Staff assistance: The information required in this section may not be readily available to you. Township Staff will be happy to assist you in identifying the applicable zoning district and the tax parcel number.

Signatures and dates: We must have the Applicant's signature as well as the signature(s) of the owner(s) if the Applicant is not the owner. These signatures do not need to be notarized. The Application will not be considered complete until an authorized Staff member has provided their name and indicated the date that the application has been found complete.

APPLICATION for SKETCH PLAN REVIEW

DESCRIPTION of REVIEW PROCESS

The Sketch Plan review is a process by which someone contemplating a development project in the Township may receive informal, unofficial comments from Township staff, consultants, the Planning Commission, and the Board of Supervisors prior to proceeding with the investment of time and funds required for an official submission to the Township. Since this is an informal review, neither the Planning Commission nor the Board of Supervisors will pass any motion regarding a Sketch Plan, but they will discuss various aspects of a Sketch Plan with the Applicant, advising what are likely to be the principal points of Township concern regarding the plan.

Getting started

The person who submits a plan is the "Applicant." The Applicant may be the owner of the property or someone who has some other kind of interest in the property, such as a development company that wants to build a particular project on the site. Even for an informal review such as the Sketch Plan process, an Applicant should understand the basic attributes of the property: how big it is, what deed restrictions and restrictive easements may exist upon it, what the zoning allows, and whether the site is served by public water and/or sanitary sewerage. If a project will require amendments to the Zoning Ordinance, or if the Applicant anticipates appealing to the Zoning Hearing Board for one or more variances from the Zoning Ordinance, the Sketch Plan stage is the ideal time to begin a dialogue on this with the Township.

Since the Sketch Plan is not an official submission, there are no formal plan requirements. However, §281-15 of the Township's Subdivision and Land Development Ordinance provides a list of items recommended for inclusion on the plan in order to assure a useful conversation with the Township. A Sketch Plan does not need to be prepared by a surveyor or engineer, but an Applicant may wish to have this done anyway in order to assure an accurate understanding of the property.

Process

In order to encourage the submission of Sketch Plans, the Township does not charge a review fee for Sketch Plan reviews. However, we recognize that an Applicant may like to know our consultants' concerns about their project. We therefore provide two options for Sketch Plan review.

- **Staff review only** – The Director of Planning and Zoning will review all Sketch Plan applications and will prepare a memorandum on the application to assist the Township Planning Commission in their review and discussion of plan. If the Applicant is satisfied with this level of review, there will be no cost to the Applicant.
- **Limited consultant review** – If an Applicant believes that a project may raise extensive or more technical concerns, they may request that one or more of the Township's consultants review and comment on the Sketch Plan in addition to the

review by the Director. If the Applicant selects this option, they will be required to sign a reimbursement agreement whereby they will be required to pay the consultants' review fees.

The number of copies of the plan that must be provided with the application will depend upon which Township body is reviewing the plan and whether any consultant reviews have been requested. Township Staff will advise as to the appropriate number of copies based upon these variables.

Once a Sketch Plan is accepted for review, Township Staff will place the plan on an upcoming agenda of the Township Board of Supervisors. The time between the submission and the date of the meeting will depend upon type of review being requested as well as the volume of projects on the Board of Supervisor's agenda. Discussion with the Board will be limited to the most salient issues and is likely to conclude with a recommendation that the Applicant also make a presentation to the Township Planning Commission for a more detailed discussion. If the project has the potential to affect any historic resources, the Board may also suggest that the Applicant present it to Township Historical Commission.

At the meetings, the Applicant will be asked to present their project and to respond to concerns that may be raised by Staff and/or the Township consultants. Please bear in mind that all discussion at this stage is informal. Comments from the Board and the Commissions are neither formal nor binding unless they are made and passed as part of a motion, and the Township policy is that neither the Board nor any Commission will pass a motion regarding a Sketch Plan. The benefit to the Applicant of the Sketch Plan process is that the discussion will help the Applicant to determine if they will be able to resolve the Township's concerns. After discussion, the Applicant may choose to postpone or to abandon the project, to revise the Sketch Plan and return for further discussion, or to proceed with a formal application.

**APPLICATION for SKETCH PLAN REVIEW
REIMBURSEMENT AGREEMENT**

The undersigned, a duly authorized representative of the Applicant for the plan identified below, hereby authorizes and directs the staff and those consultants of West Whiteland Township ("Township") listed herebelow to review the said plan, together with all pertinent supporting documentation, and to prepare a report of their findings and recommendations with respect to same for Township use. Such review and report and any services relative thereto shall be carried out in accordance with good engineering practices and the requirements of the ordinances of the Township.

The undersigned hereby agrees to reimburse the Township for all costs, expenses, charges, and fees pursuant to such review as may be incurred by the Township. Such costs, expenses, charges, and fees shall be in compliance with the hourly rates established for the consultants for the applicable calendar year by resolution of the Township Board of Supervisors. This agreement shall in no way require the Township, its staff, its consultants, or its solicitor to approve or to recommend approval of the Applicant's plan as originally submitted or as may be subsequently modified.

- Commonwealth Heritage Group (historic preservation)
- Spotts Stevens McCoy (civil engineering and stormwater management)
- Stubbe Consulting (lighting)
- Theurkauf Design & Planning (landscaping and planning)
- Traffic Planning & Design (traffic engineering)

Signature of Applicant or Representative

Printed Name

Plan Title

Date

Address of Applicant

Telephone Number and e-Mail Address