



101 Commerce Drive
Exton, Pennsylvania 19341

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

APPLICATION FOR APPROVAL SUBDIVISION AND/OR LAND DEVELOPMENT

Applicant's Name: _____

Mailing Address: _____

Telephone: _____ e-Mail: _____

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

_____ Other: _____

Property Address: _____

Project Description: _____

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

Owner's Name: _____

Mailing Address: _____

Telephone: _____ e-Mail: _____

Plan drawings MUST be prepared by a professional engineer, professional land surveyor, professional architect, or professional landscape architect holding a current, valid registration for the Commonwealth of Pennsylvania.

Name of Firm: _____

Name of Professional: _____

Mailing Address: _____

Telephone: _____ e-Mail: _____

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**APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT
REIMBURSEMENT AGREEMENT**

The undersigned, a duly authorized representative of the Applicant for the plan identified below, hereby authorizes and directs the staff and consultants of West Whiteland Township (“Township”) 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 the purpose of advising the Township in the course of the review process. In addition, the Applicant hereby authorizes and directs the Township’s consultants to perform all inspections required, both during and following construction, to confirm that all improvements are constructed in full conformance with the plan as may be approved. Such reviews and reports 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 Applicant hereby authorizes and directs the Township’s solicitor to review such portion of the plans and documents submitted in conjunction with the application as the Township may require, and to prepare such additional documentation, including reports, agreements, easements, and other legal documents necessary to assure compliance with 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 conformance with the hourly rates established for the staff and consultants for the applicable calendar year by resolution of the Township Board of Supervisors.

The Township reserves the right to delay processing the Applicant’s submission until this agreement has been signed. If the Township elects to begin such processing prior to signature of this agreement, such action shall in no way be deemed a forfeiture of the Township’s right to reimbursement as described herein for costs attributable to such processing, including those costs incurred prior to the date of signature.

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.

Signature of Applicant or Representative Project Name

Printed Name Date

Applicant Address

Applicant Phone Number

Applicant E-mail

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

Act 247 County Referral

To: Chester County Planning Commission

Subject: Request for review of a subdivision, land development proposal, ordinances, or comprehensive plans 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)

TO BE COMPLETED BY THE MUNICIPALITY

From: (Municipality) _____
 Date: _____
 Official's Name: _____
 Position: _____
 Official's signature: _____

Applications with **ORIGINAL** signatures must be submitted to CCPC.

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 #: _____

<p>TYPE OF REVIEW REQUESTED (Check all appropriate boxes)</p> <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 _____	<p>REVIEW FEE (Fee schedule on other side)</p> <input type="checkbox"/> Attached \$ _____ <input type="checkbox"/> Not applicable	<p>TYPE OF SUBMISSION</p> <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
	<p>TYPE OF PLAN</p> <input type="checkbox"/> Unofficial sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final	<p>Tax parcel(s): # _____ # _____ # _____</p> <p>Total area (gross acres): _____</p>

<p>PLAN INFORMATION</p> <p>Length of new roads: _____</p> <p>Number of new parking spaces: _____</p> <p>Ownership of roads: <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Open space: <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Acres: _____ Acres: _____</p> <p>HOA responsible for common facilities/areas: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>HOA documents provided: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Traffic study included: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted</p>	<table border="1"> <thead> <tr> <th>LAND USE</th> <th># 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	# of lots/units	Agriculture		Single family		Townhouses		Twin units		Apartments		Mobile homes		*Commercial		*Industrial		*Institutional		Other		<p>ZONING DISTRICT OF PROPOSAL</p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/ Special exception granted: _____</p>	<p>PROPOSED UTILITIES (Check appropriate boxes)</p> <table style="width: 100%;"> <tr> <td></td> <td style="text-align: center;">Water</td> <td style="text-align: center;">Sewer</td> </tr> <tr> <td>Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>On-site</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Package</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>No new sewage disposal or water supply proposed <input type="checkbox"/></p>		Water	Sewer	Public	<input type="checkbox"/>	<input type="checkbox"/>	On-site	<input type="checkbox"/>	<input type="checkbox"/>	Package	<input type="checkbox"/>	<input type="checkbox"/>
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ADDITIONAL INFORMATION (This plan has been submitted to):

County Health Department Date _____
 PennDOT Date _____
 DEP Date _____
 Other _____ Date _____

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.

***Information to be filled in for Commercial, Industrial or Institutional land use ONLY**

*Total square footage of addition to existing building: _____

*Total square footage of new building(s): _____

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.

- If a plan for a non-residential use is to be subdivided and developed, the fee is the total of Category II plus Category III.
- For Categories I and II, the fee applies to total number lots/units after subdivision. Subdivisions include lot line revisions and lot consolidations.
- Maximum one-time fee: \$10,000.

CATEGORY I RESIDENTIAL SUBDIVISION OR 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). This category does not include institutional living facilities.

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1–2 lots/dwelling units	\$175.00	None
3–5 lots/dwelling units	\$175.00	Plus \$29.00/lot/unit
6–20 lots/dwelling units	\$235.00	Plus \$26.00/lot/unit
21–75 lots/dwelling units	\$425.00	Plus \$23.00/lot/unit
76 lots/dwelling units and over	\$850.00	Plus \$18.00/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 or units	Base fees	Fees for each lot and/or unit
1–2 lots/units	\$295.00	Plus \$57.00/lot/unit
3–10 lots/units	\$585.00	Plus \$57.00/lot/unit
11 lots/units and over	\$850.00	Plus \$53.00/lot/unit
Financial subdivisions	\$295.00	Plus \$57.00/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.

Building square footage (gross)	Base fees	Fees for gross floor area
0 to 5,000 sq. ft.	\$480.00	Plus \$47.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	\$585.00	Plus \$42.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	\$955.00	Plus \$42.00/1,000 sq. ft. of gross floor area
75,001 sq. ft. and over	\$1,435.00	Plus \$29.00/1,000 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 \$175.00 for residential subdivisions/land developments
- Flat fee of \$235.00 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. Upon written request from the municipality, CCPC may waive the fees for plan reviews associated with municipally-owned subdivisions or land developments.

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 submittal 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.

APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT
APPLICATION INSTRUCTIONS

Applicant: The individual or corporation that is submitting the application, that will be responsible for payment of Township charges related to the review process, and to which the Township will direct correspondence. If the Applicant is a corporation, the name of a specific contact person must be provided.

You are the **Owner** if your name (or the name of your corporation) is shown on the deed of the property. Frequently, an attorney or engineer will act as **Agent for Owner**, meaning that they have 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 upon approval of this plan. 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 entity that will occupy the site should be shown here. If you do not have a name for this project and leave this space blank, Township Staff will create a name.

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 and the nearest intersecting street.

Project Description: Briefly describe the project, including the approximate size of the property and a description of the intended use(s) and any existing or proposed structures. If you are subdividing the property, indicate the number of lots to be created and their intended use. If this is a land development, 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: This section 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 form.

Name of Preparer: We **MUST** have contact information for the firm(s) that prepared your plan drawings as well as any accompanying studies that you are providing with this Application. Please include the name(s) of the individual(s) responsible for the work in the event the Township or our consultants require clarification on any of these items.

Name of Attorney: As noted on the form, you are not required to have legal representation, although the great majority of our 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, the tax parcel number, and determining whether your project will need to be reviewed by the Township Historical Commission pursuant to [§325-84.D](#) of the Zoning Ordinance.

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. Please note that the 90-day review period will not start until we have determined that your application is complete.

APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT
DESCRIPTION of SUBDIVISION and LAND DEVELOPMENT
PROCESS

Definitions

“Land development” is the improvement of land for some use, including construction of one or more buildings (or an addition to a building) along with associated activities like grading and the installation of utilities. A “subdivision” is a type of land development whereby property is legally divided to create new lots that may be sold or leased. The construction of a single-family home (or of an addition to a single-family home) on an existing lot is specifically excluded from the definition of “land development.” The legal definitions of these terms are in §107 of the Pennsylvania Municipalities Planning Code (Act 247 of 1968).

Regulation

In Pennsylvania, the authority to regulate, review, and approve land developments and subdivisions belongs to the most local level of government: the Township. Common regulatory tools include the [Comprehensive Plan](#), by which the Township establishes a general development policy; the [Zoning Ordinance](#), which regulates what and where specific use of land are permitted, standards for lot size, and the size and arrangement of structures; and the [Subdivision and Land Development Ordinance](#), which provides design standards and establishes the review and approval process for subdivisions and land developments, the basic structure of which is set by Act 247.

Getting started

The person submitting 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 on the site. Before submitting a plan, the Applicant should know - as a minimum - the size of the property, 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. The Applicant should also have an idea of how they want to develop the site, preferably illustrated by sketches done on a surveyed base plan. If no satisfactory base plan exists, a map from some public source, such as a tax parcel map, an enlargement of a USGS map, or an enlarged aerial photograph from the Chester County GIS Department may be used. Township Staff can help you identify the availability of sewerage and water supply as well as with interpreting what the zoning allows, but the layout and design is the responsibility of the Applicant; the assistance of professional designer is especially useful at this point.

In Pennsylvania, any deviation from the provisions of the Zoning Ordinance requires approval from the Township Zoning Hearing Board. The approval process includes a public hearing. So, if the zoning regulations do not accommodate the desired development, the Applicant must receive one or more “variances” from that Board. Most municipalities require that all zoning issues be resolved before a land development plan is submitted for review (see below).

Process

The assistance of a variety of professionals will be required, depending upon the complexity of the project and of the process:

- **Survey** - Even the simplest land development must be shown on a plan drawing prepared and sealed by either a professional engineer or professional land surveyor. Once you have decided what you want to do, getting a professional survey of the property is the first order of business.
- **Sketch Plan** - West Whiteland includes Sketch Plan review as an optional step in the approval process. For simple plans this step can be skipped, but it is in the Applicant's interest to do a Sketch Plan for larger, more complex projects. The intent of a Sketch Plan is to give the Township an idea of what is planned and to provide us an opportunity to comment on the general concept before an Applicant invests a lot of money in design and engineering costs. The Sketch Plan should demonstrate that the proposed development will comply with the local regulations, particularly the Zoning Ordinance.
- **Preliminary/Final Plan** - When Act 247 was first written, plans were drawn by hand. Act 247 therefore provided a two-step review process: a less-detailed Preliminary Plan followed by a fully engineered Final Plan. Since then, the most tedious aspects of surveying, designing, and drawing have largely been assumed by computers and a variety of software such that this two-step process is now more of an impediment than an advantage to developers. Since Act 247 still provides for both Preliminary and Final Plans, our regulations allow developers to request the two-step process (which sometimes is useful for very large projects that will be built in phases over a period of years), but our standard procedure requires the submission of only a "Preliminary/Final" Plan.

According to Act 247, the Township has ninety days to act upon a plan, but longer periods are common, particularly for large projects; this is permissible when both the Applicant and the Township agree to an extension. Depending upon the size and complexity of the project, the submission may require one or more of the following items in addition to the plan drawings:

Erosion and sedimentation pollution control (E&S) plan - Most developments involve some earth disturbance. During storms, disturbed soil is prone to erosion and the deposition of mud and water-borne debris upon public roads, adjacent properties, and into streams. The E&S plan shows how this will be prevented. These plans are required for all except the smallest projects. If a plan calls for a large area of disturbance, a National Pollutant Discharge Elimination System (NPDES) permit is also required. The Chester County Conservation District reviews E&S plans; the Pennsylvania Department of Environmental Protection (DEP) reviews and approves NPDES permits.

Stormwater management plan - New construction usually increases the amount of impervious surface on a property, which decreases the ability of the land to absorb rainfall and recharge groundwater, which is a critical concern since most domestic water supply in West Whiteland is from wells. More impervious cover also affects how quickly rainfall enters streams and the likelihood of flooding. Our Stormwater Management Ordinance requires developers to detain rainfall on the property, both to provide opportunity for groundwater recharge and to

reduce flooding risk. This is usually done through the construction of stormwater management facilities designed to address the specific conditions of the project site. The location and sizes of these facilities and the engineering calculations that support their design comprise the stormwater management plan, which is reviewed by the Township engineer.

Water supply - The plan must show how water will be supplied to the new development. If the development site has access to a public water supply (most of the Township does), then this plan only needs to show the design of the connection(s) to the existing water main(s) and that the supplier is both willing and able to serve the project. If no public supply is available, then the Applicant must make some other provision. If a well is to be provided, the Township may require documentation of its adequacy.

Sanitary sewage disposal - The plan must include provisions for sewage disposal. In most cases this requires the preparation of “planning modules” for review by DEP. The planning modules document that sewage disposal will be provided in accordance with the Township’s Sewage Facilities Plan - or that this Plan will be revised to accommodate the project. Where there will be a connection to an existing treatment facility,¹ the owner of the facility must document their ability to treat the additional waste. Once approved, the Applicant only needs to provide for a connection to the system. Most of West Whiteland is served by public sewerage, but there are still a few places that are not. Where no public system is accessible, an on-site system must be provided. This is typically a septic tank with either a subsurface drainage field or an above-ground drainage structure, commonly known as a “sand mound.” The Township approves the proposed location(s) of the on-site system(s). The process is administered by our Sewage Enforcement Officer (SEO) and the Chester County Health Department. The SEO is a specially qualified individual who will assess the size of the project, the soil conditions of the proposed system location, and the overall design of the system. We require that there be two suitable locations for each lot: a primary location and a back-up location that can accommodate a replacement system should the first system fail.

Highway occupancy and/or driveway permits - If the development entails any activity within a PennDOT right-of-way, the Applicant must secure a Highway Occupancy Permit (HOP) from them prior to beginning the work. This includes developments that propose a new driveway or a new public street intersecting with a State road, but it also applies to any construction within the right-of-way, such as installing water or sewer lines as well as earth moving. West Whiteland also has permitting requirements for new driveways and road intersections involving Township roads. If your project proposes new roads to be dedicated to the Township, you must demonstrate that they meet our design standards.

Depending upon the size and location of a project, additional information may be required such as landscaping plans, exterior lighting plans, site analyses, and various impact studies, such as for traffic, recreation, noise, municipal finances, and historical resources.

¹ Additional information on this process is provided separately in this packet.

Once the complete package has been submitted to the Planning and Zoning Department, Township Staff will distribute it to various review agencies. At a minimum, this includes our own engineer, who will conduct a detailed review against both Township requirements and accepted engineering practices, and the County Planning Commission, which is required by Act 247 to have an opportunity to review the plan. The various reviewers will submit their comments to the Township, and they will be reviewed and discussed by the Township Planning Commission at a public meeting with the Applicant. For complicated projects, this phase of the process may take several meetings, during which time the Applicant may refine the plan in response to Township concerns. Once the Planning Commission is satisfied with the plan, they will pass a motion recommending that the Township Supervisors approve it, perhaps specifying conditions for approval. The Applicant then presents the plan to the Board of Supervisors. The Supervisors have the final authority to approve or deny a plan.

- **Final Plan** - As noted above, this is now an optional step where an Applicant requests Final Plan review separate from Preliminary Plan review. Since Township concerns should have been fully resolved during the Preliminary Plan phase, the Final Plan should be nearly identical to the approved Preliminary Plan, and the process should be quick. Even so, submission of a Final Plan initiates another 90-day review period.

The finally approved plan - whether Preliminary/Final or Final - is used as the basis for provision of any financial security that may be required by the Township. Such security (also called a performance bond or construction guarantee) is required whenever there are elements that will be dedicated to the Township; it may also be required for elements that will not be dedicated but are deemed critical to the public health and safety, such as stormwater management facilities. Typically provided as a bank letter of credit or a bond, the security assures the proper construction of the secured improvements. As the project progresses, an appropriate portion of the guarantee is refunded to the developer.

The approved Preliminary/Final (or Final) Plan is recorded at the office of the Recorder of Deeds along with various post-approval documents, such as those establishing the financial security described above, thereby completing the land development process.

APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT

HISTORIC RESOURCES

[Article XVI](#) of the Township Zoning Ordinance regulates activities affecting historic resources. If the property you are subdividing or developing includes or is within three hundred feet of the exterior walls of a historic resource identified on the Township's Historic Resources Map, then you are required to provide a Historic Resource Impact Study, as described in [§325-92](#) of the Zoning Ordinance. The Township Historical Commission must review this Study along with your application and advise the Board of Supervisors of their conclusions.

The [Historic Resources Map](#) is on the Township website; you may also request a copy from the Township Planning and Zoning Department. If you are unsure about whether your project will affect a historic resource, Staff can help you make this determination. Staff will also review your project for potential impacts upon historic resources at the time that you submit your application.

If your project requires review by the Historical Commission, Staff will place it on the agenda of the next available Commission meeting that is convenient for you. It is important that you attend this meeting, so please let us know if a meeting date is not convenient or if you are unable to attend for any reason. Please note that if you are scheduled for a meeting and do not attend, the Commission may still discuss your project and pass a motion recommending action to the Board of Supervisors.

While the presence of a historic resource will require you to attend at least one additional meeting, it should not prolong the overall review period. The Historical Commission and the Planning Commission are both advisory to the Board of Supervisors: neither takes precedence over the other. Which commission you meet with first depends upon how the meeting dates fall following Township receipt of your complete application.

Staff of the Planning and Zoning Department advise the Historical Commission, so if you have questions concerning the regulations affecting historic resources or anything you have read here, contact the [Planning and Zoning Department](#) by e-mail or by calling 610-363-9525.

APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT DEP SEWAGE FACILITIES PLANNING MODULES

All Subdivision and Land Development applications require DEP approval of sewage facilities prior to the final approval of the plan by the Township Board of Supervisors. Applicants must either:

- obtain approval of Sewage Planning Modules from the Pennsylvania Department of Environmental Protection (“DEP”)

OR

- receive an exemption or waiver from this requirement from DEP.

Please submit your “Sewage Facilities Planning Module Application Mailer” and attachments to the Township. The review process consists of the following steps:

1. Submission of the complete application package to the Township.
2. Township review of the application package for completeness.
3. Township sends the application package to the appropriate treatment facility for review and a determination of whether the sewer system has the capacity to accommodate the project.
4. Once approved by the treatment facility, the application package is signed by the Township and forwarded to DEP.

For additional information, please contact your engineer or visit DEP’s website at www.dep.state.pa.us.

**SEWAGE FACILITIES PLANNING MODULE
APPLICATION MAILER**



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

For more information, visit DEP's website at
www.depweb.state.pa.us, keyword: Act 537.

INSTRUCTIONS FOR COMPLETING SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER

(remove before sending mailer to the approving agency (the Department of Environmental Protection (DEP) or delegated local agency))

Please read the following instructions carefully before completing the application mailer. This information will be used to determine if sewage facilities planning is necessary for your project, and, if it is, which forms are appropriate.

Act 537 Sewage Facilities' planning is the duty of local municipalities. The responsibility of meeting the sewage disposal needs of the municipality rests with the municipality. Each municipality is required to have an Act 537 Official Sewage Facilities Plan to adequately address these needs. Adoption by resolution of a planning module is the vehicle for legally amending the municipality's Official Plan. It is imperative that the municipality receives all of the information required in order to make informed decisions.

Upon completion, submit this Mailer / Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Unless your project qualifies for one of the planning exemptions provided in Act 537, a package of sewage facilities planning forms appropriate for the project will be sent to the return address indicated on the mailer, or instructions for obtaining the appropriate forms from DEP's website (www.depweb.state.pa.us) will be issued. Each form includes detailed instructions that explain the use of the form and how to complete it. The package of completed forms and its supporting documentation is called a **sewage facilities planning module**, or "planning module." Once the planning module is complete, it must be submitted to the municipality in which the project is located for review and, if acceptable, adoption.

After adoption by the municipality, complete planning modules are submitted to either DEP or, if appropriate, to the delegated agency for review and final action. Some municipalities (or groups of municipalities working together) have requested and received DEP approval to review and take final action on planning modules. These are known as **delegated agencies**. To find out if your project is located in an area served by a delegated agency, contact the municipality or DEP's regional office serving your area.

Please note that both DEP and delegated agencies are required by law to charge fees for the review of planning modules. The fees DEP must charge are set by law in Act 537, while delegated agencies may set fees which can be the same or different from those in Act 537. For more information on review fees for your particular project, see the planning module documents or contact the approving agency (DEP or delegated agency) serving the area of your project.

NOTE: DEP will provide all planning module forms, however, if your project is a **minor subdivision** (defined as a subdivision of 10 lots or less, intended for single family residential homes served by individual onlot sewage disposal systems) you may also contact the municipality in which your project is located for a "Component 1" minor subdivision planning module form.

1. Print the name of the proposed development and name, address, telephone number and email address of the person who is proposing the project. If planning module components are to be sent to a different person or address, include this information on the front of the mailer in the return address block.
2.
 - a. Enter the county in which the project is located.
 - b. Enter the municipality in which the project is located.
 - c. Enter the road or address (if available) or street coordinates (example - west side of T-235, 1 mile south of intersection of Rt 15 and T-235).
 - d. Enter the appropriate tax parcel identification number (if available) of the parcel proposed for subdivision.
 - e. Enter the name of the U.S. Geological Survey (USGS) 7.5-minute quadrangle map which contains the project area, and the location of the project area on that map in inches up and over from the lower right corner of the map to the approximate center of the project. (Example - Centerville West quad, 7 inches up and 2.5 inches over from lower right corner of map.) Alternatively, include an original or a copy of the USGS quad map with the project area outlined on it.
 - f. If the proposed project is located within a special protection watershed, (i.e., watersheds with a stream classification of High Quality or Exceptional Value), check "yes." If not located in special protection watershed, check "no."
3. Check the box that best describes the intended use of the proposed land development project. **Residential** refers to single-family lots. **Multi-residential** includes apartments, condos, etc. **Commercial** includes retail centers, office parks, industrial development, etc. **Institutional** refers to schools, hospitals and the like. **Brownfield Site**

Redevelopment refers to projects proposing to recycle land. Some developments will involve more than one type of use, or will not fit comfortably into any of the classifications given. If this is the case, choose more than one category or explain under **Other**.

4.
 - a. Enter the number of single family residential lots or Equivalent Dwelling Units (EDUs) proposed. An EDU is defined as that part of a multi-family dwelling or nonresidential project with flows equal to 400 gallons per day (gpd) (the assumed flow, for planning purposes, of a single family residential lot). To determine the number of EDUs, divide the proposed sewage flow of the project by 400 gpd.
 - b. Enter the total number of lots created from this parcel of land since May 15, 1972, including the lots being proposed at this time. (Onlot disposal proposals only.)
 - c. Enter the total project acreage and the acreage of any remaining land (land not proposed for development but under the same ownership and adjacent to the project area).
5. Enter the proposed total sewage flow from the project in gpd. See Title 25 of the Pennsylvania Code, Chapter 73, Section 73.17, (www.pacode.com), or DEP's *Domestic Wastewater Facilities Manual*, DEP ID: 362-0300-001 available on DEP's website at www.depweb.state.pa.us, keyword: wastewater.
6. Choose the category (a, b, c or d) that describes the method of sewage disposal planned to serve the project and enter the information requested. Since this information could have an effect on the planning requirements for your project, be as accurate as possible. If more than one method of sewage disposal is planned, or if an interim method is planned, indicate it here.
 - a. Sewerage System

If an existing system is being extended to serve the proposed project, or if lots are to connect directly to an existing sewage collection system, check all boxes that describe the project. Write in the names of the existing collection systems that will be used, the interceptor sewer which will be used for conveyance and the treatment facility where the sewage flows will be treated. Include the National Pollutant Elimination Discharge System (NPDES) permit number for the treatment facility, where applicable.
 - b. Construction of Sewage Treatment Facility (with stream discharge or with spray irrigation as final disposal option)

Check the box corresponding to the chosen final disposal option (stream discharge or spray irrigation field). This category does **NOT** include individual residence spray irrigation systems (IRSIS) which are considered onlot sewage disposal systems ((c), below). For stream discharges, name the receiving waterbody. If the proposed facility is intended to replace an existing, malfunctioning onlot system, check the box marked "repair."
 - c. Onlot Sewage Disposal Systems (individual, community, or large-volume)

Check the box corresponding to the type of onlot sewage disposal systems proposed to serve the project. An **individual onlot sewage disposal system** is a system of piping, tanks or other facilities used for collecting, treating and disposing of sewage into a subsurface absorption area. This category also includes IRSIS. A **community onlot system** is a facility either publicly or privately owned which will collect and dispose of sewage from two or more lots or EDUs into a subsurface absorption area. A **large-volume onlot system** is an individual or community onlot system which is designed to treat flows in excess of 10,000 gpd.

The approving agency must be notified at least 10 days in advance of all soil testing activities (including those related to planning exemption requests - see 7(b)(5)(v)), so that its staff have the option of observing the tests.
 - d. Retaining Tanks (holding tanks or privies)

If retaining tanks are proposed as the method of sewage disposal, enter the number of holding tanks or privies which are proposed to serve the project.
7. Check this box if you desire to obtain your sewage facilities planning module forms from DEP's website. You will be provided with appropriate instructions, website addresses and DEP coding information in a letter rather than a package of paper forms.

8. Requests for Planning Exemption under the Sewage Facilities Act

You may request to be exempt from Act 537 planning requirements. Effective December 15, 1995, certain classes of subdivisions are no longer subject to the planning requirements of the Sewage Facilities Act. Completing Section 8 will help you and the approving agency determine if your project fits into one of these categories.

a. Protection of rare, endangered or threatened species.

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resources' (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self-explanatory, self-conducted "PNDI Project Planning Environmental Review" searches are initiated at www.naturalheritage.state.pa.us. This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self-conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at www.naturalheritage.state.pa.us. Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning exemption request is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available online in the eLibrary at DEP's website address www.depweb.state.pa.us.

b. Attach a plot plan for the proposed project. The plan must depict anticipated lots to be created, either estimated sewer line runs (public sewer proposals), or site suitability test locations and Site Investigation and Percolation Test Reports (onlot proposals).

c. Projects proposing use of onlot sewage disposal systems

(1) Information Required from the Municipality

The municipality in which the project is located (identified in Item 2.b. of the mailer) should determine if the municipality's Official Sewage Facilities Plan shows that the area planned for the project is to be served by onlot sewage disposal systems. If it is, the municipality should indicate this by having an authorized municipal official sign and date the form in the space provided. The official's name and title should be printed on the line below.

(2) Information Required from the Municipal Sewage Enforcement Officer (SEO)

The municipality's SEO must conduct personally, observe or otherwise confirm in a manner approved by DEP, site testing on each proposed lot in the subdivision (including any remaining land) to determine that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement system (to be used if the original system fails in the future). If the SEO finds that each lot has been tested properly and fulfills these criteria, the SEO must indicate this by signing and dating the form in the space provided. His/her name and certification number should be printed on the line below.

(3) Information Required from the Applicant

The person proposing the subdivision, or his/her authorized agent, must determine if each lot in the subdivision (including the remaining land, if any) is at least one (1) acre in size. If they are, the applicant or his/her agent must indicate this by signing and dating the form in the space provided.

(4) Determinations Made by the Approving Agency

When the above listed information is received, the approving agency will determine the following:

- (a) If the geology of the project area is conducive to nitrate-nitrogen contamination of groundwater (determined from the topographic map location information); or
- (b) If elevated levels of nitrate-nitrogen are known to exist within one-quarter (1/4) mile of the proposed development (determined from agency groundwater sampling records in existence at the time of the application); or
- (c) If the area proposed for development is within an identified High Quality (HQ) or Exceptional Value (EV) watershed (determined from the topographic map location).

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP website) along with the notification of the decision, including the reason(s) that the request cannot be granted.

d. Projects proposing use of public sewerage facilities (i.e., ownership by municipality or authority)

(1) Information Required from the Municipality

The municipality in which the proposed project is located (identified in Item 2.b. of the mailer) will determine the following from written documentation requested and obtained by the applicant from the facility permittee. ***This documentation MUST also be sent to the approving agency (DEP or delegated local agency) for evaluation.***

- (a) Certification from the permittees of the collection, conveyance and treatment facilities proposed for use that capacity is available in these facilities to receive and treat the sewage flows from the proposed project; and
- (b) That these added flows will not cause an overload or 5-year projected overload in the facilities.

If the facilities proposed for use are owned and operated by an authority, or authorities, then attach a letter from each to the mailer.

If this written certification has been submitted by the applicant, an authorized municipal official should sign and date the form and print his/her name and title and the municipality name in the spaces provided.

NOTE: Since planning is a municipal responsibility, sewer authorities involved should make required information available but should **NOT** sign the mailer as the authorized municipal official.

(2) Determinations Made by the Approving Agency

When the above listed information is received by the approving agency, the approving agency will determine the following (from DEP records):

- (a) That the existing collection, conveyance and treatment facilities are in compliance;
- (b) That the existing facilities have no existing or 5-year projected overload;
- (c) That the municipality has a currently approved Official Sewage Facilities Plan which is being implemented; and
- (d) That the project does not propose service by facilities needing a new or modified permit from DEP under the Clean Streams Law.

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and the municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from DEP's website) along with the notification of the decision, including the reason that the request cannot be granted.

If unsure of which local DEP office to contact, the following DEP regional offices will assist you in determining the appropriate local DEP office that serves your specific municipality.

If you need more information or assistance, please contact your local DEP office.

DEP REGIONAL OFFICES

Northwest Region

230 Chestnut St.
Meadville, PA 16335-3481
Main Telephone: 814-332-6945
24-Hour Emergency: 800-373-3398

Counties: *Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren*

Southwest Region

400 Waterfront Drive
Pittsburgh, PA 15222-4745
Main Telephone: 412-442-4000
24-Hour Emergency: 412-442-4000

Counties: *Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington, and Westmoreland*

North-central Region

208 W. Third St., Suite 101
Williamsport, PA 17701-6448
Main Telephone: 570-327-3636
24-Hour Emergency: 570-327-3636

Counties: *Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union*

South-central Region

909 Elmerton Ave.
Harrisburg, PA 17110-8200
Main Telephone: 717-705-4700
24-Hour Emergency: 866-825-0208

Counties: *Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York*

Northeast Region

2 Public Square
Wilkes-Barre, PA 18701-1915
Main Telephone: 570-826-2511
24-Hour Emergency: 570-826-2511

Counties: *Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming*

Southeast Region

2 E. Main St.
Norristown, PA 19401-4915
Main Telephone: 484-250-5900
24-Hour Emergency: 484-250-5900

Counties: *Bucks, Chester, Delaware, Montgomery, and Philadelphia*

1. Development Information

Name of Development _____
Developer Name _____
Address _____
Telephone # _____
Email _____

2. Location of Development

a. County _____
b. Municipality _____
c. Address or Coordinates _____
d. Tax Parcel # _____
e. USGS Quad Name _____
inches up _____ over _____
from bottom right corner of map.
f. Located in a High Quality/Exceptional Value watershed?
Yes No

3. Type of Development Proposed (check appropriate box)

Residential Multi-Residential
Describe _____
Commercial Institutional
Describe _____
Brownfield Site Redevelopment
Other (specify) _____

4. Size

a. # of lots _____ # of EDUs _____
b. # of lots since 5/15/72 _____
c. Development Acreage _____
d. Remaining Acreage _____

5. Sewage Flows _____ gpd

6. Proposed Sewage Disposal Method (check applicable boxes)

Sewerage System
Existing (connection only) New (extension)
Public Private
Pump Station(s)/Force Main Gravity
Name of existing system being extended _____
Interceptor Name _____
Treatment Facility Name _____
NPDES Permit # _____
Construction of Treatment Facility
With Stream Discharge
With Land Application (not including IRSIS)
Other
Repair?
Name of waterbody where point of discharge is proposed (if stream discharge) _____

Onlot Sewage Disposal Systems (check appropriate box)
Individual onlot system(s) (including IRSIS)
Community onlot system
Large-Volume onlot system
Retaining tanks
Number of Holding Tanks _____
Number of Privies _____

7. Request Sewage Facilities Planning Module forms in electronic format

8. Request for Planning Exemption

Protection of rare, endangered or threatened species
Check one:
The "PNDI Project Environmental Review Receipt" is attached. or
A completed "PNDI Project Planning & Environmental Review Form," (PNDI Form) is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning exemption will be considered incomplete and that the DEP processing of my planning exemption request will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

Applicant or Consultant Initials _____

Plot Plan Attached Site Reports Attached

c. Onlot Disposal Systems

(1) I certify that the Official Plan shows this area as an onlot service area.

(Signature of Municipal Official) / Date
Name (Print) / Title

Municipality (must be same as in 2.b.)

Telephone # _____

(2) I certify that each lot in this subdivision has been tested and is suitable for both a primary and replacement sewage disposal system.

(Signature of SEO) / Date
Name (Print) / Certification #

Telephone # _____

(3) I certify that each lot in this subdivision is at least 1 acre in size

(Signature of Project Applicant/Agent) / Date

d. Public Sewerage Service (i.e., ownership by municipality or authority)

Based upon written documentation, I certify that the facilities proposed for use have capacity and that no overload exists or is projected within 5 years. (Attach documents.)

(Signature of Municipal Official) / Date
Name (Print) / Title

Municipality (must be same as in 2.b.)

Telephone # _____

APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT
APPLICATION CHECKLIST

When you submit your application to the Township to begin the review process for your project, the following items will be required for your application to be deemed complete; incomplete applications will not be accepted. Blank versions of the first three items are included with this application package.

- Completed Township application form
- Completed Chester County application form
- Signed Township Reimbursement Agreement
- Completed DEP Act 537 Exemption Form
- Check made out to “West Whiteland Township” for Township review fee
- Check made out to “County of Chester” for County review fee
- One (1) digital copy and five (6) paper copies of plan drawings
- One (1) digital copy and one (1) hard copy of all supporting documentation required by [§281-16](#) of the Subdivision and Land Development Ordinance along with stormwater management facility reports and calculations, a Traffic Impact Study if required by [§325-42.A\(2\)](#) of the Zoning Ordinance, and a Historic Resource Impact Study if required by [§325-92](#) of the Zoning Ordinance.

PLEASE NOTE: When you are ready to file your application, you must contact the Planning and Zoning Department and make an appointment. If you do not have an appointment, no qualified personnel may be available to review the application and it may not be accepted. Final acceptance of an application is subject to review for completeness by the Township Manager or their designee.

APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT NOTIFICATION REQUIREMENT

[Section 281-60.F](#) of the Subdivision and Land Development Ordinance (“S/LDO”) requires Applicants to send written notification of their filing of an application for subdivision or land development to all property owners within three hundred (300) feet of the property that is the subject of the application. The Township interprets the term “property owner” to be the record owner of a property as documented by the tax records of the Chester County Tax Assessment Office. The Township interprets this notification requirement such that Applicants are NOT required to notify owners of easements or rights-of-way owned by private entities, public utilities, or the Commonwealth of Pennsylvania. Township Staff will provide a list of the properties as well as the owners’ names and mailing addresses needed to fulfill this requirement.

A sample notification letter is provided in this packet, which you may adapt as necessary for your project. Detailed directions regarding the notification requirement are found in [§281-60.F](#) of the S/LDO. One of the most critical requirements is in [§281-60.F\(3\)](#): the notice must be sent by both regular, first-class mail AND certified mail, return receipt requested. The notice must be mailed a minimum of two weeks prior to the date of your first scheduled public meeting with the Township Planning Commission. Failure to provide documentation of the certified mailings (i.e., the “green cards” or other documentation as may be provided by the U.S. Post Office) may delay the start of your review.

Please note that the complete, [up-to-date text of all Township ordinances](#) - including the S/LDO - is available on-line, free of charge, as a link from the Township website.

APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT
SAMPLE NOTIFICATION LETTER

Date

* SENT VIA CERTIFIED MAIL AND FIRST-CLASS U.S. MAIL *

Name of property owner

Address

City, State ZIP

Dear Neighbor:

This letter is to advise you that I have applied to West Whiteland Township to (subdivide and/or develop) the property at (street address of the site). You are receiving this notice because you own property that is within three hundred feet of the site, or you have specifically asked to be sent notices like this one. I am required to send you this notice by [Section 281-60.F](#) of the West Whiteland Township Subdivision and Land Development Ordinance.

The purpose of my plan is to (describe your project).

The West Whiteland Township Planning Commission will be reviewing my plan at their meeting of (date). The meeting will begin at (time) and will be held at the Municipal Building at 101 Commerce Dr., Exton, PA, 19341. You can confirm this by checking the meeting agenda on the Township's website (www.westwhiteland.org) or by calling the Township office at 610-363-9525.

You are not required to attend this meeting, but it is open to the public and you are welcome to do so if you are interested. This is the only notice that you will receive regarding this matter.

Sincerely,

Your name