



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: \_\_\_\_\_

*Continued on other side >*

You are not required to have legal representation, but many Applicants choose to have an attorney act on their behalf or be part of the project team. If you will have an attorney, we would like to have the following information. If you provide this information, the Township will assume that we may contact this individual regarding this application, which is likely to result in additional charges by the attorney to the Applicant. You are therefore not required to provide this information, but if you do not, the review process may be slowed as we will be required to resolve legal concerns through the Applicant or the plan preparer.

Name of Firm: \_\_\_\_\_  
 Name of Attorney: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_ e-Mail: \_\_\_\_\_

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

Zoning District(s): \_\_\_\_\_  
 Tax Parcel Number(s): \_\_\_\_\_  
 Is review by the Historical Commission required? \_\_\_\_\_ YES  
 (Please review the [Township's Historic Resource Map](#) if you are unsure) \_\_\_\_\_ NO

This Application, including any and all other documents to be delivered in connection herewith, may be executed by electronic signature (or "/s/") and shall be considered an original signature. Any electronic signatures appearing on this form and other documents pertaining to this Application shall have the same force and effect as an original, handwritten manual signature for the purposes of validity, enforceability, and admissibility.

_____ Signature of Applicant	_____ Signature of Owner (if different from Applicant)
_____ Date of Signature	_____ Date of Signature

PLEASE NOTE: This Application will not be considered complete nor will it be accepted for review unless accompanied by (1) a check or money order payable to West Whiteland Township for the full amount of the Township review fee, (2) a check or money order payable to the County of Chester for the full amount of the County review fee, and (3) a completed Reimbursement Agreement.

**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
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APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT  
**TABLE of CONTENTS**

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Reimbursement Agreement (form)

[Chester County Act 247 Referral \(form\) - Download from CCPC's Website](#)

Instructions

Description of Subdivision and Land Development Process

Historic Resources

Connections to Public Sanitary Sewer

Fees

Application Checklist

Notification Requirement

Sample Notice Letter

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

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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.

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Signature of Applicant or Representative \_\_\_\_\_ Project Name \_\_\_\_\_

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Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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Applicant Address \_\_\_\_\_

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Applicant Phone Number \_\_\_\_\_

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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><b>TYPE OF REVIEW REQUESTED</b> (Check all appropriate boxes)</p> <input type="checkbox"/> Unofficial sketch plan ( <b>no fee</b> ) <input type="checkbox"/> Subdivision plan <input type="checkbox"/> Land development plan <input type="checkbox"/> Planned residential development <input type="checkbox"/> Zoning ordinance ( <b>no fee</b> ) <input type="checkbox"/> Curative amendment ( <b>no fee</b> ) <input type="checkbox"/> Subdivision ordinance ( <b>no fee</b> ) <input type="checkbox"/> Comprehensive plan ( <b>no fee</b> ) <input type="checkbox"/> Other _____	<p><b>REVIEW FEE</b> (Fee schedule on other side)</p> <input type="checkbox"/> Attached \$ _____ <input type="checkbox"/> Not applicable	<p><b>TYPE OF SUBMISSION</b></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><b>TYPE OF PLAN</b></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><b>PLAN INFORMATION</b></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><b>ZONING DISTRICT OF PROPOSAL</b></p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/          Special exception granted: _____</p>	<p><b>PROPOSED UTILITIES</b> (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**

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**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**

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**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,<sup>1</sup> 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.

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<sup>1</sup> 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

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[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 CONNECTIONS TO PUBLIC SANITARY SEWER

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If your project will result in a new connection to the public sanitary sewerage system or if it will result in a higher volume of sewage through an existing connection, then it will be necessary for you either:

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

**OR**

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

If your project is subject to this requirement, please submit your “Sewage Facilities Planning Module Application Mailer” (or the “Request for Planning Waiver & Non-Building Declaration”) 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](http://www.dep.state.pa.us).

**APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT  
FEES**

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The Township charges various fees for reviewing plans, as allowed by Pennsylvania Act 247. The fee schedule is enacted at the beginning of each calendar year by the Board of Supervisors at their reorganization meeting. The current fee schedule is shown below, but please note:

- If your project proposes BOTH a subdivision AND a land development, the total fee is the SUM of the subdivision fee AND the land development fee.
- This schedule shows only Township fees. The County also has a fee established by the County Commissioners that will be in addition to this amount. You can find the [County's Act 247 Referral Form and fee schedule](#) on the Chester County Planning Commission website.
- While this fee and the County fee are all you need to pay when you submit your plan, during the review process you will also be responsible for reimbursing the Township for additional costs directly related to the review of your plan. This is further described by the Reimbursement Agreement, which is included in this application package and must be submitted with your application.
- Typically, plans are revised in the course of the review process. The submission of revised plans for review by our consultants and consideration by the Planning Commission, Historical Commission, or Board of Supervisors is not considered a new application and does not require a new application fee. The application fee covers the process beginning with your submission of a complete application up to the time that the Board of Supervisors acts to approve or deny the plan, or that the Applicant should formally withdraw the plan from consideration.
- If you withdraw your plan from consideration sufficiently early in the process, you may be eligible for a refund or partial refund of this fee. Any refund will be subject to receipt of a request from the Applicant for a refund and will require a determination that Township costs relative to the administration of the plan up to and including the date of such request have not exceeded the fee amount. If the Board votes to deny approval of your plan, you will not be entitled to any refund.

**FEE FOR SUBDIVISION: \$250.00**

**FEE FOR LAND DEVELOPMENT: \$400.00**

**FEE FOR LAND DEVELOPMENT & SUBDIVISION: \$650.00**

**OPTIONAL FEE (both subdivisions and land developments):** For an additional **\$275.00**, the Township will place a legal advertisement of the Board's final decision in the Daily Local News. This is only at the request of the Applicant and provides certain legal protections from appeals to the Board's decision.

**APPLICATION for SUBDIVISION and/or LAND DEVELOPMENT**  
**APPLICATION CHECKLIST**

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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
- 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 (5) 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

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[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

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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](http://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