

TOWNSHIP DEVELOPMENT PROCESS



Initial Meeting

- Informal introductory meeting with Codes or **Planning** Department
- This step, while not required, is strongly recommended to encourage conversation and facilitate the overall process

Plan Submission

- Informal submission of Sketch Plan* plan, if desired
- **Formal** submission of Conditional Use** plans, if required
- Formal submission of preliminary/final Land Development plans
- * Sketch Plan review occurs if the applicant requests it ** Conditional Use review required for larger projects and some uses

Plan Review

- The review process takes between 6-8 months if both CU & LD needed
- Representatives from each Twp. department
- Township consultants and government agencies
- Planning Director and Staff
- Township Planning & Historical Commission meetings (public)

Final Plan **Approval**

- This process timeline is roughly 2-4 weeks
- Board of Supervisors meeting (public)
- In-house meeting of staff following approval
- Construction cost estimates reviewed & escrow posted
- Plans and Agreements finalized & recorded

Transition

- Lead staff person in Codes Department assigned (Point of contact for rest of process)
- Pre-construction meeting on-site

Building **Permits**

- Consolidated permit application
- Submit application & related sewer use information
- Plan review & permit issuance
- Required inspections

Project Completion

- Final inspection
- U&O permit given 5 days after completion of final inspection
- Satisfactory review of project "as-built" drawings & public improvements
- Closeout/Release of Escrow given 55 davs after completion of public improvements
- Details regarding the entire permitting process are outlined on the back of this page.

The green outline indicates steps in which the applicant is involved. Once a plan is submitted, Twp. Staff assures that the proper consultants are contacted and that the process moves efficiently - including notifying the applicant when action is required.

Contacts:

Director of Planning & Zoning/Zoning Officer Capital & Special Projects Manager Director of Codes Enforcement/Fire Marshal Codes Building Inspector Administrative Assistant-Permits & Inspections Christina McGinty

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www.westwhiteland.org 610-363-9525 (main number) **101 Commerce Drive Exton, PA 19341**



TOWNSHIP PERMITTING PROCESS



Meet with Codes Official

Building Permit

Permit Submission

Permit Begin **Approval** Project

Project Completion

- Discuss and review the work with Codes Official to be completed.
- Recommended for larger projects, additions, renovations, etc.
- Applicants may apply for all required permits concurrently, including U&O permits.
- Permit applications can be found online.
- Information regarding the property, project, contractor, etc. will need to be provided.
- Required documents may include drawings/ renderings, plot plans, or cut sheets.
- Proof of contractor's insurance is required for all projects.
- Once a permit has been approved, notification is given along with associated fees.
- All permits have fees and can be paid in cash, check or credit card.
- Once a permit has been paid, work may commence.
- Inspections will occur throughout the duration of the project.
- Once work has been completed, a final inspection to close the project is scheduled.
- Larger projects receive a certification that work is completed.

All commercial and most residential construction projects require the issuance of a U&O certificate upon completion.

Non-residential buildings, spaces or properties REQUIRE a U&O permit for:

- Change of ownership
- Change of use
- Change of occupant

Requirements for obtaining a U&O for properties not requiring a building permit:

- 1. Submit application with contact information and related sewer use information
- 2. Permit payment and application approval
- 3. Life Safety Inspections to include:
 - Illuminated exit signs
 - Emergency lights
 - Braille exit signs
 - Building address
 - Current fire extinguishers
 - Functioning egress doors, fire alarm and sprinkler system (if required)
 - Fire separation assemblies intact
 - No obvious hazards such as suspect electrical or mechanical installations

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