



MEMORANDUM

To: Developer's, Engineer's, Property Owner's and Real Estate Agents

From: Dale Barnett, Township Manager

RE: **Submission of Land Development and Subdivision Plans**

The following Municipal Ordinances and adopted Plans, at a minimum, are to be reviewed and utilized when preparing and submitting an application to the Township:

1. Zoning Ordinance
2. Subdivision and Land Development Ordinance (SALDO)
3. Act 537 Plan, Official Sewage Plan
4. Comprehensive Plan
5. Open Space, Recreation and Environmental Resources Plan
6. Act 209, Transportation Impact Fee
7. Act 157, Official Stormwater Management Plan

Please note that other outside governmental agencies involved in the application process may have their own specific requirements that must be followed when submitting plans.

It is the responsibility of the aforementioned parties to make themselves aware of the requirements of the Township when submitting an application to the Township. It should be known that with the submission of an application, there may be fees associated with the initial application and prior to the issuance of a building permit as a result of going through the Land Development and Subdivision Plan process.

Should you have any questions, please do not hesitate to contact the Township office.

Thank you.

Dale Barnett
Township Manager

Subdivision No. _____

Assigned by Township- To be referenced on all revised submissions

SUBDIVISION AND LAND DEVELOPMENT APPLICATION WEST BRANDYWINE TOWNSHIP, PENNSYLVANIA

PLAN TITLE _____

PLAN DATED _____

☐ SUBDIVISION

☐ LAND DEVELOPMENT

☐ MINOR

☐ PRELIMINARY PLAN

☐ MAJOR

☐ FINAL PLAN

FOR OFFICIAL USE ONLY

SUBDIVISION NO. _____

DATE RECEIVED: _____

DATE SUBMISSION COMPLETE: _____

DATE TIME CLOCK STARTS: _____

DATE TIME CLOCK ENDS: _____

PROPERTY OWNER

NAME _____

ADDRESS _____

PHONE # _____

EMAIL _____

APPLICANT (IF OTHER THAN OWNER)

NAME _____

ADDRESS _____

PHONE # _____

EMAIL _____

APPLICANT'S INTEREST _____

TRACT DESCRIPTION

LOCATION (STREET ADDRESS) _____

TAX ASSESSMENT PARCEL NO. _____

COUNTY DEED BOOK NO. _____ PAGE NO. _____

TOTAL TRACT ACREAGE _____ ACREAGE IN THIS PROPOSAL _____

PROPOSAL DESCRIPTION

ENGINEER/LAND SURVEYOR _____

NUMBER OF LOTS _____ NUMBER OF STAGES _____

TYPE OF DEVELOPMENT:

☐ SINGLE FAMILY

☐ COMMERCIAL

☐ TWO FAMILY

☐ INDUSTRIAL

☐ MULTIPLE FAMILY

☐ OTHER

(SPECIFY TYPE) _____

PROPOSED STARTING DATE _____ PROPOSED COMPLETION DATE _____

PROPOSED CONTRACTOR _____

ADDRESS _____

IMPROVEMENTS DESCRIPTION

	<u>UNIT</u>	<u>ESTIMATE COST</u>
LENGTH OF NEW ROADS (LF)	_____	_____PUBLIC
LENGTH OF NEW ROADS (LF)	_____	_____PRIVATE
LENGTH OF CURBS	_____	_____
TYPE OF SEWAGE TREATMENT	_____	_____
TYPE OF WATER SUPPLY	_____	_____
STORMWATER FACILITIES	_____	_____
WATER SUPPLY	_____	_____
SEWAGE DISPOSAL SYSTEM	_____	_____
COMMON OPEN SPACE	_____	_____
STORM SEWERS	_____	_____
OTHER (SPECIFY)	_____	_____

ACCOMPANYING MATERIALS

<input type="checkbox"/> REVIEW FEE AMOUNT \$ _____	<input type="checkbox"/> IMPROVEMENT AGREEMENT
<input type="checkbox"/> CASH ESCROW (*TBD) AMOUNT \$ _____	<input type="checkbox"/> AS-BUILT PLAN
<input type="checkbox"/> EROSION & SEDIMENTATION CONTROL PLAN	<input type="checkbox"/> MASTER PLAN
<input type="checkbox"/> ROAD PROFILES	<input type="checkbox"/> PERCOLATION TESTS
<input type="checkbox"/> CHESTER COUNTY HEALTH DEPT, ACT 537	<input type="checkbox"/> COUNTY REFERRAL, ACT 247
<input type="checkbox"/> CHESTER COUNTY CONSERVATION DISTRICT REVIEW	<input type="checkbox"/> COUNTY PLANNING, ACT 537
<input type="checkbox"/> OTHER _____	<input type="checkbox"/> OTHER _____

*To Be Determined

THE UNDERSIGNED REPRESENTS THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF, ALL THE ABOVE STATEMENTS ARE TRUE, CORRECT AND COMPLETE.

SIGNATURE OF LANDOWNER

DATE

SIGNATURE OF APPLICANT

DATE

RECEIVED BY:

DATE



PROCEDURE FOR APPLICATION FOR A SUBDIVISION

Covered by Article IV, Procedure, of the West Brandywine Township Subdivision & Land Development Ordinance

ALL SUBDIVISIONS SHALL BE SUBMITTED, REVIEWED AND APPROVED/DISAPPROVED IN ACCORDANCE WITH THE FOLLOWING RULES AND PROCEDURES

A. SKETCH PLAN:

1. All applicants for subdivision or land development are strongly encouraged to submit a sketch plan to both the Planning Commission and the Board of Supervisors for review prior to submission of a formal application. Submission of a sketch plan does not constitute an official application of subdivision or land development. There is no review fee for a sketch plan.

B. PRELIMINARY/FINAL: APPLICATION SHALL BE MADE AS FOLLOWS:

1. Submission: All subdivision plans and related correspondence must be submitted/received twenty-one (21) days prior to the next regular meeting of the Planning Commission and deemed complete in order to be placed on the month's agenda. All preliminary/final plan applications shall be submitted to the West Brandywine Township Manager or designee during normal business hours (Monday – Friday, 7:00 am – 3:30 pm). The application will be deemed a complete and official submission using the following criteria:
 - a. Two (2) copies of the official Township Application for preliminary/final review form, one being notarized by an affidavit of ownership and intended use of the land.
 - b. A minimum of three (3) prints of the preliminary/final plan drawn by a registered surveyor or a registered professional engineer, clearly marked "Preliminary" or "Final". Plans must be folded (to 9x12 if possible). Unless additional set(s) are requested by our Engineer.
 - c. A minimum of two (2) copies of the Stormwater Management Report. Unless additional copies are requested by our Engineer.
 - d. A minimum of three (3) copies of all required supporting information and plans. Unless additional copies are requested by our Engineer.
 - e. Plans shall also be submitted to the Township electronically in a mutually agreed upon format, preferable pdf format, AutoCAD (.dwg or dxf) format, and consistent with Township and Chester County GIS data standards, including coordinates reference to NAD83 Pennsylvania State Plane feet.
 - f. Payment of required application fees and escrow deposits as determined by resolution of the Board. (See current fee schedule).
 - g. Completed County Referral Form and the required fee for the Chester County Planning Commission. (See Chester County Planning Commission website for submission & fees).
 - h. Three (3) copies of Health Department Planning Modules must be signed and notarized on back and soils test information attached.
 - i. Chester County Conservation District Application and the required fee. (See Chester County Conservation District website for fees).
2. The Township Subdivision Official shall note the date of receipt of the application, fees, and any escrow deposits. The application shall not be deemed to be submitted until a complete application and required fees have been submitted.
3. PROCESSING: APPLICANT TO TRANSMIT SUCH PLANS TO THE FOLLOWING:

- a. One (1) electronic file of the preliminary/final plan and official Township Application to the Planning Commission. (Township will forward)
- b. One (1) electronic file of the preliminary/final plan to the Board of Supervisors. (Township will forward)
- c. One (1) electronic file of the preliminary/final plan and official Township Application to the Township Engineer. (Township will forward)
- d. One (1) copy of the preliminary/final plan, County Referral form and appropriate fee to the Chester County Planning Commission, Act 247 – Submitted Online.
- e. One (1) copy of the Planning Modules and Township cover letter to the Chester County Planning Commission, Act 537 (Submitted Online).
- f. Two (2) copies of the preliminary/final plan, module forms to the Chester County Health Department and appropriate fee.
- g. One (1) copy of the preliminary/final plan to the Chester County Conservation District and appropriate fee.

4. PRE-APPLICATION MEETING

- a. Unless already undertaken at sketch plan level, a pre-application meeting is encouraged between representatives of the applicant, the site designer, the Planning Commission (and/or its planning consultant) and the Board of Supervisors to introduce the applicant to the municipality's zoning and subdivision regulations and procedures, to discuss the applicant's objectives, and to schedule site inspections, meetings, and plan submissions. At this meeting, the applicant also is strongly encouraged to present the site analysis as required in accordance with Section 167-26.

5. REVIEW PERIOD

- a. The ninety (90) day period shall commence on the date of the next regularly scheduled Planning Commission meeting following the date a complete and official submission of a preliminary/final application was filed with the Township Manager or designee. The applicant shall submit the application twenty-one (21) days prior to the next regular meeting of the Planning Commission Board in order to be placed on the agenda.
- b. An extension to the ninety (90) day review period shall occur only when agreed to in writing by both applicant and the Board.

6. BOARD OF SUPERVISORS

- a. When a preliminary/final plan has officially been submitted to the Board of Supervisors by the Planning Commission, such plan shall be placed on its agenda for its review at its next regularly scheduled meeting.
- b. The Board of Supervisors shall designate a copy of the preliminary/final plan as the official copy. This copy shall include all necessary corrections as required by the Board of Supervisors. It shall be retained in the Township files.

7. RECORDING OF FINAL PLAN

- a. After endorsement by the Township, the subdivider shall file the Record Plan with the Chester County Recorder of Deeds within ninety (90) days of the date of Final Approval by the Township. If the subdivider fails to record the Final Plan within such period, the action of the Township shall be null and void, unless an extension of time is granted in writing by the Township upon written request by the applicant.

8. PROCEDURE FOR HAVING SUBDIVISION PLANS RECORDED

- a. Take a minimum of four (4) copies of the approved, signed plan to the Chester County Planning Commission to be signed. One (1) copy will be kept by the Planning Commission. The Planning Commission is located at 601 Westtown Road, Suite 270, West Chester, PA 19380 (610) 344-6285. (Appointment required)
- b. Go to the Recorder of Deeds Office located at 313 W Market St., Suite 3302, West Chester, PA 19382 (610) 344-6330. Three (3) copies will be kept by the Recorder of Deeds. There is a fee for having plans recorded – see Recorder of Deeds website for fees.

For payment information and additional information, consult the Recorder of Deeds website
[Recorder of Deeds | Chester County, PA - Official Website \(chesco.org\)](http://chesco.org)

Have two (2) copies “Time Stamped”. Return one (1) time stamped copy to the Township Manager or designee at the West Brandywine Township and submit the second copy to the Chester County Health Department when you apply for your sewer permit(s).

- c. The remaining copy is the applicant's copy.

*****Please Note** The subdivider must file the approved plan with the County Recorder of Deeds within ninety (90) days of the date of final approval by the Township. If the subdivider fails to record the final plan within such period, the action of the Township shall be null and void, unless an extension of time is granted in writing by the Township upon written request by the subdivider.***

APPLICATION PROCEDURE FOR A SUBDIVISION/LAND DEVELOPMENT

ATTACHMENTS

1. West Brandywine Township Subdivision and Land Development Application (to be completed).
2. Resolution Fee Schedule (See West Brandywine Township Website for Current Fee Schedule).
4. Act 247 County Referral Form - (Online Submission & Payment with Copy of Transmittal & Payment Attached to Subdiv/Land Dev. Application) - [Plan Review \(chescoplanning.org\)](#)
5. Act 537 County Planning Referral Form (See CCPC Website) - [Act 537 Sewage Facility Reviews \(chescoplanning.org\)](#)
6. Act 537 Chester County Health Department Review Process for Minor, Major & Public Sewers Subdivisions (See CCHD Website) – [Sewage & Water | Chester County, PA - Official Website \(chesco.org\)](#)
7. Chester County Health Department Subdivision Review Fee Schedule (See CCHD Website ([Health Department | Chester County, PA - Official Website \(chesco.org\)](#)).
8. Chester County Conservation District Review Fee Schedule (See CCCD Website) [Conservation District | Chester County, PA - Official Website \(chesco.org\)](#)
9. Completeness Checklist for Subdivision Planning Modules Component #2 & #3.
10. Procedure for having Subdivision Plans Recorded.

* Entire packet must be returned to the Township Manager or designee along with required Subdivision and / or Land Development Plans.

All Subdivision/Land Development applications must be received twenty-one (21) days prior to a Planning Commission Meeting in order to be placed on that month's Agenda.

Office Hours: 7:00 a.m. to 3:30 p.m.
Monday through Friday

Planning Commission Meetings: 2nd Thursday of each month @ 7:30 p.m.

revised 08/04/2025

**WEST BRANDYWINE TOWNSHIP
CHESTER COUNTY, PA**

SUBDIVISION AND / OR LAND DEVELOPMENT CHECKLIST

Application Process Checklist (For Township Administrative use only)

West Brandywine Township Subdivision and / or Land Development Application and Checklist

This checklist outlines the steps and items needed to ensure completeness of the application and to ensure the application follows the process and conforms to the timeframe outlined by the State of Pennsylvania and West Brandywine Township. This checklist is broken into two parts, the Application Process and the Review Process. The application process must be completed in its entirety prior to the advancement into the Review Process.

Item	Included
1. Cover Letter with Narrative	_____
2. Complete Township Application Form (2 Hard Copies)	_____
3. Township Fees Payable to West Brandywine Township	
a. Application Fee	_____
b. Escrow Fee	_____
4. Electronic Submission to Township	_____
5. Three (3) Full-Size, Compete Sealed Plan Sets	_____
6. Three (3) copies of supplementary Studies, if required	_____
a. Traffic Impact Studies	_____
b. Water Study	_____
c. Stormwater Report and Calculations	_____
d. Other Study _____	_____
7. Completed Chester County Planning Commission Online Submission	_____
8. Three (3) Sets of DEP Planning Modules	_____
9. Utility Plans for Public Water and/or Sewer	_____

Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our communities quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps

- 1 Comply with storm water permit requirements.
- 2 Practice erosion control and pollution prevention practices to keep construction sites "clean."
- 3 Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.

Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our communities quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly called storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called storm water runoff.



Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

Pollution Prevention Practices:

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water= Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

West Brandywine Township (610) 380-8200
Chester County Conservation District (610) 696-5126
www.chesco.org/conservation

Pennsylvania Association of Conservation District's:
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:
http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center:
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:
<http://www.dep.state.pa.us>

