



SUBDIVISION &/OR LAND DEVELOPMENT APPLICATION

1. MUNICIPAL USE ONLY				
Received: / /	Received by:	Received as: <input type="checkbox"/> Walk-in <input type="checkbox"/> Mail		
Application Fee : <input type="checkbox"/> \$1,500.00	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Date Received: / /		
	Preliminary Plans	Resubmission	Final Plans	Plan Approval & Recording
<input type="checkbox"/> One (1) completed application	✓			
<input type="checkbox"/> Completed Plans Content Checklist (part of application)	✓		✓	
<input type="checkbox"/> Fourteen (14) copies of full-size plans	✓	✓	✓	
<input type="checkbox"/> Twelve (12) copies of 11 x 17 plans	✓	✓	✓	
<input type="checkbox"/> Five (5) copies of the following documents:	✓	✓	✓	
<input type="checkbox"/> Traffic Impact Study	✓	✓	✓	
<input type="checkbox"/> Fiscal Impact Study	✓	✓	✓	
<input type="checkbox"/> Historic Impact Study	✓	✓	✓	
<input type="checkbox"/> Current Title Report	✓	✓	✓	
<input type="checkbox"/> Five-Step Design Process (residential subdivision)	✓	✓	✓	
<input type="checkbox"/> Sewer & Water Feasibility Report	✓	✓	✓	
<input type="checkbox"/> Hydrology & Groundwater Study	✓	✓	✓	
<input type="checkbox"/> Sewage Facilities Planning Module (or Form B)	✓	✓	✓	
<input type="checkbox"/> All Other Supporting Documents	✓	✓	✓	
<input type="checkbox"/> One (1) digital copy of all submission documents	✓	✓	✓	
<input type="checkbox"/> Proof of Ownership	✓			
<input type="checkbox"/> Current Title Report	✓			
<input type="checkbox"/> List of 500' adjacent property owners (names and addresses)	✓			
<input type="checkbox"/> Sewage Facilities Planning Module (Act 547 Form)	✓			
<input type="checkbox"/> Executed Resolution of Approval				✓
<input type="checkbox"/> Executed Subdivision and Land Development Agreement (if applicable)				✓
<input type="checkbox"/> Receipts of all permits, final approvals or waivers required by Federal, State and County agencies				✓
<input type="checkbox"/> Ten (10) copies of the approved final plan and all supporting documentation to be signed by the West Vincent Township Board of Supervisors				✓
<input type="checkbox"/> Return four (4) copies of recorded final plans to the Township				✓
<input type="checkbox"/> \$250 review fee for Chester County Planning Commission and County Referral Letter and Act 247 Form	✓			



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2. PROPERTY INFORMATION			
Site Address:			
Tax Parcel ID: 25 - ____ - ____		Subdivision:	
Deed Book and Page Number(s):			
Current Zoning District:	Total # of Lots:	Total Tract Acreage:	
Is zoning action necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Special Exception <input type="checkbox"/> Conditional Use <input type="checkbox"/> Variance			

3. OWNER	Email:
Name:	Phone:
Address/City/State/Zip:	

4. APPLICANT	Email:	<input type="checkbox"/> Same as owner
Name:	Relationship to owner:	
Company (if applicable):	Phone:	
Address/City/State/Zip:		
The undersigned represents that: (1) to the best of their knowledge and belief this application is true, correct, and complete; (2) they agree to pay the processing and engineering fees reflected on the current Subdivision/Land Development Fee Schedule; and (3) they are aware that failure to pay the above-mentioned fees may result in assessment of late fees, delays, and/or denial of approval or issuance of building permits		
Owner/Applicant's Signature:		Date:

5. PLAN PREPARER	Email:	<input type="checkbox"/> Same as applicant
Name:		
Company (if applicable):	Phone:	
Address/City/State/Zip:		

6. PROJECT TYPE & DETAILS			
Type of plan: <input type="checkbox"/> Land Development <input type="checkbox"/> Subdivision		Lot/Unit Size: <input type="checkbox"/> Minor (3 or less) <input type="checkbox"/> Major (4 or more)	
Type of Submission: <input type="checkbox"/> Sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final			
Are new roads being proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, what are the lengths of new roads? Public _____ Private _____ Curbs _____ Sidewalks _____			
Type of water supply: <input type="checkbox"/> On Lot <input type="checkbox"/> Public		Type of sewage treatment: <input type="checkbox"/> On Lot <input type="checkbox"/> Public	



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Proposed Lots <i>(check all that apply)</i>	Proposed # of Lots	Proposed # of Units	Proposed Sq. Ft. of Buildings
<input type="checkbox"/> Single-family			
<input type="checkbox"/> Two-family			
<input type="checkbox"/> Multi-family			
<input type="checkbox"/> Commercial			
<input type="checkbox"/> Industrial			
<input type="checkbox"/> Institutional			
<input type="checkbox"/> Other:			

7. PLAN CONTENTS CHECKLIST	
<p>Owner/Applicant will need to initial each box corresponding to the plan attached to this application to confirm inclusion of the detailed items.</p> <p>Please select the plan you are attaching to this application and skip to the associated section to initial the items:</p> <p> <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Preliminary Plan – Conceptual <input type="checkbox"/> Preliminary Plan – Detailed <input type="checkbox"/> Final Plan </p>	
Initial	Item
<input type="checkbox"/> SKETCH PLAN	
	Name and address of owner/applicant
	Name and address of the applicant’s engineer, surveyor, planner, architect, landscape architect, or site designer, if available
	Graphic scale (not greater than 1"= 200 ft.) however, dimensions on the plan need not be exact at this stage
	Approximate tract boundaries, sufficient to locate the tract on a map of the Township
	North Arrow
	Location map, zoning district, 100-year floodplain limits, and approximate location of wetlands, if any
	Streets on and adjacent to the tract (both existing and proposed)
	Topographical and physical features, including existing structures, wooded areas, hedgerows and other significant vegetation, topographic contours at an interval of five (5) feet, steep slopes (over 25%), soil types, ponds, streams within two hundred (200) feet of the tract, and existing rights-of-way and easements
	Schematic layout indicating a general concept for land conservation and development “bubble” format is acceptable
	In the case of residential developments located in the RC, R-3, and R-2 Residential Districts, a comparison of the design options permitted in the applicable district
	In the case of land development plans, proposed general layout, including building locations, parking lots, and open spaces



<input type="checkbox"/> PRELIMINARY PLAN: Conceptual Preliminary Plan	
	Name and address of owner/applicant
	Name and address of the applicant's engineer, surveyor, planner, architect, landscape architect, or site designer, if available
	Graphic scale (not greater than 1"= 200 ft.) however, dimensions on the plan need not be exact at this stage
	Approximate tract boundaries, sufficient to locate the tract on a map of the Township
	North Arrow
	Location map, zoning district, 100-year floodplain limits, and approximate location of wetlands, if any
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	In the case of land development plans, proposed general layout, including building locations, parking lots, and open spaces
<input type="checkbox"/> PRELIMINARY PLAN: Detailed Preliminary Plan	
Drafting Standards:	
	Scale of either 1"= 100' or 1"= 200', whichever would fit best on a standard size Sheet (24" x 36")
	Sheets no larger than 34" x 44", nor smaller than 17" x 22"
	Signature blocks for West Vincent Township Planning Commission, Board of Supervisors, Township Engineer and Chester County Planning Commission on the right-hand side of the Title Plan, Improvement Construction Plan and Stormwater Management Plan
Site Location and Context plan:	
	A plan showing the location of the proposed subdivision within its neighborhood context. For sites under 100 acres in area, scale not less than 1"= 200' showing natural and man-made features existing within 1,000 feet of the site. For sites of 100 acres or more, scale shall be 1" = 400' and show the above features within 2,000 feet of the site.
	Topography (from U.S. G.S. maps)
	Streams and water courses, drainage basins and sub-basins
	Wetlands (from maps published by the U.S. Fish & Wildlife Service or the U.S.D.A. Natural Resources Conservation Service)
	Woodlands over one-half acre in area (from aerial photographs).
	Ridge Lines
	Public roads, trails, utility easements, pipelines, and rights-of-way
	Public land and land protected under conservation easements
	Zoning district lines and boundaries

	Existing property lines
	Names of owners of all properties and the names of all subdivisions
Existing Resources & Site Analysis Plan:	
	A comprehensive analysis of existing conditions, both on the proposed development site and within 500 feet of the site. Scale of 1"= 100' or 1"= 2000', whichever would fit best on a single standard size sheet (24" x 36").
	Topography, at two-foot intervals (although 10-foot intervals are permissible beyond the parcel boundaries). Slopes between 15 and 25 percent and exceeding 25 percent shall be clearly indicated.
	Ponds, streams, and natural drainage swales, as well as the 100-year floodplains and wetlands
	Pennsylvania Natural Diversity Inventory or the Chester County Natural Areas Inventory resources
	Vegetative cover conditions
	Soil series, types and phases, as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service. The following soil types shall be specifically identified: <ul style="list-style-type: none"> <input type="checkbox"/> Alluvial soils <input type="checkbox"/> Seasonal high water table soils <input type="checkbox"/> Hydric soils <input type="checkbox"/> Class I and II agricultural soils
	Ridge lines and watershed boundaries
	Viewshed analysis
	Visual resources as delineated in the Township Open Space and Recreation Plan
	Geologic formations
	Existing streets, roads, buildings, utilities and other man-made improvements, including wells and sewer systems
	Historic districts and resources on the tract and on any abutting tract
	Trails
	All recorded easements and other encumbrances of property
	Areas within the French Creek Scenic River Corridor
Preliminary Impact Analysis and Resource Conservation Plan:	
	Prepared to categorize the impacts of the proposed subdivision or land development on those resources shown on the Existing Resources and Site Analysis Plan. Impact areas shall be mapped according to: (1) primary impact areas, (2) secondary impact areas, and (3) designated protected areas.
Five-Step Design Process for Subdivisions in RC, R-3 and R-2 Residential Districts:	
	Step 1: Delineation of Greenway Lands
	Step 2: Location of House Sites
	Step 3: Alignment of Streets
	Step 4: Location of Land-Based Water Management Facilities
	Step 5: Design of Lot Lines
Preliminary Title Plan:	
	Key map (scale of not less than 800 feet to the inch) showing the tract and all streets and municipal boundaries existing within 1,000 feet



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	Subdivision or land development name
	Name and address of the landowner
	Name and address of engineer or surveyor
	Applicable zoning district, lot area and bulk regulations, proof of any variance or special exception, and any zoning boundaries within 200 feet of the tract
	Tract boundaries
	Total acreage of the tract
	Original date of preparation, revision dates, north point, and graphic and verbal scale
	Names of all owners of all adjacent lands with appropriate deed references
	Existing street rights-of-way and paving widths, existing gas, electric, petroleum transmission lines, water courses, buildings, structures, sources of water supply, easements, trails and any other significant features man-made and natural within the property and within 200 feet of the tract (Existing Resources and Site Analysis Plan)
	Proposed streets or other public right-of-way or land
	Location of all parks, playgrounds, and other areas dedicated or reserved for public use
	Proposed lot layout with "Gross" and "Net" (i.e. – minimum lot area, acreage indicated). Location of areas to be subject to easements of any kind shall be shown. The plan shall include: <ul style="list-style-type: none"> <input type="checkbox"/> Building envelope showing setback lines and yard area requirements <input type="checkbox"/> Proposed easements and right-of-way <input type="checkbox"/> The location of all percolation tests and test pits approved by the Chester County Health Department <input type="checkbox"/> The plan for a land development shall show, where applicable, proposed building locations, location and size of parking lots, provisions for access and traffic control, locations of loading docks, and provisions for landscaping and lighting of the site
	When a tract is subdivided into parcels large enough to permit re-subdivision of the parcels, a sketch layout shall be included showing future potential subdivision of the parcels
	Notes regarding ownership, maintenance responsibilities, and any use restrictions for all rights-of-way and easements
Preliminary Improvements Construction Plan:	
	Historic resources, trails and significant natural features, including topography, areas of steep slopes, wetlands, 100-year floodplans, swales, rock outcroppings, vegetations, existing utilities, etc. (Existing Resources and Site Analysis Plan)
	Existing and approximate proposed lot lines, any existing easements and rights- of-way
	All proposed streets and street rights-of-way; preliminary profiles for proposed streets
	Proposed swales, drainage easements, stormwater and other management facilities
	Where community sewage service is to be permitted, the conceptual layout of sewage systems, including sewer mains and sewage treatment plants
	Where central water service is to be permitted, the conceptual layout of water distribution facilities including water mains, fire hydrants, storage tanks and where appropriate, wells or other water sources
	Location of all percolation tests, including all failed test sites or pits as well as those approved. All approved sites shall be clearly distinguished from unapproved sites
	Limit of disturbance line

	Location and dimensions of playgrounds, public buildings, public areas and parcels of land proposed to be dedicated or reserved for public use
	If land to be subdivided lies partly in another municipality, information concerning the location and conceptual design of streets, layout and size of lots and provisions of public improvements on land within the adjoining municipalities
	Where the proposed improvements are to be installed in phases beyond a five-year period, a delineation of the proposed sections
	Typical street cross-section drawing(s) for all proposed streets, including details relating to thickness, crowning and construction materials
	Proposed street, traffic, and other signs, including identification and entrance signs, indicating the type, material, and any lighting of such signs
	Utilities and Easements: <ul style="list-style-type: none"> <input type="checkbox"/> Utility easement locations <input type="checkbox"/> Layout of all water facilities, sanitary and storm sewers and location of all inlets and culverts, and any proposed connections with existing facilities <input type="checkbox"/> Location of on-site sewage and water facilities
	Proposed shade trees and landscaping, plus locations of existing vegetation to be retained
Studies and Reports:	
	Sewer and Water Feasibility Report
	Hydrogeology and Groundwater Protection Study
	Erosion and Sedimentation Control Plan
	Traffic Impact Study
	Fiscal Impact Analysis
	Preliminary Greenway Ownership and Management Plan
Miscellaneous Items:	
	List of 500' (adjacent) property owners (names and addresses)
	Proof of ownership
	Title Report
	Engineering certification
<input type="checkbox"/> FINAL PLAN	
Drafting Standards:	
	Scale of either 1"= 100' or 1"= 50', at the discretion of the Board of Supervisors
Existing Resources and Site Analysis Plan:	
	A comprehensive analysis of existing conditions, both on the proposed development site and within 500 feet of the site
	Topography, at two-foot intervals (although 10-foot intervals are permissible beyond the parcel boundaries). Slopes between 15 and 25 percent and exceeding 25 percent shall be clearly indicated
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	Historic districts and resources on the tract and on any abutting tract
	Trails
	All recorded easements and other encumbrances of property
	Areas within the French Creek Scenic River Corridor
Final Impact Analysis and Resource Conservation Plan:	
	Prepared to categorize the impacts of the proposed subdivision or land development on those resources shown on the Existing Resources and Site Analysis Plan. Impact areas shall be mapped according to: (1) primary impact areas, (2) secondary impact areas, and (3) designated protected areas.
Final Preliminary Title Plan:	
	Key map (scale of not less than 800 feet to the inch) showing the tract and all streets and municipal boundaries existing within 1,000 feet
	Subdivision or land development name
	Name and address of the landowner
	Name and address of engineer or surveyor
	Applicable zoning district, lot area and bulk regulations, proof of any variance or special exception, and any zoning boundaries within 200 feet of the tract
	Tract boundaries
	Total acreage of the tract
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	Proposed shade trees and landscaping, plus locations of existing vegetation to be retained
Studies and Reports:	



	Final Greenway Ownership and Management Plan
Miscellaneous Items:	
	Final Stormwater Management and Erosion & Sedimentation Control Plan
	Final Landscape Plan
	Community Association Document
	Performance and Maintenance Guarantee
	Additional Approvals, Certificates and Documents