

Checklist to Record an Approved Subdivision or Land Development

1. Provide at least eight (8) copies of the plan to be recorded. This plan should be that which was approved by the Board of Supervisors, plus any corrections as required by the Township Engineer. These plans will be signed by the Board of Supervisors.
2. Before the signed plans are released to you, you must satisfy EVERY condition contained in the Township Engineer's review letter or otherwise communicated to you, including the following:
 - DEP approval of your sewage planning modules, or approval of a waiver/exemption from planning requirements
 - Chester County Conservation District approval of your Erosion & Sedimentation plan (the "adequacy" letter)
 - PennDOT approval of your Highway Occupancy Permit (as necessary)
3. Financial security to guarantee improvements, if required, must be submitted to the Township prior to release of signed plans. Financial security forms are available from the Township. The following steps should be completed:
 - Provide an estimate for the construction cost of all non-building improvements to the Township Engineer. He will approve the estimate or modify it.
 - If you are putting up the financial security via cash, you only have to sign two (2) copies of the Improvements Construction Agreement.
 - If you are putting up the financial security through a bank, bond, or escrow company, you must sign two (2) copies of the Improvements Construction Agreement and three (3) copies of the Completion and Payment Bond signed by you and the surety.
4. Inspection Escrow Fees if required, must be submitted to the Township prior to release of signed plans for recording. The applicant shall deposit with the Township cash or other immediately available funds, to be held as a prepayment escrow to cover the costs of the Township's consulting engineer's inspection and related professional/administrative costs, materials or site testing, and maintenance costs, prior to the acceptance of improvements by the Township. The formula to calculate this escrow is included in the Township's fee schedule.
5. Ensure your plans are notarized by all owners before going to record them (a minimum of one notarization is necessary).
6. The Township will keep one (1) copy of the signed plan. This will be returned to you after completing the next steps for recording.
7. Take at least five (5) copies of the signed, notarized plan to the Chester County Planning commission office at the Government Services Center (601 Westtown Road, Suite 270, West Chester, PA 19382) for their stamp and signature.

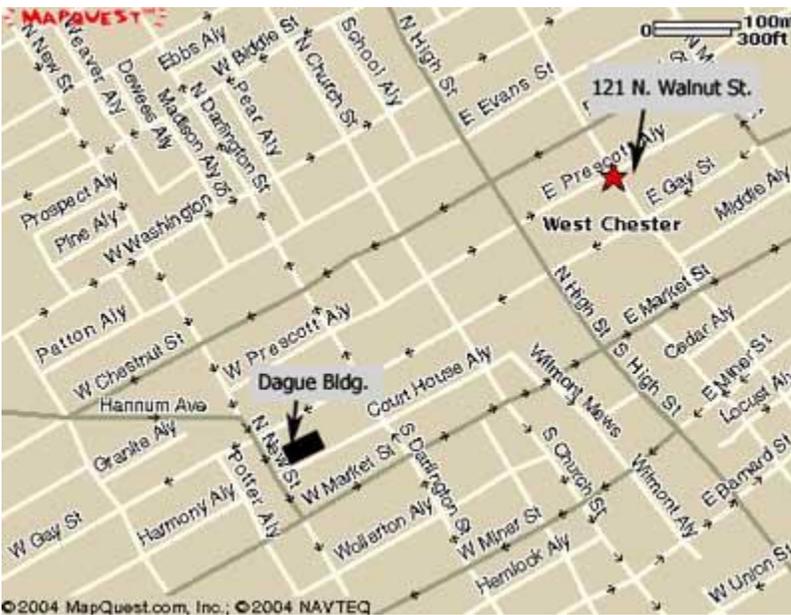


Government Services Center, 601 Westtown Road, West Chester, PA

8. Go to the Recorder of Deeds office (121 North Walnut Street, Suite 100, West Chester, PA 19380). Record the plan and have them stamp three (3) copies of the title plan.



121 N. Walnut Street, West Chester, PA 19380-0991



Map Location

9. Return three (3) stamped copies to the Township. We will return the signed, unrecorded copy we kept (see #5 above).
10. You may now apply for building permits.

Directions from Honey Brook, PA to Government Services Center, 601 Westtown Road, West Chester, PA 19382. (A to B on map below)

1. Start out going SOUTHEAST on HORSESHOE PIKE/ US-322 toward ROCKLYN STA. Continue to follow US-322.(9.8 miles)
2. Merge onto US-30 E. (5.6 miles)
3. Take the PA-100 exit toward US-202 S/ EXTON/ WEST CHESTER. (0.3 miles)
4. Turn RIGHT onto POTTSTOWN PIKE/ PA-100 S. Continue to follow PA-100 S. (3.0 miles)
5. Stay STRAIGHT to go onto US-202 S. (2.2 miles)
6. Take the WESTTOWN ROAD exit. (0.2 miles)
7. Turn RIGHT onto WESTTOWN RD. (0.4 miles)
8. End at 601 Westtown Rd West Chester, PA 19382-4958

Estimated Time: 31 minutes Estimated Distance: 21.35 miles

Directions from Government Services Center to 121 N. Walnut Street, West Chester, PA 19380-0991. (B to C on map below)

1. Start out going NORTHWEST on WESTTOWN RD toward E NIELDS ST. (0.6 miles)
2. Turn LEFT onto E GAY ST/PA-3 W. (0.7 miles)
3. Turn RIGHT onto N WALNUT ST. (0.0 miles)
4. End at 121 N Walnut St West Chester, PA 19380-3116

Estimated Time: 3 minutes Estimated Distance: 1.31 miles

