

## **Honey Brook Township – Chester County, PA SUBDIVISION AND / OR LAND DEVELOPMENT SUBMITTAL REQUIREMENTS**

Please review these requirements and the checklist prior to submittal. **Incomplete submittals will delay the review process.** The Township's 90-day time clock begins upon submission of a **complete packet**.

1. ***Cover letter must accompany all submissions.***
2. ***Two (2) signed original Township application forms.***
3. ***Township Application and Review Fees: Consult the current year's Fee Schedule, Section A, at <https://honeybrooktp.com/permits-forms/> for applicable Township Fees.*** Checks are made payable to Honey Brook Township. ***Please provide one check for each for application fee and review fee.***

***Please note:*** All fees shall be paid prior to submission of an application. When the Applicant is progressing from a Preliminary Plan to a Final Plan, all fees incurred during the preliminary planning stage shall be paid in full together with the fees necessary for the Final Plan submission. Any excess review fees incurred over the above schedule will be invoiced by the Township to the Applicant on a periodic basis and all outstanding fees shall be paid by the applicant prior to the Township releasing the Final Plan for recording in accordance with the effective hourly rates established by Part G of the Township Fee Schedule.

4. ***Plans:***
  - a. ***Three (3) full-sized complete plan sets***
  - b. ***Ten (10) reduced sets (per Section 22-405.2)\****
    - \*Reduced sets must include:*** Title Sheet, Layout, Grading and Landscaping Plans, and other sheets deemed necessary by the Township Engineer
    - \*For Minor Subdivisions / Minor Plans:*** the reduced sets may be 11" x 17" plan sheets provided information is legible
    - \*For Major Subdivisions / Major & Minor Land Developments the reduced sets must be full-size plan sheets.***
  - c. ***Electronic version on a flash drive, e-mailed to [info@honeybrooktp.com](mailto:info@honeybrooktp.com), or via online DropBox.\****
5. ***Reports & Accompanying Studies: 2 copies of each***
  - a. ***Traffic Impact Studies***
  - b. ***Water Study***
  - c. ***Stormwater report and calculations***
  - d. ***Other***
6. ***Chester County Planning Commission Application (CCPC) Act 247 Referral: one (1) signed original.*** Act 247 forms available at <http://www.chesco.org/>. Fees are per the schedule on page 2 of the Act 247 form. Checks made payable to "County of Chester". ***Please note:*** Electronic filing of plans required effective February 1, 2021, allowing for payment by credit card if desired. If this option is preferred, note this payment preference on the checklist and instructions for payment will be sent after Township's submission to the CCPC.
7. ***Five (5) Copies Planning Modules and/or Planning module mailer, as applicable, with accompanying layout/utility plans (PADEP Form # 3800-CD-WSFR0359), found at <http://www.depweb.state.pa.us>.***
8. ***Chester County Subdivision/Land Development Information Record Form and associated fee per Chester County Health Department (CCHD) fee schedule at [http://chesco.org/DocumentCenter/View/49678/Chester-County-Health-Department-Fee-Schedule\\_Sewage-Water](http://chesco.org/DocumentCenter/View/49678/Chester-County-Health-Department-Fee-Schedule_Sewage-Water).***
9. ***Conservation Easement / Deed Restriction:*** A copy of any conservation easement or similar deed restriction to which the property is subject, if any. Additional copies of the proposed site layout plan must be provided for each entity with an interest in the easement / deed restriction.
10. ***Public Water / Sewer:*** If the project is within the service area of a public water authority or private water utility company and/or a public sewer authority or private sewer utility company, submit one copy of the proposed utility plans for each of the applicable providers.

**Note:** The Township Code is available online at: <http://www.ecode360.com/30832599>.

# HONEY BROOK TOWNSHIP - CHESTER COUNTY, PA SUBDIVISION AND / OR LAND DEVELOPMENT CHECKLIST

These checklists outline 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 Municipal Planning Code of the Commonwealth of Pennsylvania and Honey Brook 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.

## **Application Checklist Item (Applicant):** **Included?**

- |  |       |
|--|-------|
| 1. Cover Letter  | _____ |
| 2. Completed Township Application Form   | _____ |
| 3. Township Fees Payable to Honey Brook Township (separate checks)   |       |
| a. Application Fee   | _____ |
| b. Review Escrow   | _____ |
| 4. Plans:  |       |
| a. Three (3) Full-Size, complete Plan Sets   | _____ |
| b. Ten (10) Reduced-Size Plan Sets   | _____ |
| c. One (1) Electronic plan set either on flash drive or e-mailed   | _____ |
| 5. Two (2) copies of supplementary studies, if required:   |       |
| a. Traffic Impact Studies  | _____ |
| b. Water Study   | _____ |
| c. Stormwater report and calculations  | _____ |
| d. Other Study (describe: _____)   | _____ |
| 6. Completed Chester County Act 247 Form   | _____ |
| a. Appropriate Fee payable to County of Chester <b>OR</b> invoice requested? Y / N   | _____ |
| 7. Five (5) DEP Planning Modules, <b>OR</b>  | _____ |
| Five (5) DEP Planning Module Mailer Form with Layout/Utility Plans   | _____ |
| 8. Chester County Sub/LD Information Record Form   | _____ |
| a. Appropriate CCHD fee payable to Chester County Health Department  | _____ |
| 9. If applicable, copy of conservation easement or deed restriction and layout plans<br>(see submittal requirements on p. 1) | _____ |
| 10. If applicable, Utility Plans for Public Water &/or Sewer (see submittal requirements<br>on p. 1)                         | _____ |

## \*\*\*\*\*TOWNSHIP USE ONLY\*\*\*\*\*

Application submitted on \_\_\_\_\_ on \_\_\_\_\_

Application accepted on \_\_\_\_\_ by \_\_\_\_\_

Official Signature \_\_\_\_\_ Title \_\_\_\_\_

## **Review Process Item Checklist:** **Date**

- |   |       |
|---|-------|
| 1. First formal Planning Commission Meeting following complete submission (Day 1) | _____ |
| 2. Board of Supervisors must act (Day 1 +90 days) by:                             | _____ |
| 3. Sent to Township Engineer  | _____ |
| 4. Submitted to CCPC (Act 247 Form/Plan set/Fee)                                  | _____ |
| 5. Sent to CCHD (Planning Module/LD Info Record Form/Fee)                         | _____ |
| 6. Sent to Sewer Authority (Planning Module, if required)                         | _____ |
| 7. Sent to Water Authority (Utility Plan, if required)                            | _____ |
| 8. Sent to Sewer Authority (Utility Plan, if required)                            | _____ |
| 9. Sent to Conservation Easement Parties (Layout Plan, if required)               | _____ |

**Honey Brook Township Planning Commission  
Chester County, PA**

**Procedure for processing Subdivision and/or Land Development**

1. In order for any application to be considered by the Planning Commission it must be submitted to the Township with all required documentation as per the Township Code and with all applicable fees paid. The Township will use a checklist to verify that all required documentation has been submitted. Until the application is **complete** the application will not be considered “filed” or “accepted” by the Township staff.
2. The application review cycle for Subdivision and Land Development Applications shall begin with the next regular meeting of the Planning Commission after the **complete** application is submitted and accepted by the Township staff.

The deadline for materials to be considered at the next Regular Meeting of the Planning Commission is **no later than 12:00 noon, twelve (12) business days prior to the Planning Commission meeting** (five [5] business days for sketch plans – with no formal review requested). Any materials submitted after that time will be held for the following meeting and not provided to the Commission at the upcoming meeting. Formal application presentations to the Planning Commission will only be made at the Regular Meeting after the **complete** application is submitted and accepted by the Township staff.

3. The burden of supplying necessary materials to the Planning Commission in a timely manner is on the applicant. Late delivery of material may require an extension on the part of the applicant or a recommendation for denial of the application by the Planning Commission.
4. Applicants, or their representative(s), are required to attend the Planning Commission meeting and Board of Supervisors meetings during which their plan will be discussed. No action by the Planning Commission or Board of Supervisors will be made without applicant representation.
5. The Planning Commission Chairman (or Board Chairman for #4), in his/her sole discretion, may waive or modify any of the procedures herein.

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**Please use the following CCPC uses for the Land Use information on page 2 of the SALDO application:**

<b>Use Code:</b>	Residential	Agricultural	Commercial	Industrial	Institutional
<b>Land Code:</b>	Add-on Apartments Bank Bed/Breakfast / Inn Building Conversion Cell Tower Cemetery Child Day Care Conference Center Convenience Store Dormitory Educational Facility Emergency Services Farm / Pastureland Fast Food facility	Financial Subdivision Government Hospital Hotel / Resort / Inn Library Lot Consolidation Lot Line Revision Mall Manufacturing Medical Building Mobile Home(s) Mushroom House(s) Nursing Home / Assisted Living Office Building Office Park	Open Space Conservation Park Parking Lot / Garage Religious Organization Restaurant Retail School Shopping Center Single Family Residence(s) Sports / Recreation Temporary Structure(s) Townhouse(s) Twin(s) Utility Unique		Warehouse

## Honey Brook Township SUBDIVISION AND/OR LAND DEVELOPMENT (SALDO) APPLICATION

**FOR TOWNSHIP USE ONLY**

APPLICATION NO. : \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_ TAX PARCEL NO.: \_\_\_\_\_

TEI PROJECT NO.: \_\_\_\_\_ CCPC PROJECT NO.: \_\_\_\_\_

Plan Title i.e. Name of Subdivision/Land Development: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Name

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail \_\_\_\_\_ Mobile \_\_\_\_\_

Applicant's interest is as (check one): ☐ Equitable Owner ☐ Agent or OwnerOwner (if other than applicant): \_\_\_\_\_  
Name

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail \_\_\_\_\_ Mobile \_\_\_\_\_

Engineer or surveyor responsible for plan: \_\_\_\_\_  
Name

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_ E-Mail \_\_\_\_\_ Mobile \_\_\_\_\_

**MUNICIPAL PLAN STAGE**Preliminary Plan ☐Preliminary/Final Plan ☐Subdivision Plan ☐Land Development Plan ☐Major Plan ☐Minor Plan ☐**SITE INFORMATION:**

Site address (if known): \_\_\_\_\_

Tax Parcel Number(s) \_\_\_\_\_

Zoning District: \_\_\_\_\_

Gross Acreage of Applicable Parcel(s): \_\_\_\_\_

Acreage of flood plain (if any): \_\_\_\_\_

Total # of resulting residential lot(s) or units: \_\_\_\_\_ Total # of resulting non-residential lots or units: \_\_\_\_\_

Total proposed Non-Residential Structural Sq. Ft.: \_\_\_\_\_ Number of New Parking Spaces: \_\_\_\_\_

If Commercial or Industrial, describe Intended Use: \_\_\_\_\_ Number of Employees \_\_\_\_\_

Property was **previously subdivided or developed** on this date: \_\_\_\_\_

The following are **sources of title** to the land being developed as shown by the records of the County Recorder of Deeds: DEED BOOK / PAGE # \_\_\_\_\_.

**Acreage of adjoining land in same ownership** (if any): \_\_\_\_\_

State any **private deed restrictions, including building setback lines**, as they may be imposed upon the property as a condition of sale, together with a statement that any restrictions previously imposed which may affect the title of the land being developed: \_\_\_\_\_

Is the property subject to a **conservation easement or similar deed restriction**: \_\_\_\_\_ Yes\* \_\_\_\_\_ No

\*If yes, cite who easement is with \_\_\_\_\_

Density (dwelling units per acre): \_\_\_\_\_ # of TDRs needed to attain density (if applicable): \_\_\_\_\_

Open Space Acres: \_\_\_\_\_ Circle one: Public Open Space Private Open Space

**Linear feet of** proposed roadway: \_\_\_\_\_ Traffic Study? \_\_\_\_\_ Yes \_\_\_\_\_ No

If a subdivision/ land development plan proposes a **new street or driveway intersecting with a state legislated route**, the Pennsylvania Department of Transportation intersection Permit Numbers are as indicated: \_\_\_\_\_

Home Owners Association (HOA): \_\_\_\_\_ Yes\* \_\_\_\_\_ No \*HOA Documents Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Stormwater Management Plan** with all storm water runoff calculations, is included with this application. \_\_\_\_\_ Yes \_\_\_\_\_ No  
(checklist item 5.c.)

Who will **maintain any required open space/recreation areas and stormwater facilities**? \_\_\_\_\_

**Planning Modules**, as required by law, are enclosed with this application. \_\_\_\_\_ Yes \_\_\_\_\_ No (checklist item 7)

Comments: \_\_\_\_\_

# units with **public sewer**: \_\_\_\_\_ # units with **on-site sewer**: \_\_\_\_\_ # units with **community sewer**: \_\_\_\_\_

# units with **public water**: \_\_\_\_\_ # units with **on-site water**: \_\_\_\_\_ # units with **community water**: \_\_\_\_\_

**LAND USE DETAILS (please refer to CCPC Code lists under Procedure for Processing sheet):**

First Use: \_\_\_\_\_ First Land Code: \_\_\_\_\_

Second Use: \_\_\_\_\_ Second Land Code: \_\_\_\_\_

Third Use: \_\_\_\_\_ Third Land Code: \_\_\_\_\_

Fourth Use: \_\_\_\_\_ Fourth Land Code: \_\_\_\_\_

Fifth Use: \_\_\_\_\_ Fifth Land Code: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Applicant / Date

\_\_\_\_\_  
Name of Applicant (Print)

\_\_\_\_\_  
Signature of Landowner / Date

\_\_\_\_\_  
Name of Landowner (Print)