

SUBDIVISION AND LAND DEVELOPMENT

385 Attachment 3

Township of West Bradford

Appendix C

Plan-Related Applications, Forms and Checklists

This Appendix includes original copies of applications, forms, checklists and additional recommended materials for use by applicants as referenced in the West Bradford Township Subdivision and Land Development Ordinance, including:

- Preliminary Plan Information Checklist.
- Preliminary Application for Approval of a Subdivision or Land Development Plan.
- Final Plan Information Checklist.
- Final Application for Approval of a Subdivision or Land Development Plan.
- Recommended Certificates and Acknowledgements, as applicable.
- Recommended Notes to be Used as Applicable.
- Improvements Agreement.
- Waiver of Ninety-Day Review Period.
- Sample Plan Withdrawal Letter.
- Plan Submittal Instructions.

The materials listed above are included for the convenience of an applicant submitting a plan for subdivision or land development. These forms may be revised from time to time by resolution of the Board of Supervisors.

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Preliminary Plan Checklist

Minimum Application Requirements

The following checklist contains the minimum information required for a preliminary plan to be officially accepted for review by the Township. Section 385-21 should be consulted for detailed explanations of the required information.

Drafting Standards (§ 385-21A through E)

- ☐ Submitted on either black-and-white or blue-and-white prints.
- ☐ Clearly identified as a “preliminary plan.”
- ☐ Drawn at a scale of 50 feet to the inch.
- ☐ Submitted on 22 inches by 34 inches (or ANSI D) or 34 inches by 44 inches (or ANSI E) sheet size.
- ☐ Key map for plans requiring more than one sheet.
- ☐ Legend indicating existing and proposed features.
- ☐ Boundary line shown as a solid heavy line.
- ☐ Seal and signature of the registered engineer, surveyor, or landscape architect, as applicable.
- ☐ Both paper and digital copies of the plan and all accompanying materials.

Information to be Shown [§ 385-21F(1) through (24)]

- ☐ Name of the proposed subdivision or land development or identifying title and the municipality(s) in which it is located.
- ☐ Name, address, telephone number, and e-mail address of the applicant and developer.
- ☐ Name, address, telephone number, and e-mail address of engineer, surveyor, planner, or landscape architect responsible for the development of the preliminary plan.
- ☐ North arrow, scale of plan, and original date of preparation.
- ☐ Tract boundary(ies) showing distances and bearings with tax parcel number(s).
- ☐ Natural Features as listed in § 385-21F(6).
- ☐ Proposed land use.
- ☐ Total acreage of the tract and number of proposed lots or dwelling units.
- ☐ Location (key) map of not less than 2,000 feet to the inch showing the relationship of the tract to surrounding uses.
- ☐ Existing township zoning regulations applicable to the tract – as a plan note or table.
- ☐ Any proposed changes to applicable zoning provisions.
- ☐ The full plan of the development, showing the location of those facilities listed in § 385-21F(13).
- ☐ Identification of all property owners and proposed or existing development and land uses of all immediately adjacent land and locations and dimensions of any streets or easements thereon.
- ☐ The names, locations, and dimensions of all existing facilities listed in § 385-21F(15).
- ☐ The location and width of any streets or other public ways or places shown upon an adopted local or county plan.
- ☐ Typical street cross sections for each proposed street shown on the preliminary plan.
- ☐ Proposed street names.

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- ☐ Proposed method of water supply and sewage disposal.
- ☐ The approximate location, size, and material of any capped sewers, house connections, sewers, sewage disposal plant, proposed connection with existing facilities and any other sewerage facilities.
- ☐ The approximate location, size, and material of any individual, community, or public water supply facilities.
- ☐ All storm sewers (and other drainage facilities), with the size and material of each indicated and any proposed connections with existing facilities.
- ☐ An approval block for signatures of the Board of Supervisors and the Chester County Planning Commission.

Accompanying Material [§ 385-21G(1) through (17)]

- ☐ A subdivision or land development preliminary plan application.
- ☐ A tentative timetable for the proposed sequence of development.
- ☐ All storm drainage calculations when deemed appropriate.
- ☐ Tentative profiles along the center line and at the right-of-way line for both sides of each proposed street shown on the preliminary plan.
- ☐ A sketch plan of the remaining lands of the applicant, including the prospective future street system.
- ☐ When connection to public water and/or sewer facilities is proposed, assurance of the availability of such service.
- ☐ A draft of any proposed covenants to run with the land.
- ☐ Where the land included in the proposed development has a gas pipeline, petroleum products transmission line, power line or any other cable or pipeline located thereon, the application shall be accompanied by a letter from the owner or authorized agent of such facilities stating minimum distance requirements.
- ☐ Act 537 Planning Module.
- ☐ A preliminary Conservation/Soil Erosion and Sedimentation Control Plan.
- ☐ A preliminary Grading Plan.
- ☐ A preliminary Stormwater Management Plan.
- ☐ A preliminary Landscaping Plan.
- ☐ A Traffic Impact Study.
- ☐ An Environmental Impact Assessment.
- ☐ Proof of Notice.
- ☐ Any and all request for waivers or modifications to the minimum standards of the Subdivision and Land Development Ordinance.

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Subdivision or Land Development Plan

PRELIMINARY APPLICATION

Date Received: _____
Subdivision Application # _____

1. Name of Development: _____
2. Location of Development: _____
3. Parcel # _____ Plan # _____ Date of Plan: _____
4. Name of Property Owner(s): _____
Address: _____
Phone #: _____
5. Name of Applicant (if not owner): _____
Address: _____
Phone #: _____
6. Firm which prepared plan: _____
7. Registered Engineer, Surveyor or Landscape Architect: _____
Address: _____
Phone #: _____
8. Total Acreage _____ No. of Units _____ Avg. Size/Lot _____
9. Water Supplied by: _____
10. Sewage Disposal by: _____
11. Land Planning Module: _____
12. Proposed Use of Land: _____
13. Acreage proposed for park or public use: _____
14. Estimated area of remaining acreage of record owner: _____
15. Lineal feet of new streets: _____
16. Plans and materials submitted:
 - a. Preliminary Plan: _____
 - b. Centerline Profile: _____
 - c. Storm Drainage Plan: _____

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- d. Sanitary Sewer Plan: _____
- e. Water Supply Plan: _____
- f. Protective Covenants: _____
- g. Public Water and Sewer Certificate: _____
- h. Improvement Guarantee: _____
- i. Conservation/Erosion Sedimentation Control Plan: _____
- j. Filing Fee to West Bradford Township: \$ _____
- k. Other: _____

17. All streets proposed for dedication: _____

18. Attach certificate of record of ownership.

Signature of Applicant

Received by Township Manager

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Final Plan Checklist

Minimum Application Requirements

The following checklist contains the minimum information required for a preliminary plan to be officially accepted for review by the Township. Section 385-22 should be consulted for detailed explanations of the required information.

Drafting Standards (§ 385-22A through F)

- ☐ Submitted on either black-and-white or blue-and-white prints.
- ☐ Clearly identified as “final plan.”
- ☐ Drawn at a scale of 50 feet to the inch.
- ☐ Submitted on 22 inches by 34 inches (or ANSI D) or 34 inches by 44 inches (or ANSI E) sheet size.
- ☐ Key map for plans requiring more than one sheet.
- ☐ Legend indicating existing and proposed features.
- ☐ Boundary line shown as a solid heavy line.
- ☐ Seal and signature of the registered engineer, surveyor, or landscape architect, as applicable.
- ☐ Both paper and digital copies of the plan and all accompanying materials.

Information to be Shown [§ 385-22G(1) through (18)]

- ☐ Block and lot numbers in consecutive order.
- ☐ A list of site data, including minimum lot size or average area per dwelling unit, total number of lots or dwelling units, total acreage of whole development, density in units per acre or lots per acre, zoning district and proposed use of land.
- ☐ Source of title to the land of the subdivision or land development as shown by the books of the Chester County Recorder of Deeds; names of the owners of all adjoining unsubdivided land.
- ☐ Lot lines with accurate bearings and distances.
- ☐ Pedestrianways, including all sidewalks, crosswalks, trails, and pedestrian rights-of-way, to be used for general public use.
- ☐ Accurate dimensions of existing public land and of any property to be dedicated or reserved for public, semipublic or community use, along with exact extent of street construction and dedication; all areas to which title is reserved by owner.
- ☐ Accurate boundary lines, with dimensions and bearings, which provide a survey of the tract.
- ☐ Approximate distances to the intersection of the center lines of the nearest established street intersection or official monuments.
- ☐ Accurate locations of all existing and recorded streets intersecting the boundaries of the tract.
- ☐ Complete curve data for all street center-line and street right-of-way line curves included in the plan, including radius, tangent, arc and chord.
- ☐ Street center lines and street rights-of-way with accurate dimensions in feet and hundredths of feet, with bearing of such street lines.
- ☐ Location and material of all permanent concrete monuments and iron pin lot markers.

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- ☐ Easements and any limitations on such easements.
- ☐ Clear sight triangles of 75 feet at all street intersections.
- ☐ Street cross sections for each proposed street shown on the final plan, indicating the design and material of shoulders and drainage swales.
- ☐ Location of all structures and parking areas on land development plans.
- ☐ The boundaries of any area identified as a tree protection zone.
- ☐ Certificates as listed in § 385-22G(18).

Accompanying Material [§ 385-22H(1) through (19)]

- ☐ A subdivision or land development final plan application.
- ☐ Profile sheets for those facilities listed in § 385-22H(2).
- ☐ A plan showing the location, size and invert elevations of existing and proposed sanitary sewer mains and manholes, storm sewer mains, manholes, inlets and culverts, in addition to the location of existing or proposed water mains and fire hydrants. This data may be shown on the final plan.
- ☐ Restrictions required by the Township which will run with the land and become covenants in the deeds of lands shown on the drawing, subject to the approval of the Township Solicitor.
- ☐ All covenants running with the land governing the reservation and maintenance of dedicated or undedicated land or open space, subject to the approval of the Township Solicitor.
- ☐ Where lot sizes or number of dwelling units is based on public water and/or public sewer facilities, assurance acceptable to the Board of Supervisors that such facilities will be installed. (Note – See Appendix for recommended forms.)
- ☐ A final preliminary Grading Plan.
- ☐ A final Landscaping Plan.
- ☐ A final Conservation/Erosion and Sediment Control Plan.
- ☐ A final Open Space Management Plan.
- ☐ A final Stormwater Management Plan.
- ☐ Such certificates of approval by proper authorities as required by the Board of Supervisors, including certificates approving the water supply system and sanitary sewer system of the subdivision or land development.
- ☐ A Street Light Plan.
- ☐ Act 537 Planning Module.
- ☐ A Traffic Impact Study.
- ☐ Improvement guarantees as listed in § 385-22H(16).
- ☐ Whenever an applicant proposes to establish a street which is not offered for dedication to public use, the Board of Supervisors shall require the applicant to submit a letter to the Township stating such fact. There shall also be a note placed on the plan to the effect that the street is not offered for dedication to the public use and an identification of the party or parties responsible for such maintenance together with a recordable agreement regarding the party or parties responsible for maintenance of the private street.
- ☐ Environmental Impact Assessment.
- ☐ Proof of Notice.
- ☐ Any and all request for waivers or modifications to the minimum standards of the Subdivision and Land Development Ordinance.

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Subdivision or Land Development Plan

FINAL APPLICATION

Date Received: _____
Subdivision Application # _____

1. Name of Development: _____
2. Location of Development: _____
3. Parcel # _____ Plan # _____ Date of Plan: _____
4. Name of Property Owner(s): _____
Address: _____
Phone #: _____
5. Name of Applicant (if not owner): _____
Address: _____
Phone #: _____
6. Firm which prepared plan: _____
7. Registered Engineer, Surveyor or Landscape Architect: _____
Address: _____
Phone #: _____
8. Total Acreage _____ No. of Units _____ Avg. Size/Lot _____
9. Water Supplied by: _____
10. Sewage Disposal by: _____
11. Land Planning Module: _____
12. Proposed Use of Land: _____
13. Acreage proposed for park or public use: _____
14. Estimated area of remaining acreage of record owner: _____
15. Lineal feet of new streets: _____
16. Plans and materials submitted:
 - a. Preliminary Plan: _____
 - b. Centerline Profile: _____
 - c. Storm Drainage Plan: _____

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- d. Sanitary Sewer Plan: _____
- e. Water Supply Plan: _____
- f. Protective Covenants: _____
- g. Public Water and Sewer Certificate: _____
- h. Improvement Guarantee: _____
- i. Conservation/Erosion Sedimentation Control Plan: _____
- j. Filing Fee to West Bradford Township: \$ _____
- k. Other: _____

17. All streets proposed for dedication: _____

18. Attach certificate of record of ownership.

Signature of Applicant

Received by Township Manager

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**Certificates and Acknowledgements
to Appear on the Final and Record Plan, as Applicable**

1. CERTIFICATION BY ENGINEER OR SURVEYOR

a. *I certify that this survey and plat are correct:*

b. A seal which includes the name of the engineer or surveyor.

2. OWNER'S CERTIFICATE AND ACKNOWLEDGEMENT OF SUBDIVISION AND LAND DEVELOPMENT PLANS

On this, the ____ day of _____, 20 ____, before me, the undersigned officer, personally appeared:

(Name of Owner)

who, being duly sworn according to law, deposes and says that he is the owner and/or equitable owner of the property shown on this plan, and that he acknowledges the same to be his act and plan and desires the same be recorded as such according to law.

Witness my hand and seal the day and date above written.

My Commission Expires:

(Notary Public or other Officer)

3. PUBLIC IMPROVEMENTS OFFER OF DEDICATION

We, the undersigned, owners of the real estate shown and described herein, do hereby certify that we have laid off, platted and subdivided, and hereby lay off, plat and subdivide said real estate in accordance with this plat, and that all proposed streets and alleys shown and not heretofore dedicated, are hereby dedicated to the public use.

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4. APPROVAL CERTIFICATE BY THE BOARD OF SUPERVISORS

Approved by Resolution of the Board of Supervisors of West Bradford Township this
_____ day of _____, _____.

Chairman

Vice-Chairman

Member

5. RECORDING CERTIFICATE

The recording certificate will be stamped on the plan when it is recorded at the Office of the Recorder of Deeds at the Courthouse in West Chester, PA. A clear space of approximately 4 1/4 inches by 1 3/4 inches shall be allowed on the plan for this purpose.

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Plan Notes To Be Used, As Applicable

1. For markers and monumentation:

Permanent markers and monuments will be installed upon completion of final grading.

2. For lot or dwelling unit parking:

Off-street parking to be provided for each lot (or dwelling unit).

3. If on-lot sanitary sewers are proposed (both notes required):

a. *On-lot percolation tests will be taken prior to the sale of lots or construction of buildings, and the results submitted to the Pennsylvania Department of Environmental Protection and to the Chester County Health Department for approval.*

b. *On-lot inspection and approval of septic tank and tile field installations as construction proceeds will be made by the Pennsylvania Department of Environmental Protection and to the Chester County Health Department.*

4. If public water and sewers are available:

Public water and sewer are to be provided.

5. For private streets:

All streets will remain private and will not be dedicated for public use.

6. For limits of disturbance:

Limits of disturbance shall remain in effect during all construction activities on the site and shall be delineated by prior to any clearing or grading on the site. This delineation shall consist of the placement of a four foot-high construction or snow fence of a highly visible color. The fence shall be attached to six foot high posts (two inches steel "U" channel, two inches by two inches wood stakes) set into the ground at a minimum of six-foot intervals. The fence shall be attached to each post in at least three places, and its bottom shall be placed three inches above ground height.

7. For open space/parkland.

- a. For community owned or privately owned open space or parkland:

Open space land may not be separately sold, nor shall such land be further developed or subdivided. The _____ acre parcel of (open space/parkland) identified as _____ shall be maintained for the benefit of the general public and shall be used as open space only, in perpetuity. This condition shall be a restrictive covenant that runs with the land and shall be enforced by the Township and is binding against the Owner's successors and assigns in title to the land.

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- b. For open space or parkland to be offered for dedication to the Township:

Open space land may not be separately sold, nor shall such land be further developed or subdivided. The _____ acre parcel of (open space/parkland) identified as _____ shall be dedicated to the Township and shall be used as open space only, in perpetuity. This condition shall be a restrictive covenant that runs with the land and is binding on all future owners of the property.

8. For Utilities:

All utilities shall be placed underground.

9. Clear Sight Triangles:

No building or obstruction that would obscure the vision of a motorist shall be permitted within the clear sight triangles.

10. Stormwater Management:

- a. *All maintenance of the stormwater management basins shall be the responsibility of _____ (specify) and shall include regular mowing and biannual cleaning out of debris in basins/pipes, or other maintenance as needed and specified by the Township.*
- b. *The alteration and/or removal of permanent drainage swales or stormwater management facilities are prohibited. A deed restriction shall be placed within the deed of each lot containing these facilities reflecting the above requirements.*

11. Easements:

Drainage, utility, and access easements are for the intended use contained within. No permanent structures shall be placed within, along, or over the easement.

12. Trails:

The property owner, its successors and/or assigns offers for continuing dedication to West Bradford Township, a 20-foot-wide easement centered on all trails. This condition shall be a restrictive covenant that runs with the land.

13. Limits of Disturbance/Tree Protection:

- a. *Tree clearing shall be limited to only that which is necessary to construct the improvements shown. Unnecessary tree removal shall be prohibited during construction.*
- b. *A declaration concerning tree removal shall be placed within the deed of each lot containing these facilities reflecting the above requirements. Each lot has limits of*

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disturbance delineated on the plan and recorded within its deed. Such restrictions prohibit tree removal other than those that are diseased or dead.

- c. *No portion of tree masses with calipers of four inches or greater shall be removed unless absolutely necessary for the construction of the subdivision improvements. Each twelve-inch or greater caliper tree removed during construction shall be replaced with two additional street trees. These trees augment the required street trees and should be placed on the lot where they were removed from but may be placed anywhere within the site.*

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Improvements Agreement

Prior to the review of the final plan of any subdivision or land development, a duplicate original of this Agreement must be filed with the Township Planning Commission. A signed copy of such an agreement must be filed with the Board of Supervisors (including a performance guarantee in a form satisfactory to the Township Solicitor) equal to the amount of the total estimated improvements prior to approval of the final plan.

Improvements Agreement

In RE: _____
Subdivision or Land Development Name

Location of Property

The undersigned developer hereby agrees to provide throughout his development and as shown on the plat of _____ dated _____, the following municipal improvements:

Improvements	Unit	Estimated Construction Cost
Street grading	_____	\$ _____
Street base	_____	\$ _____
Street paving	_____	\$ _____
Curbs	_____	\$ _____
Sidewalks	_____	\$ _____
Storm sewer facilities	_____	\$ _____
Sanitary sewers:		
Trunklines	_____	\$ _____
Mains	_____	\$ _____
Laterals or house connections	_____	\$ _____
Force mains	_____	\$ _____
Pump stations	_____	\$ _____
Treatment plants	_____	\$ _____

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On-site sewage facilities	_____	\$ _____
Water mains	_____	\$ _____
On-site water supply	_____	\$ _____
Fire hydrants	_____	\$ _____
Street monuments	_____	\$ _____
Street name signs	_____	\$ _____
Street lights	_____	\$ _____
Planting	_____	\$ _____
As-built plan	_____	\$ _____
TOTAL ESTIMATED COST		\$ _____

The above improvements shall be constructed in accordance with all municipal requirements and specifications, and conformance with this provision shall be determined solely by the Board of Supervisors.

The developer intends to be legally bound hereby.

_____	_____
Date	Signature of Developer

If corporation, to be signed by president and attested to by secretary, together with corporate seal.

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Waiver of Ninety-Day Review Period

Board of Supervisors
Township of West Bradford
1385 Campus Drive
Downingtown, PA 19335

**RE: Waiver of the ninety-day Review Period as Stated in
Section 508, Pennsylvania Act 247, as amended**

WEST BRADFORD TOWNSHIP FILE # _____

SUBDIVISION NAME: _____

Gentlemen:

We wish to extend by _____ days the prescribed ninety-day review period, as stated in Section 508 of Act 247, as amended, so that the proper review of our subdivision may be completed.

We understand and agree that the governing body shall render its decision within the review time, as extended, unless a further extension of that time is agreed to by us. Further, the written communication of that decision shall be mailed to us not later than 15 days following the decision, which 15 days may be in addition to the review time as extended herein.

DATE: _____ **SIGNED:** _____

OLD DEADLINE: _____

NEW DEADLINE: _____

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Plan Withdrawal Letter

Board of Supervisors
West Bradford Township
1385 Campus Drive
Downingtown, Pa. 19335

RE: WEST BRADFORD TOWNSHIP SUBDIVISION # _____

PRELIMINARY/FINAL, KNOWN AS _____

Gentlemen;

West Bradford Township is presently reviewing the above-referenced plan. We have prepared a revised plan and wish to submit that to the Township for review. In accordance with the West Bradford Township Subdivision and Land Development Ordinance [§ 385-15B(1)(b) for preliminary plan or § 385-16B(1)(b) for a final plan] we are hereby withdrawing the plans dated _____ and replacing them with plans with a revision date of _____. Please consider the plans with a revision date of _____ to be the officially submitted plans. It is our desire that the Township review and make its decision based upon the revised plans.

We recognize that the submission of revised plans will cause a ninety-day review period to commence from the date that the revised plans are submitted to the Township and hereby grant that additional time for the review of the revised plans.

Sincerely,

Signature

Please print Name

Date _____

Note: The person signing this document must be the applicant or an authorized agent. Cross out the word “final” in the case of a preliminary application and the word “preliminary” in the case of a final application.

SUBDIVISION AND LAND DEVELOPMENT

Instructions for Application of Subdivision/Land Development Plans

**PLEASE FILL OUT ALL ATTACHED FORMS AND RETURN TO WEST
BRADFORD TOWNSHIP ALONG WITH THE BELOW STATED INFORMATION:**

1. Six copies of preliminary or final application form (see WBT SLDO)
2. Six copies of Act 247 – Chester County referral form (available from the Chester County Planning Commission)
3. Six copies of Act 537 – Chester County referral form (available from the Chester County Planning Commission)
4. Six copies of sewage facilities planning module form (available from the Pennsylvania Department of Environmental Protection)

THE FOLLOWING ITEMS ARE THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN AND RETURN WITH THE ABOVE FORMS FILLED OUT COMPLETELY.

1. Fifteen (folded) paper copies and one digital copy of Subdivision or Land Development Plans.
2. Six copies of Soils Narrative
3. Six copies of Deed or Certificate from record owner
4. Six copies of Public Water Certificate and study, if applicable
5. Six copies of Traffic Impact Report, if applicable
6. Six copies of Environmental Impact Assessment Report, if applicable
7. Checks, two, written to WEST BRADFORD TOWNSHIP (calculated to the number of lots – see current WBT Fee Schedule). One check for escrow account and one check for filing fees.
8. Check written to CHESTER COUNTY PLANNING COMMISSION (calculated – see back of Act 247 County Referral form)
9. Check written to CHESTER COUNTY CONSERVATION DISTRICT calculated – see form from the Chester County Conservation District. Applicant must contact the Chester County Conservation District and determine whether its review is applicable (if it is, the prescribed fee shall be submitted) or note that the plan has been submitted directly to the Chester County Conservation District for review.
10. When submitting revisions to the original plan, a withdrawal letter for the previous plan must be supplied to the Board of Supervisors.

⇒ IMPORTANT – REFERENCE WBT SUBDIVISION NUMBER ⇐

ON ALL REVISED SUBMISSIONS.