

Township of Upper Chichester Application Checklist

<https://www.ecode360.com/15588465#15588465> (SALDO SECTION)

Checklist for application contents:

- Subdivision/Land Development/Site Plan Review Submission Guideline
- Application for Subdivision and Land Development
- Resolution No. 97-120 Plan Application Fees
- Subdivision/Land Development Escrow Agreement
- Resolution No. 07-06 Schedule of Review Fees
- Notice to all property owners as required by Ordinance No. 562, Resident Notification of Development Plans
- Sample Letter for Resident Notification
- Delaware County Planning Department Submission – for forms and fees
<https://www.delcopa.gov/planning/pdf/ApplicationforAct247Review.pdf> for electronic submission (Township ordinance requires 3 sets of plans for submission.)

Checklist of what items must be submitted with fees:

- Application for Subdivision, Land Development, and/or Site Plan Review
- Subdivision/Land Development Escrow Agreement
- Delaware County Planning Department Submission

Checklist for later in the process, agreement items with fees:

- Subdivision/Land Development Municipal Agreement
- Subdivision/Land Development Financial Agreement

Outside Agencies: below are outside agencies that must grant permission during the land development phase. This may not be an inclusive list of all agency permissions.

- Southern Delaware County Sewer Authority (SDCA)
 - Contact SDCA at 610-485-6789 for fees and forms.
- Chester Water Authority (CWA)
 - Point of contact is Director of Engineering.
 - Office: (610) 876-8185 Ext 1222
Email: scfarney@chesterwater.com
- Pennsylvania Department of Transportation
 - Highway Occupancy Permit (HOP) (if property is on State Road) contact 610-205-6595
<https://www.epermitting.penndot.gov/EPS/> contact 610-205-6560 or 610-205-6571
 - Transportation Impact Study (TIS): scoping, traffic documents and plan submission.

- Delaware County Conservation District (DCCD)
 - Contact information, MagargeeE@co.delaware.pa.us
 - <http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4050>
 - The Conservation District also has a delegation agreement for the Chapter 105 – General Permitting Program. We process general permits 1 – 9 as can be seen on the above link.
 - Major Program Responsibilities:
 - Chapter 102 Erosion Control: Administration of the State’s program to control sediment pollution from earth disturbance activities.
 - Delaware County Conservation District Submission
 - <http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4050>
 - National Pollution Discharge Elimination System (N.P.D.E.S.) Processes applications and seeks compliance towards storm water discharge permits for Construction Activities.
 - Chapter 105 Waterways and Wetlands General Permitting: Assists applicants with permit information. Processes general permits for work within wetlands and streams.
- PADEP Information
 - The link to DEP’s Sewage Facilities Application Mailer. This is their multi-use form that is used and is needed to start the planning process so having a link on your developer resource page would be helpful.
 - <http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=43634>
 - DEP Sewage Facilities Application Mailer
 - <https://www.dep.pa.gov/Business/Water/CleanWater/WastewaterMgmt/Act537/Pages/Sewage-Facilities-Planning.aspx>
- PennDot – Highway Occupancy Division
 - Highway Occupancy Division
 - The Department issues Highway Occupancy Permits (HOP) through an electronic system called EPS (Electronic Permitting System). The web link below will get you to the home page where there are several links that will assist with completing an HOP application:
 - <https://www.epermitting.penndot.gov/EPS/home/home.jsp>
 - **[Click here to access the Supplement Application Response Letter](#)** is the link for E-permitting system.

Township of Upper Chichester

SUBDIVISION/LAND DEVELOPMENT/SITE PLAN REVIEW
SUBMISSION GUIDELINES

1. Complete the Upper Chichester Township Subdivision/Land Development Application form, the Delaware County Planning Department application form, execute and date. Contact the Pennsylvania Department of Environmental Protection at (484)-250-5970 to submit the Planning Module.
2. Submit the completed application forms, the **three (3)** required filing fees and **23 copies** of the plans to the Township.

Plan Stage

Sketch
Preliminary
Final

Required Number of Copies:

(23) Complete Sets of Plans – **Folded**
(23) Complete Sets of Plans – **Folded**
(23) Complete Sets of Plans – **Folded**

Distribution of plans as follows:

3 for Delaware County Planning Department, 1 for Township Engineer, 1 for each Commissioner, 1 for each Planning Commission Member, 1 for Police Chief, 1 for Fire Marshal, 1 for Zoning Officer, 1 for Southern Delaware County Authority, 1 for Township Sewage Enforcement Officer.

When a revision is necessary, **14 copies (folded)** should be delivered to the Township for redistribution.

3. **Application Fees:** Three (3) Checks are required:

- One for Delaware County Planning Department Review (payable to Treasurer of Delaware County)
- One for the Upper Chichester Application Fee (payable to Township of Upper Chichester)
- One for the Upper Chichester Escrow Fee (payable to Township of Upper Chichester)

4. The applicant is responsible to determine the date of the UCT Planning Commission date with township staff.

5. **Review Stages:**

<i>Minor Subdivision</i>	Sketch-Optional	Preliminary-Recommended	Final-Mandatory
<i>Major Subdivision</i>	Sketch-Optional	Preliminary-Recommended	Final-Mandatory
<i>Land Development</i>	Sketch-Optional	Preliminary-Recommended	Final-Mandatory

6. The application will be approved/disapproved by the Township Commissioners within ninety (90) days from the date of the first regular meeting of the Planning Commission or Board of Commissioners following the submission, unless an extension is requested by the applicant in writing. Submission of revised plans will require the applicant to execute the "Statement of Subdivision and Land Development Re-Submission" form in the packet.
7. The applicant is required to submit the required plans and application to Southern Delaware County Authority (610)-485-6789.
8. THE APPLICANT MUST NOTIFY ALL PROPERTY OWNERS, BY CERTIFIED MAIL, WITHIN A FIVE HUNDRED-FOOT (500') RADIUS OF THE PARCEL/TRACT BOUNDARY IN QUESTION. (ORD. No. 562)

Meeting Dates: All meetings are held at the Township Municipal Building, Furey Road

Commissioners Meeting
Regular Meetings—7:30 P.M.
Second Thursday of each month

Planning Commission
Regular Meetings—7:00 P.M.
Fourth Thursday of each month

**Zoning Hearing Board may be necessary; they meet on First Tuesday at 7:00pm*

Township of Upper Chichester ----Planning Proposal Application and Checklist

Date of Application Received _____

Application received by _____

Date of Completeness: _____

APPLICANT INFORMATION

Name of Applicant/Organization	
Address:	
Telephone number:	
Fax number:	
Email:	
Key contact: (print)	
Property Block and Lot	Block _____ Lot _____ (more than one) _____ Portfolio # _____ Tax# _____
Zoning District	
	https://up1263.zoninghub.com/ _____
Application submission	Sketch _____ Preliminary _____ Final _____
Type of Application	Minor Subdivision Review _____ Major Subdivision _____ Land Development _____
Existing Utilities	Public Water _____ Private Water _____ Public Sewage _____ Private Sewage _____
Environmental	Flood Plain _____ Wetlands _____ Steep Slopes _____ Other _____

Do you have site control? _____ Yes _____ No Please provide deed or ownership documentation

Are you equity owner? _____ Yes _____ No

Are you requesting a waiver? _____ Yes _____ No

Is it an abandoned property or vacant? _____ Yes _____ No

Is the parcel(s) Township owned? _____ Yes _____ No

Plan Title _____ How many plan sheets? _____ Last revision _____

Financial Information

- Upper Chichester Fee for Escrow and Application Fee payable to UCT
 - <https://www.ecode360.com/> - see section information in this packet.
<https://ecode360.com/documents/UP1263/public/549087122.pdf>
 - If the applicant is submitting for a preliminary/final submission the application fee is doubled.

Signature Section

Applicant (sign legibly) _____
Date

Applicant – Equity Owner _____
Date

Completed application date: _____

Planning Commission meeting/BOC Start of 90 day deadline: _____

90 day deadline is: _____

You are responsible to send any plans and associated fees to the DCPD and other third party entities, such as SDCA.

The form must accompany the submission of the applicant’s Site plans, applicable fees and any applicable attachments to complete the application submission. Please bring the checklist and all attachments and plans to UCT, 8500 Furey Road, Upper Chichester, PA 19061. **To make it easier and more efficient, please call Barbara Kelley at 610-485-5881, extension 227 or 267-438-9453 to schedule a time to review or receive the final documents. Send an electronic copy of the full application with plans to bkelley@upperchitwp.org.**

For Land Development and Major Subdivision, see the next section.

For Land Development and Major Subdivisions, please complete the additional following section:

CHECKLIST - PLEASE PRINT AND ANSWER QUESTIONS WITH YES OR NO

<input type="checkbox"/> Name of applicant: (please print) _____	Do you own the property? _____
<input type="checkbox"/> Lawyer Name: _____ Phone Number: _____ Address: _____ _____	Name of Firm: _____ Email: _____
<input type="checkbox"/> Engineer Name: _____ Phone number: _____ Address: _____ _____	Name of Firm: _____ Email: _____
<input type="checkbox"/> Contractor Name: _____ Phone Number: _____ Address: _____	Name of Firm: _____ Email: _____
<input type="checkbox"/> Is the project consistent with Comprehensive Plan, if appropriate 460239037.pdf (ecode360.com)	Project Narrative Description (brief):
<input type="checkbox"/> Does the plan meet and include all SALDO ordinances and requirements? _____ https://www.ecode360.com/	Does the plan meet all storm water and grading requirements? _____
<input type="checkbox"/> Projected Proposed Timeline: (approximate if possible) Start time _____ Finish projected time: _____	Does it comply with all UCT Township zoning ordinances? _____ https://www.ecode360.com/

Signature Section

 Applicant (sign legibly)

 Date

 Applicant – Equity Owner

 Date

Completed application date: _____

PLAN APPLICATION FEES
SUBDIVISION AND LAND DEVELOPMENT
RESOLUTION NO. 09-41

<https://ecode360.com/documents/UP1263/public/549087122.pdf>

SUBDIVISION AND LAND DEVELOPMENT & PLANNED RESIDENTIAL DEVELOPMENT

A. Minor Residential Subdivision (four lots or less with no public improvements)

	<u>Application Fee</u>	<u>Escrow</u>
Preliminary	\$700.00	\$6,000.00
Final	\$700.00	\$5,000.00

B. Major Residential Subdivision/Multi-Family Land Development

	<u>Application Fee</u>	<u>Escrow</u>
Sketch	\$700.00	\$3,000.00
Preliminary	\$1,400.00	\$6,000.00
Final	\$1,400.00	\$5,000.00

C. Non-Residential Subdivision/Land Development

	<u>Application Fee</u>	<u>Escrow</u>
Sketch Plan	\$700.00	\$3,000.00
Preliminary Plan	\$1,400.00+\$250.00/Bldg.+\$75.00/Acre	\$6,000.00
Final Plan	\$1,400.00+\$250.00/Bldg.+\$75.00/Acre	\$5,000.00

D. Planned Residential Development

	<u>Application Fee</u>	<u>Escrow</u>
Sketch	\$700.00	\$3,000.00
Preliminary	\$700.00+\$75.00 or DU over 10	\$6,000.00
Final	\$700.00+\$75.00 or DU over 10	\$5,000.00

Note: Fees shall be doubled for those applications requiring only a one-step review and/or approval process: preliminary/final if requested. This must be approved by the Board of Commissioners..

The escrow fund shall be used to offset the costs of review and preparation of documents by the Township Engineer, Township Zoning Offices, any outside Township consultants and the Township Solicitor. Charges shall be made on a per hour basis with the balance of escrow fund being returned to the applicant upon approval.

NOTICE: If an applicant wishes to meet with the Township Professionals, i.e. Engineer or Solicitor, the Professional Escrow agreement must be signed and submitted to the Township. See attached form.

The applicant may ask for a Construction Committee meeting to discuss the Planning process. This is a courtesy to help the applicant initially ask questions about the process with reviewers, work out any issues that arise during the process, but not ask direction from the Commissioners.

SAMPLE LETTER – NOTIFICATION FOR NEIGHBORS (500’)

(Date)

My name is _____. I am your neighbor at (I represent/hold an interest in the land parcel at) _____ . My interest in this land is to _____ .

Currently I am making an application to Upper Chichester Township and submitting plans for (nature of development and brief description of proposed application) _____ .

My application is scheduled for review by the Upper Chichester Township Planning Commission at their public meeting on _____. The meeting will be held at 7:00 P.M. in the meeting room at the Township Building on Furey Road unless otherwise posted at another location. All residents are invited to attend and any questions or comments regarding the application will be entertained at this meeting.

(Signature)
Name
Address
Phone # (optional)

Professional Communication Process

The applicant may ask for a Construction Committee meeting to discuss the Planning process. This is a courtesy to help the applicant initially ask questions about the process with reviewers, work out any issues that arise during the process but not ask direction from the Commissioners.

Contact List

Name: Barbara Kelley
Title: Assistant Township Manager
Email: bkelly@upperchitwp.org
Work Phone: 610-485-5800 extension 227
Cell Phone: 267-438-9453

Name: Lisa Catania, P.E.
Title: Township Engineer
Email: eac@cataniaengineering.com
Work Phone: 610-532-2884

Name: Charles Remaley
Title: Housing Inspection & Zoning Enforcement Officer
Email: cremaley@upperchitwp.org
Work Phone: 610-494-3010

Name: Chuck Catania
Title: Building Code Official
Email: CJCJr@cataniaengineering.com
Work Phone: 610-532-2884

Name: Michael Pierce, Esq.
Title: Township Solicitor
Email: mpierce@piercehughes.com
Work Phone: 610-566-9111

Gabrielle O'Connor
Title: Permit Administrator
Email: goconnor@upperchitwp.org
Work Phone: 610-485-5881, extension 205
Upper Chichester Fax Number: 610-485-8643

For more information and links: www.upperchitwp.org

For applications and permits see link below:

<https://ecode360.com/documents/pub/UP1263/Misc. Documents?subCategory=Permit+Applications>