

688 Sugartown Rd  
Malvern, PA 19355



Tel: 610.647.5300  
[planning@willistown.pa.us](mailto:planning@willistown.pa.us)

## APPLICATION FOR REVIEW

# SUBDIVISION/LAND DEVELOPMENT PLAN

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### APPLICATION CHECKLIST

The following items are required to be included for the application to be deemed complete. Incomplete applications will not be accepted, nor reviewed.

- Completed Township application package
- Narrative explaining project
- Signed Township Reimbursement Agreement
- Completed Chester County Act 247 County Referral form
- Completed Chester County Health Department review form
- Completed DEP Sewage Facilities Planning Documents (choose 1)
  - \*Act 537 Exemption Waiver
  - \*Sewage Facilities Planning Module
- Plan drawings
- Supporting documents
- Digital PDF of all plans and documents
- Checks listed below (fee schedule on Township website):
  1. Application fee\*, payable to "Willistown Township" \$ \_\_\_\_\_
  2. Escrow deposit\*, payable to "Willistown Township" \$ \_\_\_\_\_
  3. County Planning, payable to "County of Chester" \$ \_\_\_\_\_
  4. County Health, payable to "County of Chester" \$ \_\_\_\_\_

\*Township fees can be found on the Township website using this [LINK](#)

**We require 3 hard copies and 1 PDF of all documents.**



Application #: \_\_\_\_\_

# APPLICATION FOR REVIEW SUBDIVISION/LAND DEVELOPMENT PLAN

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The Applicant is:     Owner         Agent for Owner         Equitable Owner

Other \_\_\_\_\_

Property/Site Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Type of Application:     Subdivision         Land Development         Both

Type of Plan:             Preliminary         Preliminary/Final         Final

If the Applicant is not the Owner, the following information **must** be provided.

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Plans must be prepared by a professional engineer, professional land surveyor, professional architect, or professional landscape architect holding a current, valid registration for the Commonwealth of Pennsylvania.

Name of Firm: \_\_\_\_\_

Name of Professional: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If you are being represented by an attorney, you may provide their contact info below. If you provide this information, the Township will assume that we may contact this attorney regarding this project, which is likely to result in charges by the attorney to you. You are **not required** to provide this information.

Name of Firm: \_\_\_\_\_

Name of Attorney: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**NARRATIVE:**

This application must include a separate narrative that describes the project in detail.

**PROPERTY INFORMATION:**

UPI #(s): \_\_\_\_\_

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

Acres: \_\_\_\_\_

Is the property subject to a conservation easement?  Yes\*  No

\*complete Properties under Conservation Easement form

Are there other restrictions/easements on the property?  Yes\*  No

\*attach documentation of restriction/easement

Are there existing historic resources on the property?  Yes\*  No

\*complete Properties with Historic Resources form

**SUBDIVISION INFORMATION:**

Number of existing lots: \_\_\_\_\_

Number of proposed lots: \_\_\_\_\_

**LAND DEVELOPMENT INFORMATION:**

Existing use of property: \_\_\_\_\_

Proposed use of property: \_\_\_\_\_

Is a Traffic Impact Study required per §123-30?  Yes  No

Are open spaces or recreation areas being proposed?  Yes  No

Will any trees with trunks >12" in diameter be removed?  Yes  No

Is any landscaping, buffering, or screening being proposed?  Yes  No

Is an NPDES permit required?  Yes  No

Is a DEP Water Obstruction/Encroachment/Wetlands permit required?  Yes  No

\*Owner Signature: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Required**

\*Applicant Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

**\*Required if not the Owner**

<b>STAFF USE ONLY</b>	
Date Accepted	_____
First PC Meeting	_____
90 Day Deadline	_____
Staff Initials	_____



Application #: \_\_\_\_\_

# SUBDIVISION/LAND DEVELOPMENT PLAN

## WILLISTOWN TOWNSHIP

### REIMBURSEMENT AGREEMENT

The undersigned, a duly authorized representative of the Applicant, hereby authorizes Willistown Township appointed consultants, to review documents, plans, and reports associated with the proposed project, and to prepare reports of their findings. Additionally, Willistown Township appointed consultants are authorized to participate in meetings, emails, and phone calls related to the proposed project. I/We hereby agree to reimburse Willistown Township for all costs, expenses, charges, and fees pursuant to such reviews and communications as permitted by the PA Municipalities Planning Code. Such costs, expenses, charges, and fees shall be in conformance with the hourly rates established for the consultants for the applicable calendar year by Resolution of the Township Board of Supervisors. This Agreement shall in no way require the Township or its consultants to approve or to recommend approval of the Applicant's proposed project. Please be advised that the Applicant is ultimately responsible for all fees incurred by Willistown Township from all third parties involved with the submission that is associated with this agreement. Payment is due within 30 days of the Township's invoice date.

Name and address to send invoices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Owner Signature: \_\_\_\_\_

\*Applicant Signature: \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Required**

**\*Required if not the Owner**

State of Pennsylvania, County of \_\_\_\_\_ (County)

Signed (or attested) before me on \_\_\_\_\_ (date) by \_\_\_\_\_

\_\_\_\_\_ (names of individuals)

\_\_\_\_\_  
Notarial Officer Signature

\_\_\_\_\_  
Notarial Officer Printed Name

My commission expires: \_\_\_\_\_

*Affix seal/stamp as close to signature as possible*



Application #: \_\_\_\_\_

# SUBDIVISION/LAND DEVELOPMENT PLAN

## PROPERTIES UNDER CONSERVATION EASEMENT

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Applicant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The Applicant is:     Owner         Agent for Owner         Equitable Owner

Other \_\_\_\_\_

---

Property/Site Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Type of Application:     Subdivision         Land Development         Both

Type of Plan:             Preliminary         Preliminary/Final         Final

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Which conservation organization holds the easement?

- Brandywine Conservancy
- Natural Lands Trust
- Willistown Conservation Trust
- Other \_\_\_\_\_

What type of easement is on the property?

- Conservation Easement
- Trail Easement
- Agricultural Easement
- Other \_\_\_\_\_

Have you contacted the easement holder regarding the project?     Yes\*         No

\*Please provide a letter from the easement holder indicating their acknowledgement and approval

If no, when are you planning to do so? \_\_\_\_\_



Application #: \_\_\_\_\_

# SUBDIVISION/LAND DEVELOPMENT PLAN

## PROPERTIES WITH HISTORIC RESOURCES

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Applicant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The Applicant is:     Owner             Agent for Owner             Equitable Owner  
                                  Other \_\_\_\_\_

---

Property/Site Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Type of Application:     Subdivision             Land Development             Both

Type of Plan:             Preliminary             Preliminary/Final             Final

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Historic District Listing:

Sugartown District    |     Okehocking District    |     Whitehorse District

Historic Structure Listing (found in the Township Comprehensive Plan):

Structure #(s) \_\_\_\_\_

Acres of Quakers page #: \_\_\_\_\_

Explain impact to Historic Resource(s):

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Applicant to also submit:

- Recent color photographs taken of all elevations and conditions of the building exterior
- Architectural drawings by a PA licensed architect documenting all existing conditions of the structures, including dimensional floor plans and elevations
- Architectural drawings by a PA licensed architect depicting all proposed modifications and/or additions to the existing dimensional floor plans and elevations

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**NOTE: ALL HISTORIC BUILDINGS MUST BE FULLY DOCUMENTED AND PHOTOGRAPHED  
BEFORE ANY CONSTRUCTION CHANGES ARE MADE**

**Return to:** Chester County Planning Commission  
 601 Westtown Road–Suite 270  
 P.O. Box 2747  
 West Chester, PA 19380-0990

# Act 247 County Referral

**To:** Chester County Planning Commission

**Subject:** Request for review of a subdivision, land development proposal, ordinances, or comprehensive plans pursuant to the Pennsylvania Municipalities Planning Code, Act 247. This application must be completed by the applicant, and submitted by the municipality to the above address, along with one (1) complete set of plans and accompanying documents and the required fee for review (see reverse side)

**TO BE COMPLETED BY THE MUNICIPALITY**

From: (Municipality) \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Official's Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Official's signature: \_\_\_\_\_

Applications with **ORIGINAL** signatures must be submitted to CCPC.

**TO BE COMPLETED BY THE APPLICANT**

Development name (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_  
 Owner's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Owner's address: \_\_\_\_\_  
 Applicant's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Applicant's address: \_\_\_\_\_  
 Architect/Engineer/Surveyor name: \_\_\_\_\_ Phone #: \_\_\_\_\_

<p><b>TYPE OF REVIEW REQUESTED</b> (Check all appropriate boxes)</p> <input type="checkbox"/> Unofficial sketch plan ( <b>no fee</b> ) <input type="checkbox"/> Subdivision plan <input type="checkbox"/> Land development plan <input type="checkbox"/> Planned residential development <input type="checkbox"/> Zoning ordinance ( <b>no fee</b> ) <input type="checkbox"/> Curative amendment ( <b>no fee</b> ) <input type="checkbox"/> Subdivision ordinance ( <b>no fee</b> ) <input type="checkbox"/> Comprehensive plan ( <b>no fee</b> ) <input type="checkbox"/> Other _____	<p><b>REVIEW FEE</b> (Fee schedule on other side)</p> <input type="checkbox"/> Attached \$ _____ <input type="checkbox"/> Not applicable	<p><b>TYPE OF SUBMISSION</b></p> <input type="checkbox"/> New proposal <input type="checkbox"/> Revision to a prior proposal <input type="checkbox"/> Phase of a prior proposal <input type="checkbox"/> Amendment/revision to recorded plan is a new proposal
	<p><b>TYPE OF PLAN</b></p> <input type="checkbox"/> Unofficial sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final	<p>Tax parcel(s): # _____          # _____          # _____</p> <p>Total area (gross acres): _____</p>

<p><b>PLAN INFORMATION</b></p> <p>Length of new roads: _____</p> <p>Number of new parking spaces: _____</p> <p>Ownership of roads:  <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Open space:  <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Acres: _____ Acres: _____</p> <p>HOA responsible for common facilities/areas:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>HOA documents provided:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Traffic study included:  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted</p>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">LAND USE</th> <th style="text-align: left;"># of lots/units</th> </tr> <tr><td>Agriculture</td><td></td></tr> <tr><td>Single family</td><td></td></tr> <tr><td>Townhouses</td><td></td></tr> <tr><td>Twin units</td><td></td></tr> <tr><td>Apartments</td><td></td></tr> <tr><td>Mobile homes</td><td></td></tr> <tr><td>*Commercial</td><td></td></tr> <tr><td>*Industrial</td><td></td></tr> <tr><td>*Institutional</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table>	LAND USE	# of lots/units	Agriculture		Single family		Townhouses		Twin units		Apartments		Mobile homes		*Commercial		*Industrial		*Institutional		Other		<p><b>ZONING DISTRICT OF PROPOSAL</b></p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/          Special exception granted: _____</p>	<p><b>PROPOSED UTILITIES</b> (Check appropriate boxes)</p> <table style="width:100%;"> <tr> <td></td> <td style="text-align: center;">Water</td> <td style="text-align: center;">Sewer</td> </tr> <tr> <td>Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>On-site</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Package</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>No new sewage disposal or water supply proposed <input type="checkbox"/></p>		Water	Sewer	Public	<input type="checkbox"/>	<input type="checkbox"/>	On-site	<input type="checkbox"/>	<input type="checkbox"/>	Package	<input type="checkbox"/>	<input type="checkbox"/>
LAND USE	# of lots/units																																					
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On-site	<input type="checkbox"/>	<input type="checkbox"/>																																				
Package	<input type="checkbox"/>	<input type="checkbox"/>																																				

**ADDITIONAL INFORMATION (This plan has been submitted to):**

County Health Department Date \_\_\_\_\_  
 PennDOT Date \_\_\_\_\_  
 DEP Date \_\_\_\_\_  
 Other \_\_\_\_\_ Date \_\_\_\_\_

**THE TERM "LOTS"**

The term "**LOTS**" includes conveyance, tracts or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building or development, as well as residue parcels, annexations, or the correction of lot lines.

**\*Information to be filled in for Commercial, Industrial or Institutional land use ONLY**

\*Total square footage of addition to existing building: \_\_\_\_\_

\*Total square footage of new building(s): \_\_\_\_\_

## FEE SCHEDULE

The following fees shall apply to each land subdivision or land development submitted to the Chester County Planning Commission for review in accordance with Article V, Section 502, Pennsylvania Municipalities Planning Code, Act 247, as amended.

- If a plan for a non-residential use is to be subdivided and developed, the fee is the total of Category II plus Category III.
- For Categories I and II, the fee applies to total number lots/units after subdivision. Subdivisions include lot line revisions and lot consolidations.
- Maximum one-time fee: \$10,000.

### CATEGORY I RESIDENTIAL SUBDIVISION OR LAND DEVELOPMENT

These fees apply to residential projects for sale, condominium ownership, or rental; any type of buildings, either as a subdivision or single tract land development; or an agricultural subdivision (except for guidelines in Article I, Section 107, Subdivision, Pennsylvania Municipal Planning Code, Act 247, as amended). This category does not include institutional living facilities.

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1–2 lots/dwelling units	\$175.00	None
3–5 lots/dwelling units	\$175.00	Plus \$29.00/lot/unit
6–20 lots/dwelling units	\$235.00	Plus \$26.00/lot/unit
21–75 lots/dwelling units	\$425.00	Plus \$23.00/lot/unit
76 lots/dwelling units and over	\$850.00	Plus \$18.00/lot/unit

### CATEGORY II NON-RESIDENTIAL SUBDIVISIONS

These fees apply to applications for subdivision and conveyance of land for non-residential uses, not proposed for land development as defined in Section 107 of the Planning Code.

Number of lots or units	Base fees	Fees for each lot and/or unit
1–2 lots/units	\$295.00	Plus \$57.00/lot/unit
3–10 lots/units	\$585.00	Plus \$57.00/lot/unit
11 lots/units and over	\$850.00	Plus \$53.00/lot/unit
Financial subdivisions	\$295.00	Plus \$57.00/lot/unit

### CATEGORY III NON-RESIDENTIAL LAND DEVELOPMENT

These fees apply to all projects or sections of mixed projects which are for non-residential use for sale, condominium, lease or rent in any type of building on a single tract of land.

Building square footage (gross)	Base fees	Fees for gross floor area
0 to 5,000 sq. ft.	\$480.00	Plus \$47.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	\$585.00	Plus \$42.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	\$955.00	Plus \$42.00/1,000 sq. ft. of gross floor area
75,001 sq. ft. and over	\$1,435.00	Plus \$29.00/1,000 sq. ft. of gross floor area

### CATEGORY IV SECOND REVIEWS

These fees apply to each review conducted after the first review (within a three (3) year period of the initial review) and only if requested by the municipality.

- Flat fee of \$175.00 for residential subdivisions/land developments
- Flat fee of \$235.00 for non-residential subdivisions/land developments

### CHECKS OR MONEY ORDERS SHOULD BE PAYABLE TO: County of Chester

Cash will not be accepted. All fees are to be submitted to the Chester County Planning Commission (CCPC) through the appropriate township or borough at the time of application; and in accordance with the administrative guidelines established by CCPC. Upon written request from the municipality, CCPC may waive the fees for plan reviews associated with municipally-owned subdivisions or land developments.

### INFORMAL REVIEWS AND ADDITIONAL WORK:

An informal review request to CCPC (such as meetings and discussions prior to the formal development application) shall be free of charge if said written request is from the municipality, or from an applicant with the knowledge and written consent of the municipality. In no case will informal review by CCPC replace the need for a formal review which would include the submission of the required fee listed above pursuant to the Municipalities Planning Code.

### TIME LIMITATIONS:

The review time period will begin from the date of receipt by CCPC of the application requesting a review by CCPC. CCPC has thirty (30) days within which to review subdivision and land development applications and submit review comments. The review period may be extended if requested by the applicant or a time extension has been granted by the municipality with the concurrence of the applicant. When the time period has been stopped due to an incomplete application package, incorrect fee submittal or other reasons, the time period will continue from the day in which the application package is complete. CCPC has thirty (30) days within which to review ordinance amendments, and forty-five (45) days within which to review comprehensive plans, official maps, and complete ordinances.



# County of Chester

## Subdivision / Land Development Information Form



\*Indicates required information.

\*UPI \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      \*Municipality \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      DEP Code # 1-15 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      \*Subdivision Name \_\_\_\_\_

\*Site Address and/or Street Intersection \_\_\_\_\_  
 (i.e.: 201 W Market St. or NE Corner of W Market St & N New St)

\*Developer \_\_\_\_\_ Phone # \_\_\_\_\_

\*Developer Mailing Address \_\_\_\_\_

\*Property Owner \_\_\_\_\_

Agent/Consultant \_\_\_\_\_ Phone # \_\_\_\_\_

Agent/Consultant Mailing Address \_\_\_\_\_

\*Total # of proposed lots \_\_\_\_\_ - # of parent tract lot(s) \_\_\_\_\_ = # of new proposed lots \_\_\_\_\_

**OR**

Development of existing lot (i.e., an approved, vacant lot)

Additional structure on lot (i.e., in-law suite, other structure on lot)

Existing structure, change in use (i.e., office to apartment)

Explain \_\_\_\_\_

*Type of Development	*Type of Sewage Disposal	*Type of Water Supply
<input type="checkbox"/> Residential	<input type="checkbox"/> Individual	<input type="checkbox"/> Individual
<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Community <input type="checkbox"/> DEP Permit	<input type="checkbox"/> Public
<input type="checkbox"/> Non-Building	<input type="checkbox"/> Public	<input type="checkbox"/> Community Well
<input type="checkbox"/> Lot Line Change (0 lots)	<input type="checkbox"/> Clean Streams (Repair, 0 lots)	<input type="checkbox"/> None
<input type="checkbox"/> Change of Use (0 lots)	<input type="checkbox"/> Community Clean Streams	
<input type="checkbox"/> Mixed Use	<input type="checkbox"/> None	

(If applicable) Electronic Payment Reference Number: \_\_\_\_\_

**For Chester County Health Department Use Only**      Unique ID # \_\_\_\_\_

Subdivision Review Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\$ \_\_\_\_\_ Receipt # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

CCHD Review Date \_\_\_\_/\_\_\_\_/\_\_\_\_      DEP Approval Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Total # of approved lots \_\_\_\_\_ - # of parent tract lot(s) \_\_\_\_\_ = # of new lots created \_\_\_\_\_

SEO # \_\_\_\_\_      Database updated \_\_\_\_/\_\_\_\_/\_\_\_\_



# Chester County Health Department

## Bureau of Environmental Health Protection



Effective January 1, 2025

<b>SEWAGE</b>	
<b>Site Evaluations</b>	<b>Proposed Fee</b>
Site Evaluation	\$800
Additional Site Evaluation (One area)	\$400
<b>Major Permits &amp; Inspections</b>	
Major Permit	\$800
Redesign	\$400
<b>Minor Permits &amp; Inspections</b>	
Minor Component Repair	\$250
Minor Tank Permit	\$450
<b>Subdivision Plan Review</b>	
Residential Component I, Component II, Exemptions	\$175/Lot
Non-Residential & Land Development	\$200/Site
Non-Building Waiver Plans & Inspection	\$200 Flat Fee
Public Sewer/SFTF Reviews-Component 3 (10 or less lots)	\$400 Flat Fee
Public Sewer/SFTF Reviews-Component 3 (11 or more lots)	\$700 Flat Fee
Substantial Plan Re-Review After Initial Review	\$75/Lot
<b>Administrative</b>	
Permit Review – After the 3 <sup>rd</sup> Review	\$100
Expedited File Look-up Request	\$150/Request
Evaluate Existing System for Building Alterations, Additions, Change in Use	\$200
Verification of Existing Site Testing	\$200
Additional Inspection Fee Due to Delay	\$100
Soil Scientist	Per contract
Penalty Fee for Failing to Obtain a Permit	2x Permit Fee
Float Rental Fee	\$50/Set
Float Rental Deposit	\$100
Transfer of Permit/Record Rider Form	\$75
Duplicate Permit/License	\$30
Request for Administrative Hearing	\$400
Returned Check Fee	\$50
Administrative Fee Charge for Refunds	\$100
Photo Copies	\$0.25/page

Note: CCHD will plan to execute future fee schedule updates every two years.



# Chester County Health Department

## Bureau of Environmental Health Protection



Effective January 1, 2025

WELLS	
Permits	Proposed Fee
New Well Permits	\$300
2nd or Additional Well Permits	\$175
Monitoring Wells, Test Wells, Open Loop Geothermal Wells	\$175/Well
Closed Loop Geothermal Wells: 1 <sup>st</sup> through 5 <sup>th</sup>	\$300
Closed Loop Geothermal Wells: Each Additional Well	\$75/Borehole
Closed Loop Geothermal Wells: Up to a Maximum	\$2,500 Max
Direct Core Boring	\$100/Parcel
Relocation Prior to Well / Geothermal Well Being Drilled	\$150
Well Relocation After Well is Drilled	Requires New
Alteration of Existing Well (Extend Casing, 2nd Water Line)	\$100
Administrative	
Penalty Fee for Failing to Obtain a Permit	2x Permit Fee
Transfer of Permits/Record Rider Form	\$75
Duplicate Permit/License	\$30
Request for Administrative Hearing	\$400
Returned Check Fee	\$50
Administrative Fee Charge for Refunds	\$100
Photo Copies	\$0.25/Page

CONTRACTORS	
Licenses	Proposed Fee
Well Drilling License	\$500
Geothermal Well License	\$250
Pump Installer License	\$250
Liquid Waste Hauler License	\$175/Vehicle
Well Driller, Geothermal Well, Pump Installer Test	\$50/Test
Administrative	
Late Fee for License Renewal	\$50
Duplicate Permit/License	\$30
Request for Administrative Hearing	\$400
Returned Check Fee	\$50
Administrative Fee Charge for Refunds	\$100
Photo Copies	\$0.25/Page
GIS Site Assessment Map	\$125

Note: CCHD will plan to execute future fee schedule updates every two years.

# ACT 537 COUNTY PLANNING REFERRAL

To: Chester County Planning Commission

(To Be Completed by Municipality)

Subject: Request for review of a Sewage Facilities Planning Module pursuant to the Pennsylvania Sewage Facilities Act, Act 537.

From: (Municipality) \_\_\_\_\_

Date: \_\_\_\_\_

Official's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**This application must be completed by the municipality and submitted along with the appropriate Planning Module and accompanying documents for review.**

Development Name: \_\_\_\_\_

\*Department of Environmental Protection Code #: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Engineer/Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Type of Submission

- Component 2
- Component 3
- Component 3z

There is **no review fee** for Chester County Planning Commission review of sewage facilities Planning Modules.

The County Planning Commission **does not review Component 1** modules.

If your municipality needs more referral forms, please check here

\*DEP Code Number can be obtained from the module submitted by the applicant.

**SEWAGE FACILITIES PLANNING MODULE  
APPLICATION MAILER**



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

For more information, visit DEP's website at  
[www.depweb.state.pa.us](http://www.depweb.state.pa.us), keyword: Act 537.

## INSTRUCTIONS FOR COMPLETING SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER

(remove before sending mailer to the approving agency (the Department of Environmental Protection (DEP) or delegated local agency))

Please read the following instructions carefully before completing the application mailer. This information will be used to determine if sewage facilities planning is necessary for your project, and, if it is, which forms are appropriate.

Act 537 Sewage Facilities' planning is the duty of local municipalities. The responsibility of meeting the sewage disposal needs of the municipality rests with the municipality. Each municipality is required to have an Act 537 Official Sewage Facilities Plan to adequately address these needs. Adoption by resolution of a planning module is the vehicle for legally amending the municipality's Official Plan. It is imperative that the municipality receives all of the information required in order to make informed decisions.

Upon completion, submit this Mailer / Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Unless your project qualifies for one of the planning exemptions provided in Act 537, a package of sewage facilities planning forms appropriate for the project will be sent to the return address indicated on the mailer, or instructions for obtaining the appropriate forms from DEP's website ([www.depweb.state.pa.us](http://www.depweb.state.pa.us)) will be issued. Each form includes detailed instructions that explain the use of the form and how to complete it. The package of completed forms and its supporting documentation is called a **sewage facilities planning module**, or "planning module." Once the planning module is complete, it must be submitted to the municipality in which the project is located for review and, if acceptable, adoption.

After adoption by the municipality, complete planning modules are submitted to either DEP or, if appropriate, to the delegated agency for review and final action. Some municipalities (or groups of municipalities working together) have requested and received DEP approval to review and take final action on planning modules. These are known as **delegated agencies**. To find out if your project is located in an area served by a delegated agency, contact the municipality or DEP's regional office serving your area.

Please note that both DEP and delegated agencies are required by law to charge fees for the review of planning modules. The fees DEP must charge are set by law in Act 537, while delegated agencies may set fees which can be the same or different from those in Act 537. For more information on review fees for your particular project, see the planning module documents or contact the approving agency (DEP or delegated agency) serving the area of your project.

NOTE: DEP will provide all planning module forms, however, if your project is a **minor subdivision** (defined as a subdivision of 10 lots or less, intended for single family residential homes served by individual onlot sewage disposal systems) you may also contact the municipality in which your project is located for a "Component 1" minor subdivision planning module form.

1. Print the name of the proposed development and name, address, telephone number and email address of the person who is proposing the project. If planning module components are to be sent to a different person or address, include this information on the front of the mailer in the return address block.
2.
  - a. Enter the county in which the project is located.
  - b. Enter the municipality in which the project is located.
  - c. Enter the road or address (if available) or street coordinates (example - west side of T-235, 1 mile south of intersection of Rt 15 and T-235).
  - d. Enter the appropriate tax parcel identification number (if available) of the parcel proposed for subdivision.
  - e. Enter the name of the U.S. Geological Survey (USGS) 7.5-minute quadrangle map which contains the project area, and the location of the project area on that map in inches up and over from the lower right corner of the map to the approximate center of the project. (Example - Centerville West quad, 7 inches up and 2.5 inches over from lower right corner of map.) Alternatively, include an original or a copy of the USGS quad map with the project area outlined on it.
  - f. If the proposed project is located within a special protection watershed, (i.e., watersheds with a stream classification of High Quality or Exceptional Value), check "yes." If not located in special protection watershed, check "no."
3. Check the box that best describes the intended use of the proposed land development project. **Residential** refers to single-family lots. **Multi-residential** includes apartments, condos, etc. **Commercial** includes retail centers, office parks, industrial development, etc. **Institutional** refers to schools, hospitals and the like. **Brownfield Site**

Redevelopment refers to projects proposing to recycle land. Some developments will involve more than one type of use, or will not fit comfortably into any of the classifications given. If this is the case, choose more than one category or explain under **Other**.

4.
  - a. Enter the number of single family residential lots or Equivalent Dwelling Units (EDUs) proposed. An EDU is defined as that part of a multi-family dwelling or nonresidential project with flows equal to 400 gallons per day (gpd) (the assumed flow, for planning purposes, of a single family residential lot). To determine the number of EDUs, divide the proposed sewage flow of the project by 400 gpd.
  - b. Enter the total number of lots created from this parcel of land since May 15, 1972, including the lots being proposed at this time. (Onlot disposal proposals only.)
  - c. Enter the total project acreage and the acreage of any remaining land (land not proposed for development but under the same ownership and adjacent to the project area).
5. Enter the proposed total sewage flow from the project in gpd. See Title 25 of the Pennsylvania Code, Chapter 73, Section 73.17, ([www.pacode.com](http://www.pacode.com)), or DEP's *Domestic Wastewater Facilities Manual*, DEP ID: 362-0300-001 available on DEP's website at [www.depweb.state.pa.us](http://www.depweb.state.pa.us), keyword: wastewater.
6. Choose the category (a, b, c or d) that describes the method of sewage disposal planned to serve the project and enter the information requested. Since this information could have an effect on the planning requirements for your project, be as accurate as possible. If more than one method of sewage disposal is planned, or if an interim method is planned, indicate it here.
  - a. Sewerage System
 

If an existing system is being extended to serve the proposed project, or if lots are to connect directly to an existing sewage collection system, check all boxes that describe the project. Write in the names of the existing collection systems that will be used, the interceptor sewer which will be used for conveyance and the treatment facility where the sewage flows will be treated. Include the National Pollutant Elimination Discharge System (NPDES) permit number for the treatment facility, where applicable.
  - b. Construction of Sewerage Treatment Facility (with stream discharge or with spray irrigation as final disposal option)
 

Check the box corresponding to the chosen final disposal option (stream discharge or spray irrigation field). This category does **NOT** include individual residence spray irrigation systems (IRSIS) which are considered onlot sewage disposal systems ((c), below). For stream discharges, name the receiving waterbody. If the proposed facility is intended to replace an existing, malfunctioning onlot system, check the box marked "repair."
  - c. Onlot Sewage Disposal Systems (individual, community, or large-volume)
 

Check the box corresponding to the type of onlot sewage disposal systems proposed to serve the project. An **individual onlot sewage disposal system** is a system of piping, tanks or other facilities used for collecting, treating and disposing of sewage into a subsurface absorption area. This category also includes IRSIS. A **community onlot system** is a facility either publicly or privately owned which will collect and dispose of sewage from two or more lots or EDUs into a subsurface absorption area. A **large-volume onlot system** is an individual or community onlot system which is designed to treat flows in excess of 10,000 gpd.

The approving agency must be notified at least 10 days in advance of all soil testing activities (including those related to planning exemption requests - see 7(b)(5)(v)), so that its staff have the option of observing the tests.
  - d. Retaining Tanks (holding tanks or privies)
 

If retaining tanks are proposed as the method of sewage disposal, enter the number of holding tanks or privies which are proposed to serve the project.
7. Check this box if you desire to obtain your sewage facilities planning module forms from DEP's website. You will be provided with appropriate instructions, website addresses and DEP coding information in a letter rather than a package of paper forms.

## 8. Requests for Planning Exemption under the Sewage Facilities Act

You may request to be exempt from Act 537 planning requirements. Effective December 15, 1995, certain classes of subdivisions are no longer subject to the planning requirements of the Sewage Facilities Act. Completing Section 8 will help you and the approving agency determine if your project fits into one of these categories.

## a. Protection of rare, endangered or threatened species.

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resources' (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self-explanatory, self-conducted "PNDI Project Planning Environmental Review" searches are initiated at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us). This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self-conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us). Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning exemption request is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available online in the eLibrary at DEP's website address [www.depweb.state.pa.us](http://www.depweb.state.pa.us).

## b. Attach a plot plan for the proposed project. The plan must depict anticipated lots to be created, either estimated sewer line runs (public sewer proposals), or site suitability test locations and Site Investigation and Percolation Test Reports (onlot proposals).

## c. Projects proposing use of onlot sewage disposal systems

## (1) Information Required from the Municipality

The municipality in which the project is located (identified in Item 2.b. of the mailer) should determine if the municipality's Official Sewage Facilities Plan shows that the area planned for the project is to be served by onlot sewage disposal systems. If it is, the municipality should indicate this by having an authorized municipal official sign and date the form in the space provided. The official's name and title should be printed on the line below.

## (2) Information Required from the Municipal Sewage Enforcement Officer (SEO)

The municipality's SEO must conduct personally, observe or otherwise confirm in a manner approved by DEP, site testing on each proposed lot in the subdivision (including any remaining land) to determine that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement system (to be used if the original system fails in the future). If the SEO finds that each lot has been tested properly and fulfills these criteria, the SEO must indicate this by signing and dating the form in the space provided. His/her name and certification number should be printed on the line below.

## (3) Information Required from the Applicant

The person proposing the subdivision, or his/her authorized agent, must determine if each lot in the subdivision (including the remaining land, if any) is at least one (1) acre in size. If they are, the applicant or his/her agent must indicate this by signing and dating the form in the space provided.

(4) Determinations Made by the Approving Agency

When the above listed information is received, the approving agency will determine the following:

- (a) If the geology of the project area is conducive to nitrate-nitrogen contamination of groundwater (determined from the topographic map location information); or
- (b) If elevated levels of nitrate-nitrogen are known to exist within one-quarter (1/4) mile of the proposed development (determined from agency groundwater sampling records in existence at the time of the application); or
- (c) If the area proposed for development is within an identified High Quality (HQ) or Exceptional Value (EV) watershed (determined from the topographic map location).

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP website) along with the notification of the decision, including the reason(s) that the request cannot be granted.

d. Projects proposing use of public sewerage facilities (i.e., ownership by municipality or authority)

(1) Information Required from the Municipality

The municipality in which the proposed project is located (identified in Item 2.b. of the mailer) will determine the following from written documentation requested and obtained by the applicant from the facility permittee. ***This documentation MUST also be sent to the approving agency (DEP or delegated local agency) for evaluation.***

- (a) Certification from the permittees of the collection, conveyance and treatment facilities proposed for use that capacity is available in these facilities to receive and treat the sewage flows from the proposed project; and
- (b) That these added flows will not cause an overload or 5-year projected overload in the facilities.

If the facilities proposed for use are owned and operated by an authority, or authorities, then attach a letter from each to the mailer.

If this written certification has been submitted by the applicant, an authorized municipal official should sign and date the form and print his/her name and title and the municipality name in the spaces provided.

NOTE: Since planning is a municipal responsibility, sewer authorities involved should make required information available but should **NOT** sign the mailer as the authorized municipal official.

(2) Determinations Made by the Approving Agency

When the above listed information is received by the approving agency, the approving agency will determine the following (from DEP records):

- (a) That the existing collection, conveyance and treatment facilities are in compliance;
- (b) That the existing facilities have no existing or 5-year projected overload;
- (c) That the municipality has a currently approved Official Sewage Facilities Plan which is being implemented; and
- (d) That the project does not propose service by facilities needing a new or modified permit from DEP under the Clean Streams Law.

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and the municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from DEP's website) along with the notification of the decision, including the reason that the request cannot be granted.

If unsure of which local DEP office to contact, the following DEP regional offices will assist you in determining the appropriate local DEP office that serves your specific municipality.

If you need more information or assistance, please contact your local DEP office.

## ***DEP REGIONAL OFFICES***

### **Northwest Region**

230 Chestnut St.  
Meadville, PA 16335-3481  
Main Telephone: 814-332-6945  
24-Hour Emergency: 800-373-3398

**Counties:** *Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren*

### **Southwest Region**

400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
Main Telephone: 412-442-4000  
24-Hour Emergency: 412-442-4000

**Counties:** *Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington, and Westmoreland*

### **North-central Region**

208 W. Third St., Suite 101  
Williamsport, PA 17701-6448  
Main Telephone: 570-327-3636  
24-Hour Emergency: 570-327-3636

**Counties:** *Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union*

### **South-central Region**

909 Elmerton Ave.  
Harrisburg, PA 17110-8200  
Main Telephone: 717-705-4700  
24-Hour Emergency: 866-825-0208

**Counties:** *Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York*

### **Northeast Region**

2 Public Square  
Wilkes-Barre, PA 18701-1915  
Main Telephone: 570-826-2511  
24-Hour Emergency: 570-826-2511

**Counties:** *Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, and Wyoming*

### **Southeast Region**

2 E. Main St.  
Norristown, PA 19401-4915  
Main Telephone: 484-250-5900  
24-Hour Emergency: 484-250-5900

**Counties:** *Bucks, Chester, Delaware, Montgomery, and Philadelphia*

1. Development Information

Name of Development \_\_\_\_\_
Developer Name \_\_\_\_\_
Address \_\_\_\_\_
Telephone # \_\_\_\_\_
Email \_\_\_\_\_

2. Location of Development

a. County \_\_\_\_\_
b. Municipality \_\_\_\_\_
c. Address or Coordinates \_\_\_\_\_
d. Tax Parcel # \_\_\_\_\_
e. USGS Quad Name \_\_\_\_\_
inches up \_\_\_\_\_ over \_\_\_\_\_
from bottom right corner of map.
f. Located in a High Quality/Exceptional Value watershed?
Yes No

3. Type of Development Proposed (check appropriate box)

Residential Multi-Residential
Describe \_\_\_\_\_
Commercial Institutional
Describe \_\_\_\_\_
Brownfield Site Redevelopment
Other (specify) \_\_\_\_\_

4. Size

a. # of lots # of EDUs
b. # of lots since 5/15/72
c. Development Acreage
d. Remaining Acreage

5. Sewage Flows \_\_\_\_\_ gpd

6. Proposed Sewage Disposal Method (check applicable boxes)

Sewerage System
Existing (connection only) New (extension)
Public Private
Pump Station(s)/Force Main Gravity
Name of existing system being extended
Interceptor Name
Treatment Facility Name
NPDES Permit #
Construction of Treatment Facility
With Stream Discharge
With Land Application (not including IRSIS)
Other
Repair?
Name of waterbody where point of discharge is proposed
(if stream discharge)

Onlot Sewage Disposal Systems
Individual onlot system(s) (including IRSIS)
Community onlot system
Large-Volume onlot system
Retaining tanks
Number of Holding Tanks
Number of Privies

7. Request Sewage Facilities Planning Module forms in electronic format

8. Request for Planning Exemption

Protection of rare, endangered or threatened species
Check one:
The "PNDI Project Environmental Review Receipt" is attached.
or
A completed "PNDI Project Planning & Environmental Review Form," (PNDI Form) is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning exemption will be considered incomplete and that the DEP processing of my planning exemption request will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

Applicant or Consultant Initials \_\_\_\_\_

Plot Plan Attached Site Reports Attached

c. Onlot Disposal Systems

(1) I certify that the Official Plan shows this area as an onlot service area.

(Signature of Municipal Official) / Date
Name (Print) Title

Municipality (must be same as in 2.b.)

Telephone # \_\_\_\_\_

(2) I certify that each lot in this subdivision has been tested and is suitable for both a primary and replacement sewage disposal system.

(Signature of SEO) / Date
Name (Print) Certification #

Telephone # \_\_\_\_\_

(3) I certify that each lot in this subdivision is at least 1 acre in size

(Signature of Project Applicant/Agent) / Date

d. Public Sewerage Service (i.e., ownership by municipality or authority)

Based upon written documentation, I certify that the facilities proposed for use have capacity and that no overload exists or is projected within 5 years. (Attach documents.)

(Signature of Municipal Official) / Date
Name (Print) Title

Municipality (must be same as in 2.b.)

Telephone # \_\_\_\_\_

Return Correspondence/Forms to:

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**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

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DEP USE	
<b>Components Sent</b>	
Onlot Disposal	<input type="checkbox"/>
Collection and Treatment	<input type="checkbox"/>
Planning Agency Review	<input type="checkbox"/>
Exempt from Planning	<input type="checkbox"/>
Code	_____
Date	_____

"Fold Here"

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