

688 Sugartown Rd
Malvern, PA 19355



Application #: _____

Tel: 610.647.5300
planning@willistown.pa.us

APPLICATION FOR REVIEW SKETCH PLAN

Applicant's Name: _____

Mailing Address: _____

Phone: _____

Email: _____

The Applicant is: Owner Agent for Owner Equitable Owner

Other _____

Property/Site Address: _____

Project Name: _____

Brief Project Description: _____

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

Owner's Name: _____

Mailing Address: _____

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: _____

The Township encourages Sketch Plans and therefore offers review of Sketch Plans at a lower cost than a Preliminary or Final Plan submission. As such, this fee only covers review of the Sketch Plan by Township staff. We also recognize that an Applicant may like to have their Plan reviewed by outside consultants for additional comments on the project. We therefore provide two options for Sketch Plan review;

Staff review only: The Director of Planning & Zoning will review all Sketch Plan applications and will prepare a memorandum on the application to assist the Planning Commission in their review and discussion of the plan. Depending on the nature of the project, other Township staff may comment as well.

Limited consultant review: If an Applicant wants early input on their project from one or more of our consultants, this may be requested as a part of this application. These comments will also be in the form of a memorandum and will be in addition to the memorandum provided by the Director of Planning & Zoning. If this option is selected, the Applicant will be responsible for all costs associated with the consultant reviews, as indicated on the Reimbursement Agreement. The Reimbursement Agreement on page 3 must be completed, signed, and notarized.

TYPE OF SKETCH PLAN REVIEW REQUESTED:

- Staff review only
- Limited consultant review

PLEASE NOTE: If you are requesting a “limited consultant review,” this Application will not be considered complete, nor will it be accepted for review, unless accompanied by the completed and notarized Reimbursement Agreement.

Items to include with Application submission:

- Application form
- Reimbursement Agreement (if applicable)
- 2 hard copies of plans
- 1 hard copy of a narrative of the project, and other supporting documents
- 1 PDF of all documents
- Check payable to Willistown Township in the amount of \$250

*Owner Signature: _____

*Applicant Signature: _____

Owner Name: _____

Applicant Name: _____

Date: _____

Date: _____

***Required**

***Required if not the Owner**



Application #: _____

SKETCH PLAN

WILLISTOWN TOWNSHIP

REIMBURSEMENT AGREEMENT

The undersigned, a duly authorized representative of the Applicant, hereby authorizes Willistown Township appointed consultants, as indicated below, to review documents, plans, and reports associated with the proposed project. Additionally, Willistown Township appointed consultants are authorized to participate in meetings, emails, and/or 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. 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.

Choose the desired consultants:

- Gaadt Perspectives (planning)
- Yerkes Associates (civil engineering)
- Herbert, Rowland, Grubic Inc (stormwater engineering)
- Carroll Engineering Corporation (sewer engineering)
- Pennoni Associates Inc (traffic engineering)
- Lamb McErlane PC (solicitor)

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