

# SUBDIVISION APPLICATION

**TOWNSHIP USE ONLY**  
Date Received Stamp

PLAN TITLE: \_\_\_\_\_

PLAN DATE: \_\_\_\_\_

PLAN TO BE REVIEWED AS:  PRELIMINARY  FINAL

PLAN TYPE:  LAND DEVELOPMENT  SUBDIVISION

FILE NO.: \_\_\_\_\_

SUBMISSION DATE: \_\_\_\_\_

DECISION DATE: \_\_\_\_\_

## 1. Applicant

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

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

Applicant E-Mail: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

## 2. Owner

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

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

Owner E-Mail: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

## 3. Developer

Developer Name: \_\_\_\_\_

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

Developer E-Mail: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

## 4. Engineer

Engineer Name: \_\_\_\_\_

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

Engineer E-Mail: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

## 5. Attorney

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

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

Attorney E-Mail: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

## 6. Location

Street Name: \_\_\_\_\_

Tax Parcel No(s). \_\_\_\_\_

Deed Record Book No.: \_\_\_\_\_ Page No.: \_\_\_\_\_

**SUBDIVISION APPLICATION**

**FILE NO.:** \_\_\_\_\_

**7. Tract Information**

Total Tract Area (acres): \_\_\_\_\_ Is any zoning action necessary?  
Area of Proposed Subdivision (acres): \_\_\_\_\_  Variance  
Zoning Classification: \_\_\_\_\_  Special Exception  
Note any non-conforming lots \_\_\_\_\_  Conditional Use  
and/or structures: \_\_\_\_\_

**8. Planned Subdivision**

Number of planned lots/parcels of land: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Number of Phases: \_\_\_\_\_  
Planned Use(s): \_\_\_\_\_

**9. Streets**

Proposed Public Street(s) with Length(s): \_\_\_\_\_  
\_\_\_\_\_  
Proposed Private Street(s) with Length(s): \_\_\_\_\_  
\_\_\_\_\_  
Proposed Street Names: \_\_\_\_\_

**CONTACT CHESTER COUNTY GIS DATA DEPARTMENT FOR DUPLICATE STREET NAMES WITHIN PHOENIXVILLE AREA REGION**

**10. Water Supply**

Source of existing or proposed water supply: \_\_\_\_\_  
 Public  Community  Individual  Other: \_\_\_\_\_

**11. Wastewater Disposal**

Source of existing or proposed wastewater disposal system: \_\_\_\_\_  
 Public  Community  Individual  Other: \_\_\_\_\_

**12. Property Encumbrances**

List any mortgages, judgments, easements, liens, contracts, deed restrictions or agreements of record affecting the property: \_\_\_\_\_

**13. Are the following Required Reports/Permits attached to this application?**

- Sewer Authority Review
- Chester County Health Department
- Chester County Planning Commission
- Schuylkill Township Planning Commission
- Chester County Conservation District
- Schuylkill Township Environmental Advisory Council
- Land Planning Module Supplement to Schuylkill Township Act 537 Plan
- Pennsylvania Department of Transportation (PennDOT) Permits
- Fire Department Report
- Pennsylvania Department of Environmental Protection (PaDEP) Permits/Exemptions/Waivers  
(any exemptions/waivers must be reviewed and signed by the Board of Supervisors)

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**FILE NO.:** \_\_\_\_\_

**14. Proposed Open Space**

Describe common open space, if planned: \_\_\_\_\_

Describe what form of ownership/maintenance is planned: \_\_\_\_\_

**ATTACH A COPY OF PROPOSED DEED RESTRICTION, DEDICATION, AGREEMENTS, OR OTHER DOCUMENTS TO ENSURE MAINTENANCE OF OPEN SPACE IN PERPETUITY.**

**15. Property Features**

Note all features within the subject property and within 400 feet of the subject property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**16. AFFIDAVIT**

The undersigned pledge that to the best of his/her knowledge and belief, all of the above statements are true, correct and complete.

\_\_\_\_\_  
SIGNATURE OF LANDOWNER DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT, IF DIFFERENT FROM LANDOWNER DATE

**ALL APPLICATIONS MUST BE NOTARIZED IN ORDER TO BE ACCEPTED.**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, CHESTER COUNTY

\_\_\_\_\_  
SIGNATURE OF APPLICANT

(SEAL)

SUBDIVISION APPLICATION

FILE NO.: \_\_\_\_\_

OFFICIAL USE ONLY

APPROVED BY:

SCHUYLKILL TOWNSHIP PLANNING COMMISSION

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SCHUYLKILL TOWNSHIP BOARD OF SUPERVISORS

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RECORDED: \_\_\_\_\_

FEE COLLECTED: \$ \_\_\_\_\_

DATE: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

DATE: \_\_\_\_\_

I/We \_\_\_\_\_

of \_\_\_\_\_ hereby submit to the Board of Supervisors of Schuylkill Township, Chester County, Pennsylvania, a plan of proposed subdivision/land development, referred to as

\_\_\_\_\_ and do hereby make application for approval thereof.

I/We, My/Our heirs, successors and assigns and co-partners, if any, whose signatures are subscribed hereto, jointly and severally, agree to reimburse the Township of Schuylkill for such fees and expenses as said Township or the Board of Supervisors may incur for the services of an Engineer, or Engineers and/or the Township Solicitor or other designated lawyers in reviews, investigations, tests, and advising the Board of Supervisors in relation to the plan.

And further I/We promise to pay all costs of collection including attorney's fees and do by these present authorize and empower the Solicitor to the Board of Supervisors of Schuylkill Township, or any other attorney, or the Prothonotary of any court of record in the Commonwealth of Pennsylvania or elsewhere, to appear for us and each of us, and upon declaration filed to confess judgment against us and each of us for the said sum in said declaration shown; with costs of suit and release or errors, and we and each of us do hereby waive the rights of inquisition on any real estate, and authorize the same to be sold upon a lawful writ. We, and each of us. We, and each of us, also waive the benefit of all laws now in force or which may hereafter become in force, exempting real or personal property from levy and sale upon execution.

Application fee in the amount of \$ \_\_\_\_\_ is tendered herewith, and it is understood and agreed that this sum is payable to Schuylkill Township whether or not this plan is approved.

\_\_\_\_\_ (seal)

\_\_\_\_\_ (seal)

Witness as to surety

\_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

DATE: \_\_\_\_\_

I/We, our heirs, successors, assigns and co-partners do authorize Schuylkill Township and its consultants to enter onto any property that is part and parcel to the submitted land development plan entitled \_\_\_\_\_, or any other application, that is owned by the aforementioned. The purpose of the Township and its consultants to enter onto any premises will be to conduct field observation, surveying and any other work that may be required in relation to said land development plan as part of the review process pursuant to Schuylkill Township's Zoning Ordinance, Subdivision and Land Development Ordinance and any other ordinances that may be applicable to the land development application.

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant, if other than owner

\_\_\_\_\_  
Witness

DATE: \_\_\_\_\_

Board of Supervisors  
Schuylkill Township  
111 Valley Park Road  
Phoenixville PA 19460

Attention: Township Manager

**WAIVER OF TIME LIMITS**

**RE: Subdivision/Land Development Plan of \_\_\_\_\_**

Dear Board Members:

On \_\_\_\_\_, 20\_\_\_\_ I(we) submitted for official filing the reference preliminary subdivision or land development plan.

Please be advised that notwithstanding any contrary provision of the Pennsylvania Municipalities Planning Code (including without limitation Section 508), or the Schuylkill Township Subdivision and Land Development Ordinance, this letter will serve as notice to Schuylkill Township that the requirement that action be taken on this subdivision or land development proposal within 90 days is hereby waived, without limitation as to time.

This waiver is granted to permit us to make such adjustments or revisions to the plans as may be required during the plan review process.

This waiver may be revoked by the undersigned giving Schuylkill Township 45 days prior notice of revocation if I(we) should determine that limiting the time of the review process becomes necessary.

Very truly yours,

\_\_\_\_\_  
Agent for Developer

## SUBDIVISION REVIEW

**Board of Supervisors:** Meets the first Wednesday of the month at 7:30 p.m.

Plans/plan revisions to be presented to the Board of Supervisors that have been reviewed by and recommended for approval by the Schuylkill Township Planning Commission should be received by the Township Engineer 10 business days (3<sup>rd</sup> Wednesday of the month) before the Board meeting.

**Planning Commission:** Meets the third Wednesday of the month at 8:00 p.m.

Plans/revisions currently under review should be received by the Township Engineer 10 business days (1<sup>st</sup> Wednesday of the month) before the Planning Commission meeting. New subdivision/land developments being presented to the Planning Commission for the first time are subject to the Planning Commission directing the Township Engineer at the public meeting to review the plans. No review of new plan applications will occur before the Planning Commission meeting at which they will be presented.

**Environmental Advisory Council:** Meets the fourth Tuesday of the month at 7:30 p.m.

Plans will be reviewed by the Environmental Advisory Council and a written recommendation will be sent to the Planning Commission, the Board of Supervisors and the Township Engineer.

**Historical Commission:** Meets the third Monday of every month at 7:00 p.m.

Plans will be reviewed by the Historical Commission for any potential impact of historic resources in or around the proposed subdivision/land development.

**Zoning Hearing Board:** Meets the second Monday of the month at 7:30 p.m. as needed when a Zoning Appeal Application is filed.



SAMPLE TITLE BLOCK

COMMONWEALTH OF PENNSYLVANIA  
COUNTY OF CHESTER

SS:

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D., before me, the subscriber, a Notary Public of the Commonwealth of Pennsylvania, residing in \_\_\_\_\_ personally appeared \_\_\_\_\_ who acknowledged himself to be the \_\_\_\_\_ of \_\_\_\_\_, a Corporation, and that as such to do so, he executed the foregoing plan by signing he name of the said Corporation by himself as \_\_\_\_\_ that the said Corporation is the owner of the designated land, that all necessary approval of the plan has been obtained and is endorsed thereon and that the said Corporation desires that the foregoing plan may be duly recorded.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**APPROVED** by The Board of Supervisors of Schuylkill Township, Chester County, Pennsylvania, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REVIEWED** by the Chester County Planning Commission this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

**RECORDED** in the Office of the Recorder of Deeds of Chester County at West Chester, Pennsylvania in Plan Book \_\_\_\_\_, Page \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Deputy) Recorder of Deeds

## RECORDING REQUIREMENTS

1. The number of sheets to be recorded in a plan set is at the direction of the Township. The Township requires that all pages of the plan set are recorded.
2. The Schuylkill Township Board of Supervisors and the Chester County Planning Commission must sign the plans.
3. **One (1)** full set of signed, sealed and **recorded** plans will be provided to Schuylkill Township. One (1) set of the **recorded** land development agreement, **recorded** escrow agreement, and **recorded** stormwater BMP operations & maintenance agreement will also be provided to the Township.
4. **One (1)** full set of prints with signature and seals will be provided to Valley Forge Sewer Authority.
5. **All** sets of prints with original signatures and seals will be required by the Chester County Planning Commission for their signature. They will keep one (1) set.
6. **Three (3)** full sets of prints with the original signatures and seals will be required for the Chester County Recorder of Deeds office. One (1) will be returned to you via U.S. Mail.
7. **Two (2)** full sets of prints with the original signatures and seals will be provided to the Schuylkill Township Engineer, Gilmore & Associates, Inc.
8. **One (1)** full set of prints will be required for the Schuylkill Township Code Enforcement Officer.
9. **One (1)** full set of prints will be required for the Schuylkill Township Fire Marshall.
10. **If required, two (2)** full sets of paper prints will be required for the Chester County Health Department for proposed developments with on-site sewage disposal systems.
11. **One (1)** full set of prints will be required for the Pennsylvania Department of Transportation.

A total of 13 sets of final plans are required.

Field engineers may require other plan sets.