

## CHECKLIST FOR SUBDIVISION/LAND DEVELOPMENT SUBMISSION

The attached checklist has been prepared to assist you and the Planning Commission in the review of your subdivision application. The items listed include the minimum requirements for submitting a plan under the Township's Subdivision and Land Development Ordinance.

- ❑ To ensure compliance with the Ordinance, we ask that you make a check mark on the line next to each item. No plan will be accepted for review unless the checklist is completed.
- ❑ All Preliminary and Final plans **must be 18" x 30" or 24" x 34"**, unless specifically authorized.
- ❑ As part of the subdivision application process, applicants must meet with the Sewage Enforcement Officer. Please arrange this meeting as soon as possible after submitting your plan by calling 610-399-0844. **Do not mail Sewage Planning Modules to DEP until after this meeting with the SEO.**
- ❑ Plan shall contain all owner(s)'s notarized signature
- ❑ Any revisions to subdivision plans must be submitted no later than thirty days prior to the last regularly scheduled meeting of the Board of Supervisors within the review period. **Plans submitted after that time will not be accepted unless accompanied by a written grant of an extension of the time period for an additional sixty days or more.**

Meetings of the Thornbury Township Board of Supervisors are usually held on the first and third Wednesday of each month. Thornbury Township Planning Commission meetings are usually held on the second and fourth Wednesday of each month. Plans must be received by the Delaware County Planning Department two weeks prior to their meetings, which is the third Thursday of each month, in order to be reviewed at the meeting for that month.

Please Note:

Plan shall contain owner's notarized signature

TAKEN FROM THORNBURY TOWNSHIP'S CODE OF ORDINANCES  
CHAPTER XXII, SECTION 51 (A), PAGE 188

**The Preliminary Plan shall include for a MINOR Subdivision the following:**

- \_\_\_\_\_ 1. Name or other identifying title.
- \_\_\_\_\_ 2. North point, graphic scale, written scale, and date.
- \_\_\_\_\_ 3. Name of Record Owner (and Developer).
- \_\_\_\_\_ 4. Name, address, license number and seal of Registered Engineer and Surveyor.
- \_\_\_\_\_ 5. Names of all abutting subdivision and property owners with book and page number where recorded.
- \_\_\_\_\_ 6. Key map.
- \_\_\_\_\_ 7. Total tract boundaries.
- \_\_\_\_\_ 8. Location and elevation.
- \_\_\_\_\_ 9. All existing sewer lines, water lines, fire hydrants, utility transmission lines, culverts, bridges, railroads, watercourses, easements, rights-of-way, and other significant man-made or natural features.
- \_\_\_\_\_ 10. All existing buildings and structures.
- \_\_\_\_\_ 11. All existing streets.
- \_\_\_\_\_ 12. Proposed new building setback lines.
- \_\_\_\_\_ 13. Lot lines with dimensions.
- \_\_\_\_\_ 14. Statement as to clearing of land and trees.
- \_\_\_\_\_ 15. Statement as to grading.
- \_\_\_\_\_ 16. Contour lines at 2' intervals.

**Additionally, the Preliminary Plan shall show for a MAJOR Subdivision the following:**

- \_\_\_\_\_ 17. Statement of the intended use of all nonresidential parcels.
- \_\_\_\_\_ 18. Lot numbers and total number of lots and parcels.
- \_\_\_\_\_ 19. Location of sanitary and storm sewers.
- \_\_\_\_\_ 20. Location of parks, playgrounds and other public-use areas.
- \_\_\_\_\_ 21. Suggested street names and utility easement locations.
- \_\_\_\_\_ 22. Location and width of all proposed streets.
- \_\_\_\_\_ 23. Plan for surface drainage.
- \_\_\_\_\_ 24. Designs of any bridges or culverts.
- \_\_\_\_\_ 25. Three completed copies of Subdivision Sewage Disposal Report.
- \_\_\_\_\_ 26. Conservation plan overlay.

TAKEN FROM THORNBURY TOWNSHIP'S CODE OF ORDINANCES  
CHAPTER XXII, SECTION 51 (B), PAGE 190

**The Final Plan shall contain all of the information required in this section:**

- \_\_\_\_\_ 1. Scale of 1" = 50' or 1" = 100'.
- \_\_\_\_\_ 2. Size of 22" x 34".
- \_\_\_\_\_ 3. Name of Subdivision or other identifying title.
- \_\_\_\_\_ 4. North point, graphic scale, written scale and date.
- \_\_\_\_\_ 5. Name of Record Owner (and Developer), and sources of title to land as shown by the records of the County Recorder of Deeds.
- \_\_\_\_\_ 6. Name, address, license number and seal of Registered Engineer or Surveyor.
- \_\_\_\_\_ 7. Names of all abutting subdivisions and property owners, with book and page numbers where recorded.
- \_\_\_\_\_ 8. Key map.
- \_\_\_\_\_ 9. Total trace boundary lines with accurate distances. Engineer or Surveyor shall certify to the accuracy of the survey, the drawn plan, and the placement of monuments.
- \_\_\_\_\_ 10. Location and elevation.
- \_\_\_\_\_ 11. All existing sewer lines, water lines, fire hydrants, utility transmission lines, culverts, bridges, railroads, watercourses, easements, rights-of-way and other significant man-made or natural features.
- \_\_\_\_\_ 12. All existing buildings and other structures.
- \_\_\_\_\_ 13. All existing streets.
- \_\_\_\_\_ 14. All straight lot lines and radii of curved lot lines.
- \_\_\_\_\_ 15. Statement as to clearing of land and trees.
- \_\_\_\_\_ 16. Statement as to grading.
- \_\_\_\_\_ 17. Contour lines at 2' intervals.

**Additionally, the Final Plan shall show for a MAJOR subdivision, the following:**

- \_\_\_\_\_ 18. Statement of intended use of nonresidential lots; statement of restrictions which exist as covenants.
- \_\_\_\_\_ 19. Lot numbers and total number of lots and parcels.
- \_\_\_\_\_ 20. Plan for surface drainage; any other drainage improvements.
- \_\_\_\_\_ 21. Location of parks, playgrounds, and other public-use areas.
- \_\_\_\_\_ 22. Street names and utility easement locations.
- \_\_\_\_\_ 23. Location and width of all proposed streets, including cross-section drawings, location of monuments, profile sheets.
- \_\_\_\_\_ 24. Certification of ownership, 3" square space at lower edge for Recorder of Deeds.
- \_\_\_\_\_ 25. Designs of bridges or culverts.
- \_\_\_\_\_ 26. Conservation plan overlay.

**ALL OF THE FOLLOWING MUST BE NOTED ON THE SUBDIVISION  
PLAN, IN ADDITION TO THOSE REQUIRED BY THE SUBDIVISION  
ORDINANCE**

Driveways shall be constructed in accordance with Chapter XXII, Section 66 of the Thornbury Township Code of Ordinances.

State or Township Road Occupancy Permits, as applicable, shall be obtained and submitted to the Township before installation of the driveway or submittal of a Building Permit application.

Insofar as practical and to the fullest extent possible, all utilities shall be installed underground, in accordance with Chapter XXII, Section 76 of the Thornbury Township Code of Ordinances.

A Grading Permit shall be obtained from the Township before any grading or clearing has commenced or a Building Permit has been issued, as set forth by Chapter IX, Section 21 through Section 75 of the Thornbury Township Code of Ordinances.

Conservation of trees shall be in conformance with Chapter XXII, Section 95 of the Thornbury Township Code of Ordinances.

## **SUBDIVISION AND/OR LAND DEVELOPMENT SUBMISSION**

NAME OF SUBDIVISION \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_

ADDRESS/PHONE NO. \_\_\_\_\_

ENGINEER OF RECORD \_\_\_\_\_

ADDRESS/PHONE NO. \_\_\_\_\_

NUMBER OF PLANS \_\_\_\_\_

NUMBER OF SHEETS/PLAN \_\_\_\_\_

DATE OF PLAN \_\_\_\_\_

LAST REVISION DATE \_\_\_\_\_

SUBMITTED AS SKETCH\_\_\_\_ PRELIMINARY\_\_\_\_ FINAL\_\_\_\_

FIRST SUBMISSION\_\_\_\_ REVISION\_\_\_\_

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

~~~~~

DATE OF SUBMISSION \_\_\_\_\_

PLANNING COMMISSION  
REVIEW DATE \_\_\_\_\_

ACTION DATE \_\_\_\_\_

## COPIES REQUIRED FOR SUBDIVISION SUBMISSIONS

### Sketch Plan:

|                                                  |           |
|--------------------------------------------------|-----------|
| TT Planning Commission                           | 12 copies |
| Sewage Enforcement Officer or Twp Sewer Engineer | 1 copy    |
| Board of Supervisors                             | 1 copy    |
| Subdivision Coordinator                          | 1 copy    |

**Total 15 copies**

### Preliminary or Final Plan (1st Submission):

|                                                |                                                                      |
|------------------------------------------------|----------------------------------------------------------------------|
| TT Planning Commission                         | 12 copies                                                            |
| DC Planning Department                         | 3 copies (with application and fee)                                  |
| DC Conservation District ( <u>Final Only</u> ) | 1 copy (with application and fee)                                    |
| Township Engineer                              | 1 copy                                                               |
| Township Sewer Engineer                        | 1 copy (with DEP copy of DCPD application and four Planning Modules) |
| Sewage Enforcement Officer                     | 1 copy (if necessary)                                                |
| Sewer Committee                                | 1 copy (if necessary)                                                |
| Environmental Advisory Council                 | 1 copy (if necessary)                                                |
| Historic Commission                            | 1 copy (if necessary)                                                |
| Fire Marshal                                   | 1 copy (if necessary)                                                |
| Subdivision Coordinator                        | 1 copy                                                               |

**Total 24 copies**

### Revisions to Subdivision Plan:

|                            |                                                                   |
|----------------------------|-------------------------------------------------------------------|
| TT Planning Commission     | 12 copies                                                         |
| DC Planning Department     | *3 copies - <b>only with significant changes</b> with application |
| DC Conservation District   | *none - <b>unless specifically requested</b>                      |
| Township Engineer          | 1 copy                                                            |
| Township Sewer Engineer    | 1 copy (if necessary)                                             |
| Sewage Enforcement Officer | 1 copy (if necessary)                                             |
| Subdivision Coordinator    | 1 copy                                                            |

**Total 16 copies (or \*20/19 possibly)**

**After** Thornbury Township Planning Commission makes recommendation for approval and resolution conditions have been accepted and completed:

One copy should be available for the Supervisors' meeting, prior to action date. If approval is granted, 4 copies of plan for recordation plus mylar and 3 complete sets of plan should be signed at the meeting. Within 90 days, these copies must be taken by the applicant to DCPD and the Recorder of Deeds for certification and recordation. 3 copies of recorded plus mylar are returned to Subdivision Coordinator for distribution as follows:

(Recorder of Deeds will keep 1 recorded)

|                         |                                                         |
|-------------------------|---------------------------------------------------------|
| Township Engineer       | 1 complete approved set, 1 recorded                     |
| Township Sewer Engineer | 1 complete approved set                                 |
| Subdivision Coordinator | 1 complete approved set, 1 recorded, plus mylar         |
| Applicant               | 1 recorded (may vary according to number of applicants) |

**Total: 4 recorded, 3 complete approved sets plus mylar**

Preliminary Plan is not required to be recorded. Number of plans required for signature by Township Officials: 4 complete sets (Engineer, Applicant, Sewer Engineer, Township)

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

Board of Supervisors  
Thornbury Township  
6 Township Drive  
Cheyney, PA 19319

Subdivision Name: \_\_\_\_\_

Gentlemen:

I hereby grant the Board of Supervisors an extension in the allotted time for review of the  
referenced subdivision. Action on this plan was due on \_\_\_\_\_,  
and is being extended until \_\_\_\_\_.

Sincerely,

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

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

\_\_\_\_\_

Reason for extension: \_\_\_\_\_



## FEES REQUIRED FOR SUBDIVISION/LAND DEVELOPMENT SUBMISSIONS

### **Thornbury Township:**

SUBDIVISION (R-1, R-2, PA, PRD, C, I LI, MHP)

| <u>No. Units</u> | <u>Preliminary, Final</u><br><u>Non-Refundable Fee</u> | <u>Preliminary, Final</u><br><u>Refundable</u> |
|------------------|--------------------------------------------------------|------------------------------------------------|
| 2-3 lots         | \$150                                                  | \$1,000 + 10% *                                |
| 3-10 lots        | \$200                                                  | \$2,000 + 10% *                                |
| 10 or more       | \$200 + \$20/lot/unit                                  | \$2,000 + 20/lot + 10%*                        |

LAND DEVELOPMENT (R-1, R-2, R-3, Cluster Zones 1 & 2, PA PRD, I, MHP)

|                  |                                        |                                          |
|------------------|----------------------------------------|------------------------------------------|
| 2-20 units       | \$200                                  | \$1,200                                  |
| 20 units or more | \$200 + \$10<br>per unit over 20 units | \$3,000 + \$15<br>per unit over 20 units |

COMMERCIAL DISTRICT

|                     |                                  |                              |
|---------------------|----------------------------------|------------------------------|
| 12,000-20,000 sq ft | \$400                            | \$800                        |
| 20,000-50,000 sq ft | \$500                            | \$3,000                      |
| 50,000 sq ft & over | \$1,000 + .01<<br>per sq ft over | \$3,000 + .01 <<br>per sq ft |

LIMITED INDUSTRIAL DISTRICT

|               |                            |                              |
|---------------|----------------------------|------------------------------|
| 150,000 sq ft | \$500 + .01 <<br>per sq ft | \$3,000 + .02 <<br>per sq ft |
|---------------|----------------------------|------------------------------|

Two separate checks must be made out to Thornbury Township, Delaware County: one for the non-refundable amount due, and one for the refundable escrow amount.

### **Delaware County Planning Department:**

| <u>Type of Plan</u>             | <u>General Fee</u> | <u>Additional Fee</u>                                      |
|---------------------------------|--------------------|------------------------------------------------------------|
| Subdivision or Land Development | \$150 per plan     | + \$10/lot or unit                                         |
| Non residential Subdivision     | \$200 per plan     | + \$50/lot                                                 |
| Nonresidential Land Development | \$200 per plan     | + \$25/1,000 sq.ft. of<br>gross floor area<br>(or portion) |

Check to be made out to Delaware County Treasurer, is to be submitted with application.

### **Delaware County Conservation District:**

| <u>Project Acres</u> | <u>Fee</u> | <u>Project Acres</u> | <u>Fee</u> | <u>Project Acres</u> | <u>Fee</u>     |
|----------------------|------------|----------------------|------------|----------------------|----------------|
| 0 - 0.99             | \$125      | 22 - 24.99           | \$480      | 75 - 99.99           | \$800          |
| 1 - 4.99             | \$150      | 25 - 29.99           | \$575      | 100 - and above      | \$800 +        |
| 5 - 9.99             | \$225      | 30 - 39.99           | \$630      |                      | \$5.75/acre    |
| 10 - 14.99           | \$275      | 40 - 49.99           | \$690      |                      | over 100 acres |
| 15 - 21.99           | \$375      | 50 - 74.99           | \$750      |                      |                |

On all **Final** Submissions, Delaware County Conservation District requires a fee, A separate check made out to Delaware County Conservation District is to be submitted with application.

\* Thornbury Township, in the exercise of its responsibilities, may call upon the services of consultants for engineering, legal services, site design, traffic design, landscape architecture, socio-economic impact, and such other consultants as it may deem necessary incidental to the examination of subdivision and/or land development. A 10% administrative charge shall be added to all escrow fees, and deducted from the portion of the fee paid in advance. Any unused portion of the escrow shall be returned to the applicant.

In the event the escrow account at any time falls below 25% of the original escrow deposit, and it seems likely that costs will run in excess of the unused portion, the Township reserves the right to require an additional escrow deposit up to the original escrow amount. This additional escrow amount shall be paid when requested before further review of the proposed development.

eh/8-00



Delaware County Conservation District

Rose Tree Park - Hunt Club

1521 N. Providence Road

Media, PA 19063

Revised : 2015 – FORM

Telephone Number : (610) 892-9484

Fax Number : (610)892-9489

**EROSION AND SEDIMENT POLLUTION CONTROL PLAN  
REVIEW APPLICATION**

PROJECT NAME : \_\_\_\_\_ TOTAL ACREAGE : \_\_\_\_\_ DISTURBED ACREAGE : \_\_\_\_\_ WATERSHED : \_\_\_\_\_

MUNICIPALITY : \_\_\_\_\_ APPLICANT : \_\_\_\_\_

APPLICANTS PHONE # : \_\_\_\_\_ ADDRESS : \_\_\_\_\_

POST OFFICE : \_\_\_\_\_ ZIP : \_\_\_\_\_ \*E-Mail : \_\_\_\_\_

**PLAN PREPARER INFORMATION**

FIRM : \_\_\_\_\_ PHONE # : \_\_\_\_\_ FAX#: \_\_\_\_\_

CONTACT : \_\_\_\_\_ ADDRESS : \_\_\_\_\_

MAIL REVIEW LETTER TO : \_\_\_\_\_ - APPLICANT  
OR (NOT BOTH): \_\_\_\_\_ - ENGINEER

\*E-Mail : \_\_\_\_\_

**SUBMISSION INFORMATION** : Projects requiring an NPDES Permit should submit all information required by the permit. Projects not requiring an NPDES permit should submit 1 copy of plans, narratives, and calculations. ( See Reverse Side for Service Fee Information )

\_\_\_\_\_ - PRELIMINARY \_\_\_\_\_ - FIRST SUBMISSION \_\_\_\_\_ - SECOND SUBMISSION  
\_\_\_\_\_ - THIRD OR MORE.....\$ \_\_\_\_\_ - AMOUNT OF CHECK \_\_\_\_\_ - N/A  
( Fee May be Required Check latest District Comment Letter)

\_\_\_\_\_ - EMERGENCY REVIEW ..... \$ \_\_\_\_\_ - AMOUNT OF CHECK \_\_\_\_\_ - N/A

**NPDES CONSTRUCTION PERMIT**: \_\_\_\_\_ - GENERAL \_\_\_\_\_ - INDIVIDUAL \_\_\_\_\_ - N/A

**CHAPTER 105** - Please Check the following : \_\_\_\_\_ - Enclosed \_\_\_\_\_ - Will be submitted

\_\_\_\_\_ - G.P. #3 \_\_\_\_\_ - G.P.#4 \_\_\_\_\_ - G.P.#5 \_\_\_\_\_ - G.P. #7 \_\_\_\_\_ - G.P. #8 OTHER G.P. # - \_\_\_\_\_

The applicant agrees to implement the attached plan during construction, which was developed to satisfy the requirements of Title 25 - Chapter 102 Erosion Control. The Applicant also authorizes the D.C.C.D. to make inspections as necessary.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

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

\* - By providing E-mail your name could be added to  
Our E-mail distribution list for District Updates.

Checks for above made payable to :  
"Delaware County Conservation District"

NPDES Base Fee should be made payable to :  
"Delaware County Clean Water Fund"

NPDES Disturbed Acre Fee should be made  
payable to: "Commonwealth of PA Clean  
Water Fund"

## **EROSION AND SEDIMENT POLLUTION CONTROL PLAN REVIEW FEE SCHEDULE**

### ***Waiver of Fees***

Fees will be waived only for an application filed under the name of a local municipality or the Commonwealth of Pennsylvania. School District and separate authorities are no longer exempt. This exemption also does not apply to any private, or non-profit organization.

### ***Project Area Delineation***

The entire parcel controlled by the Developer will represent the project area. Open space areas are to be included in the total project area. Additional development on an already improved site will be determined by estimating the necessary area to build the new improvements. Example : A college campus proposing to add a new dormitory. The project area would not be the entire college campus, but only the area needed to construct the new dormitory.

### ***Applicability of Fee Schedule***

The fee schedule below will apply whenever the application and Erosion and Sediment Pollution Control Plan are submitted for an adequacy determination. Each resubmission of a different project on the same tract of land will be charged an additional fee. The fee charged will cover the cost of an initial review plus one follow-up revision submitted in response to the first review letter (if necessary). To qualify for this provision, a cover letter based on the review letter, which details specifically the corrections made, must be included with the resubmitted plan. All changes (revisions) made on the resubmitted plan sets will be distinguished by using highlighting.

Plans which receive a letter of adequacy, and are resubmitted with minor revisions will be subject to a \$150.00 processing fee only. Plans which require more than a second review, and have more than minor review comments will be subject to a review fee of 50 % of the original fee. The Conservation District plan reviewer will notify the applicant of the need for additional fees in the second review letter.

Plans which are resubmitted with major revisions (such as lot layout, road layout, drainage design, etc.), but primary Erosion and Sediment Control BMP's remain unchanged shall be subject to a review fee of 50 % of the original fee.

### ***Emergency Review Provision***

The applicant will pay a fee twice the normal review fee. The applicant will submit two checks. The normal fee will be deposited in the Delaware County General Fund. The additional charge will be deposited in the Conservation District's Affiliate Membership Fund. Prior approval from the Conservation District Manager must be obtained to start this process. 10 days will be the normal review time for the first submittals. For projects that require an NPDES Construction Permit the emergency review process will remain available, but will not be initiated until a complete permit package is submitted and found administratively complete.

The emergency review fee like the normal review fee will cover the cost of an initial review plus one follow-up revision submitted in response to the first review letter (if necessary).

The emergency review may be initiated after the conservation district's first review with the submission of a fee equal to 50 % of the original review fee. This procedure is subject to all of the provisions of the standard review. This provision does not apply to those plans, which upon initial review are found to be either incomplete or insufficient. For those plans initiation of the emergency review process will require submittal of a fee equal to the total amount of the original review fee.

### ***FEE SCHEDULE***

| <b>Project</b>        | <b>Fee</b>        | <b>Project</b>         | <b>Fee</b>        | <b>Project</b>                 | <b>Fee</b>        |
|-----------------------|-------------------|------------------------|-------------------|--------------------------------|-------------------|
| <b>Acres</b>          |                   | <b>Acres</b>           |                   | <b>Acres</b>                   |                   |
| <b>0 - 0.99.....</b>  | <b>\$490.00</b>   | <b>20 - 29.99.....</b> | <b>\$1,705.00</b> | <b>75 - 99.99.....</b>         | <b>\$3,215.00</b> |
| <b>1 - 4.99.....</b>  | <b>\$780.00</b>   | <b>30 - 39.99.....</b> | <b>\$2,050.00</b> | <b>100 - above..</b>           | <b>\$3,215.00</b> |
| <b>5 - 9.99.....</b>  | <b>\$1,120.00</b> | <b>40 - 49.99.....</b> | <b>\$2,240.00</b> | <b>Plus \$20.00 /acre over</b> |                   |
| <b>10 -19.99.....</b> | <b>\$1,510.00</b> | <b>50 - 74.99.....</b> | <b>\$2,730.00</b> | <b>100 acres</b>               |                   |

\* \$150.00 will be charged to review a minimum earth disturbance activity such as: one residential unit, encroachment E&S Pollution Control Plan not associated with other construction and low hazard activities.

**COUNTY OF DELAWARE, PENNSYLVANIA**

**RESOLUTION NO. 2015 - 1**

**A RESOLUTION OF THE COUNTY OF DELAWARE, PENNSYLVANIA, PROVIDING SPECIFIC INCREASES IN THE EROSION AND SEDIMENT POLLUTION CONTROL FEE FOR SERVICES SCHEDULE FOR THE DELAWARE COUNTY CONSERVATION DISTRICT.**

IT IS HEREBY ENACTED by the County Council of Delaware County, Pennsylvania, that the following is the fee schedule for the DELAWARE COUNTY CONSERVATION DISTRICT:

*§100 Title*

This resolution may be cited as the Delaware County Fee Schedule for Erosion and Sediment Pollution Control Services.

*§101 Authority*

The Delaware County Conservation District by authority of Act 217 of 1945 Conservation District Law, as amended by Act 221 of 1984, hereby adopts the Delaware County Fee Schedule for Erosion and Sediment Pollution Control Plan Services.

*§102 Effective Date*

This Resolution shall become effective 30 days from approval and shall remain in effect until modified, amended, or rescinded by the Delaware County Conservation District Board.

*§103 Intent*

The purpose of this fee schedule is to help defray the costs incurred by the Delaware County Conservation District in its delegated authority of the State's Erosion and Sediment Control Program in accordance with Chapter 102 Erosion Control, rules and regulations of the Department of Environmental Protection.

*§104 Waiver of Fees*

Fees will be waived only for an application filed under the name of a local municipality or the Commonwealth of Pennsylvania. School District and separate authorities are no longer exempt. On minimum earth disturbing activities, or projects developed for environmental remediation the District Manager, Delaware County Conservation District has the ability to waive fees on a case-by-case basis, or charge the minimum \$150.00 fee.

*§105 Project Area Delineation*

The entire parcel controlled by the Developer will represent the project area. Open space areas are to be estimating the necessary area to build the new improvements. Example : A college campus proposing to add a new dormitory. The project area would not be the entire college campus, but only the area needed to construct the new dormitory.

### *§106 Applicability of Fee Schedule*

A. The fee schedule below will apply whenever the application and Erosion and Sediment Pollution Control Plan are submitted for an adequacy determination. Each resubmission of a different project on the same tract of land will be charged an additional fee.

B. As of Nov. 1, 1995 the fee charged will cover the cost of an initial review plus one follow-up revision submitted in response to the first review letter (if necessary). To qualify for this provision, a cover letter based on the review letter, which details specifically the corrections made, must be included with the resubmitted plan. All changes (revisions) made on the resubmitted plan sets will be distinguished by using highlighting.

C. Plans which receive a letter of adequacy, and are resubmitted with minor revisions will be subject to a \$150.00 processing fee only.

D. Plans which require more than a second review, and have more than minor review comments will be subject to a review fee of 50% of the current fee. The Conservation District plan reviewer will notify the applicant of the need for additional fees in the second review letter.

E. Plans which are resubmitted with major revisions (such as lot layout, road layout, drainage design, etc.), but primary Erosion and Sediment Control BMP's remain unchanged shall be subject to a review fee of 50% of the original fee.

### *§107 Administered Procedures*

A. The applicant shall submit a check or money order payable to the Delaware County Conservation District, a complete set of Erosion and Sediment Pollution Control Plans, and one copy of the review application form. All sites that require an NPDES Permit must submit an entire complete permit package. Once an administrative review (15 business days) is conducted of the application and it is found to be complete the Erosion and Sediment Control plan review clock will begin.

B. The Delaware County Conservation District will accept the application when all the necessary information and fees have been supplied. The review time for projects that do not require an NPDES Construction Permit will be 45 days under normal circumstances. The review time for NPDES permitted plans will be 22 business days for the first technical review.

### *§108 Emergency Review Provision*

A. The Conservation District realizes that in certain circumstances an applicant cannot afford to wait the require review period. The applicant will pay a fee twice the normal review fee. The applicant will submit two checks. The normal fee will be deposited in the Delaware County General Fund. The additional charge will be deposited in the Conservation District's Affiliate Membership Fund. Prior approval from the Conservation District Manager must be obtained to start this process. Five to ten days (Calendar Days) will be the review time for the first submittals. For projects that require an NPDES Construction Permit the emergency review process will remain available, but will not be initiated until a complete permit package is submitted and found administratively complete.

B. The emergency review fee like the normal review fee will cover the cost of an initial review plus one follow-up revision submitted in response to the first review letter (if necessary).

C. The emergency review may be initiated after the conservation district's first review with the submission of a fee equal to 50% of the original review fee. This procedure is subject to all of the provisions of the standard review. This provision does not apply to those plans, which upon initial review are found to be either incomplete or insufficient. For those plans initiation of the emergency review process will require submittal of a fee equal to the total amount of the original review fee. To qualify for this provision the procedures as outlines in as outlined in as outlined in §106, §§B. above must be followed.

### *§109 Fee Schedule*

The following fees will be charged by the Delaware County Conservation District for Erosion and Sediment Pollution Control Plan Reviews as authorized by Act 217 - The Conservation District Law. Applications cannot be accepted for review without the appropriate fee, completed application form, and required number of plan sets.

| Project Area<br>Acreage       | General Fee |
|-------------------------------|-------------|
| 0 - 0.99 .....                | \$ 490.00   |
| 1 - 4.99 .....                | \$ 780.00   |
| 5 - 9.99 .....                | \$ 1,120.00 |
| 10 - 19.99 .....              | \$ 1,510.00 |
| 20 - 29.99 .....              | \$ 1,705.00 |
| 30 - 39.99 .....              | \$ 2,050.00 |
| 40 - 49.99 .....              | \$ 2,240.00 |
| 50 - 74.99 .....              | \$ 2,730.00 |
| 75 - 99.99 .....              | \$ 3,215.00 |
| 100 – Plus .....              | \$ 3,215.00 |
| \$20.00 per acre over 100 ac. |             |

\*\$150.00 will be charged to review a minimum earth disturbance activity such as: one residential unit, encroachment E&S Pollution Control Plan not associated with other construction and low hazard activities.

Chapter 105 Permit Applications – Will require a separate erosion and sediment control plan, and a \$150.00 fee unless the application is a part of a larger plan being reviewed by the Conservation District. Applications that do not include an erosion and sediment control plan will be considered incomplete.

Timber Harvesting Projects will be subject to a fee that is based on the following: Only 10% of the entire timber sale area will be considered the project area. The fee would then be based on this calculated 10% of the project, or \$150.00 whichever is greater. Example a 42 acre timber harvest fee would be 10% of 42 acres or 4.2 acres which equals \$780.00.

### *§110 Other Service Fees*

Meeting to Discuss Conservation Review Letters:

If the Design Engineer wishes to schedule a meeting with the Conservation District to obtain assistance in addressing a review letter a standard fee of \$100.00 will be required at the time of the meeting. This fee will not apply if the Conservation District plan reviewer suggests the meeting.


Administrative Hearing Meeting held at the Conservation District Office:

The Conservation District will request as part our cost recovery process a fee of \$100.00 for scheduling of meeting facilities.

*§111 Repeal*

Delaware County Conservation District Resolution, adopted the 21<sup>st</sup> day of December, 2010, is hereby rescinded.

ENACTED AND ORDAINED by County Council of the County of Delaware, Pennsylvania, this 7 day of JANUARY, 2015.

  
MARIO J. CIVERA, JR., Chairman

ATTEST:

  
ANNE M. COOGAN, County Clerk



**DELAWARE COUNTY  
PLANNING DEPARTMENT**

**FEE SCHEDULE  
AND  
SUBMISSION PROCEDURES  
FOR  
SUBDIVISION  
AND  
LAND DEVELOPMENT  
REVIEWS**

**CONDUCTED BY THE  
DELAWARE COUNTY  
PLANNING COMMISSION**

**PER ORDINANCE 02-04  
APPROVED BY  
DELAWARE COUNTY COUNCIL  
SEPTEMBER 24, 2002**

**EFFECTIVE  
OCTOBER 4, 2002**

**101 Title**

This document may be cited as the "Delaware County Fee Schedule and Submission Procedures for Subdivision and Land Development Reviews."

**102 Authority**

This document is adopted pursuant to the authority granted by Section 502 of the Pennsylvania Municipalities Planning Code, as amended.

**103 Effective Date**

This document shall become effective on October 4, 2002, and shall remain in effect until modified, amended, or rescinded by Delaware County Council.

**104 Intent**

The purpose of this fee schedule is to help defray the costs incurred by the Delaware County Planning Department (DCPD) in the County's mandated subdivision and land development plans, in accordance with Section 502 of the Pennsylvania Municipalities Planning Code, as amended.

**105 Waiver of Fees**

Fees will be waived only for an application filed under the name of a governmental sub-unit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to any private, nonprofit organization.

**106 Application with Mixed Uses**

Whenever an application includes proposed developments with mixed uses, the application will be separated and the appropriate fee applied to each use as described in Sections 110, 111, and 112 of this Schedule.

**107 Project Area Delineation**

The provisions of this section apply to nonresidential land developments where a substantial percentage of the tract is not proposed for development or consists of existing development. The fee for these developments shall be calculated in the regular fashion

# DELAWARE COUNTY PLANNING COMMISSION

## APPLICATION FOR ACT 247 REVIEW

**Incomplete applications will be returned and will not be considered "received" until all required information is provided.**

Please type or print legibly

### DEVELOPER/APPLICANT

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Development \_\_\_\_\_

Municipality \_\_\_\_\_

### ARCHITECT, ENGINEER, OR SURVEYOR

Name of Firm \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Contact \_\_\_\_\_ E-mail \_\_\_\_\_

| Type of Review                            | Plan Status                          | Utilities                                 |                                           | Environmental Characteristics         |
|-------------------------------------------|--------------------------------------|-------------------------------------------|-------------------------------------------|---------------------------------------|
|                                           |                                      | Existing                                  | Proposed                                  |                                       |
| <input type="checkbox"/> Zoning Change    | <input type="checkbox"/> Sketch      | <input type="checkbox"/> Public Sewerage  | <input type="checkbox"/> Public Sewerage  |                                       |
| <input type="checkbox"/> Land Development | <input type="checkbox"/> Preliminary | <input type="checkbox"/> Private Sewerage | <input type="checkbox"/> Private Sewerage | <input type="checkbox"/> Wetlands     |
| <input type="checkbox"/> Subdivision      | <input type="checkbox"/> Final       | <input type="checkbox"/> Public Water     | <input type="checkbox"/> Public Water     | <input type="checkbox"/> Floodplain   |
| <input type="checkbox"/> PRD              | <input type="checkbox"/> Tentative   | <input type="checkbox"/> Private Water    | <input type="checkbox"/> Private Water    | <input type="checkbox"/> Steep Slopes |

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

Tax Map # \_ \_ / \_ \_ / \_ \_ \_

Tax Folio # \_ \_ / \_ \_ / \_ \_ \_ \_ \_ / \_ \_

**STATEMENT OF INTENT**

WRITING "SEE ATTACHED PLAN" IS NOT ACCEPTABLE.

Existing and/or Proposed Use of Site/Buildings:

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Total Site Area \_\_\_\_\_ Acres  
Size of All Existing Buildings \_\_\_\_\_ Square Feet  
Size of All Proposed Buildings \_\_\_\_\_ Square Feet  
Size of Buildings to be Demolished \_\_\_\_\_ Square Feet

\_\_\_\_\_  
Print Developer's Name

\_\_\_\_\_  
Developer's Signature

**MUNICIPAL SECTION**

ALL APPLICATIONS AND THEIR CONTENT ARE A MUNICIPAL RESPONSIBILITY.

Local Planning Commission Regular Meeting \_\_\_\_\_

Local Governing Body Regular Meeting \_\_\_\_\_

Municipal request for DCPD staff comments prior to DCPC meeting, to meet municipal meeting date:

Actual Date Needed \_\_\_\_\_

IMPORTANT: If previously submitted, show assigned DCPD File # \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title of Designated Municipal Official

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Official's Signature

\_\_\_\_\_  
Date

**FOR DCPD USE ONLY**

Review Fee: Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Received \_\_\_\_\_

**Applications with original signatures must be submitted to DCPD.**

## Instructions for Completing Application for Review

### DEVELOPER/APPLICANT

The complete name, mailing address, and telephone number of the applicant or agent must be provided. We must be able to contact the applicant to ask specific questions during our review and to forward our final comments. The name of the development must also be included even if it is the same as the applicant's name.

### ARCHITECT, ENGINEER, OR SURVEYOR

The complete name and address of the person responsible for drafting the plan must be provided. This should include the company name, address, telephone number, and a contact person.

The type of review and plan status must be completed. The utilities section has been divided to show the existing and proposed utilities; be sure that both columns are checked. If either column is left blank, the application will be returned. If the proposal is a subdivision of vacant land and no construction is proposed, the application should reflect what utilities are available if a building were to be proposed. The same would apply to additions where no new connections are proposed.

The zoning district must be provided. If the proposal is a zoning map amendment, the existing zoning district of the site should be provided. The district(s) that are affected by a text amendment should be provided. The tax map number and tax folio number must be included. These numbers are available from the County Tax Assessor's Office. It is essential that this information be provided.

The statement of intent must be provided. The statement of intent should include the acreage of the site, the number of lots proposed, the number of units and/or size of any proposed building, as well as the size of any existing building(s). Writing "see attached plan" in this space is unacceptable.

The applicant or agent must sign the application.

Incomplete and improperly filled out applications will be returned.

### MUNICIPAL SECTION

The dates of the local planning commission and governing body meetings when the application will be considered must be provided. If any public hearing is to be held for any application, those dates should also be provided. Should the municipality want staff comments for any meeting that will be held concerning the application, provide the date the comments will be needed on the Date Requested line.

If the plan was previously submitted or if DCPD has seen previous proposals on the site involved in the application, the DCPC file number of the previous submittal must be provided. The file number can be found on reviews and letters acknowledging receipt of previous applications.

(Section 112) unless the developer delineates on the plan a "project area" where development is proposed to be located. The fee would then apply to the "project area" only. The acreage of the "project area" shall be shown on the Application for Review Form. The project area shall be that portion of the tract where development or improvements of any kind are proposed, including areas devoted to parking, driveways, drainage facilities, grading, and landscaping.

#### **108 Applicability of Fee Schedule**

- A. The fee schedule below will apply regardless of whether the submitted application is for the review of a sketch plan, a preliminary plan, a final plan, or a tentative PRD. Each resubmission of a different project on the same tract of land will be charged an additional fee. However, no additional fee will be charged for refinements, provided that:
  - 1) The revised plan is submitted to DCPD within 180 days from the date reviewed by the Commission, and
  - 2) The plan has not been substantially altered or modified as determined by DCPD.
- B. This fee schedule will not apply to sketch plans required by DCPD for review of curative amendments or developer proposed zoning map amendments.

#### **109 Administrative Procedures**

- A. The application, with a check or money order payable to the Treasurer of Delaware County, shall be submitted to the municipality. The County fee shall not be combined with the municipal fee.
- B. Upon receipt from the applicant, the municipality will forward the County fee and three (3) sets of plans and supporting documents to DCPD together with the County Application for Review Form, signed by the appropriate municipal official.
- C. All applications must comply with the submission requirements of the applicable subdivision/land development ordinances.
- D. DCPD will accept the application when all necessary information and fees have been supplied, and at that time the review period will start.

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## **110 Residential Application**

The following fees shall apply to all kinds of residential projects for subdivision, conveyance, incorporation, or single tract development:

| <u>Type of Plan</u>                | <u>General Fee</u> | <u>Additional Fee</u> |
|------------------------------------|--------------------|-----------------------|
| Subdivision or<br>Land Development | \$150 per plan     | \$10 per lot or unit  |

## **111 Nonresidential Subdivision Application**

The following fees shall apply to applications for the subdivision of nonresidential lots:

| <u>General Fee</u> | <u>Additional Fee</u> |
|--------------------|-----------------------|
| \$200 per plan     | \$50 per lot          |

## **112 Nonresidential Land Development Application**

The following fees shall apply to projects, or sections of projects, which are for nonresidential use of any kind on a single tract of land:

| <u>General Fee</u> | <u>Additional Fee</u>                                                     |
|--------------------|---------------------------------------------------------------------------|
| \$200 per plan     | \$25 per 1,000 square feet of<br>gross floor area (or portion<br>thereof) |

## **113 Repeal**

Delaware County Planning Commission Resolution No. 97-01, adopted November 20, 1997, is hereby rescinded.

## **114 Approval**

Approved by the Delaware County Planning Commission on August 15, 2002 and by Delaware County Council on September 24, 2002.