

**WEST GOSHEN TOWNSHIP
CHESTER COUNTY, PA**

SUBDIVISION AND / OR LAND DEVELOPMENT CHECKLIST

This checklist outlines the steps and items needed to insure completeness of the application and to insure the application follows the process and conforms to the timeframe outlined by the State of Pennsylvania and West Goshen Township. This checklist is broken into two parts, the Application Process and the Review Process. The application process must be completed in its entirety prior to the advancement into the Review Process.

Application Process Checklist (Administrative use only):

<u>Item</u>	<u>Included</u>
1. Cover Letter:	_____
2. Electronic Submission:	_____
3. Completed Township Application Form:	_____
4. Township application and review fees paid:.....	_____
5. County Act 247 Form complete:	_____
6. Appropriate County Fees included:	_____
7. 10 Copies of sealed Sub / LD plans:	_____
8. Sewer Escrow Agreement (1) original, (1) copy and fees paid:....	_____
9. DEP Planning Module Waiver Form:	_____
10. WGPD Emergency Contact Information Sheet:	_____
11. Chester County Sub/LD Information Record Form	_____
12. Three copies of the stormwater report and calculations:	_____
13. Three copies of supplementary studies, if required:	
a. Traffic Impact Study:.....	_____
b. Water Study:	_____
c. Other Study:	_____

Application accepted on _____ by _____

Official Signature _____ Title _____

Review Process Checklist (Administrative use only)

<u>Item</u>	<u>Date Complete</u>
1. Date of first formal Planning Commission Meeting following complete submission of application, (Day 1):.....	_____
2. Date submitted to Township Engineer:	_____
3. Date submitted to CCPC:	_____
4. Date sent to STP:	_____
5. Date sent to GA:.....	_____
6. Date sent to FM:	_____
7. Date sent to MGR:.....	_____
8. Date by which Board of Supervisors must act, (Day 90):	_____
9. Date presented to Planning Commission:	_____

**West Goshen Township Planning Commission
Procedure for processing Subdivision and/or Land Development**

1. In order for any application to be considered by the Planning Commission it must be submitted to the Township with all required documentation as per the Township Code and with all applicable fees paid. The Township will use a checklist to verify all required documentation has been submitted. Until the application is complete the application will not be considered “filed” by the Township staff. The Planning Commission will acknowledge receipt of the application at their next regularly scheduled meeting.
2. All materials to be considered at the next regular meeting of the Planning Commission must be submitted to the Township Staff by not later than close of business the previous Monday. Any materials submitted after that time will be held for the following meeting and not provided to the Commission at the upcoming meeting.
3. The application review cycle for Subdivision and Land Development Applications shall begin with the next regular meeting of the Commission after the complete application is filed.
4. Applicants should not distribute material to the Commission during a meeting unless it is directly related to the initial presentation of the application. All materials for the Planning Commission, including any material to be used at a meeting, must be delivered to the Township Staff not later than close of business the previous Monday.
5. The burden of supplying necessary materials to the Planning Commission in a timely manner is on the applicant. Late delivery of material may require an extension on the part of the applicant or a recommendation for denial of the application by the Planning Commission.
6. Formal application presentations to the Planning Commission will only be made at the regular meeting after the complete application is submitted and accepted by the Township staff.
7. The application will appear on the Planning Commission’s agenda for initial submission and again for final submission, at which time the Commission will make its recommendation to the Board of Supervisors.
8. Applicants are required to attend the Planning Commission meeting, which will address the final submission of their plan in order to answer questions or address issues concerning their application.
9. Applications will be voted on only during the regular Planning Commission meetings.
10. The Chairman, in his sole discretion, may waive or modify any of this procedure.

SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

FOR TOWNSHIP USE ONLY

APPLICATION NO. : _____ **APPLICATION DATE:** _____ **CURRENT ZONING:** _____

1. Name of Subdivision/Land Development: _____

2. Applicant: _____
Name

Address _____ Zip Code _____

Telephone _____ Fax Number _____ E-Mail _____ Mobile _____

3. Applicant's interest is as: _____
Equitable Owner _____ Agent or Owner _____

4. Owner (if other than applicant): _____
Name

Address _____ Zip Code _____

Telephone _____ Fax Number _____ E-Mail _____ Mobile _____

5. Engineer for surveyor responsible for plan: _____
Name

Address _____ Zip Code _____

Telephone _____ Fax Number _____ E-Mail _____ Mobile _____

TYPE OF PLAN

Subdivision Plan

Land Development Plan

Sq. Ft. of Proposed Building _____

Number of Employees _____

Intended Use: _____

SITE INFORMATION:

Location _____

Tax Parcel's _____

No. of Lots _____ Total Acreage _____

6. Type of lot (s) proposed: Single Family _____ Commercial _____ Multi-Family _____
Industrial _____ Other _____

7. Is a zoning change necessary? ____ (Y) ____ (N) Zoning Classification _____

8. Property was previously subdivided or developed on this date _____

9. The following are sources of title to the land being developed as shown by the records of the County Recorder of Deeds:
DEED BOOK # _____ .

- 10. Planning Modules, as required by law, are enclosed with this application. _____ (Y) _____ (N)
- 11. Additional Plans or studies included with this submission include: _____

- 12. Acreage of adjoining land in same ownership (if any): _____
- 13. State any private deed restrictions, including building setback lines, as they may be imposed upon the property as a condition of sale, together with a statement that any restrictions previously imposed which may affect the title of the land being developed:

- 14. Included with this application is the Conservation Plan with all storm water runoff calculations. _____ (Y) _____ (N)
- 15. If a subdivision/ land development plan proposes a new street or driveway intersecting with a state legislated route, the Pennsylvania Department of Transportation intersection Permit Numbers are as indicated: _____

- 16. Type of water supply proposed: _____ Public _____ Semi-Public _____ On-Site
 Company supplying public water: _____
 Name
- Address _____ Zip Code _____
- 17. Sanitary sewage disposal proposed: _____ Public _____ Semi-Public _____ On-Site _____ Live _____ Capped
- 18. Acreage required for open space: _____
- 19. Linear feet of new streets proposed: _____
- 20. If the Subdivision Ordinance requires open areas for recreation, who will maintain such open areas?

THE UNDERSIGNED REPRESENTS THAT TO THE BEST OF HIS/HER KNOWLEDGE AND BELIEF ALL THE ABOVE STATEMENTS ARE TRUE, CORRECT AND COMPLETE:

Date

Signature Of Applicant

Applicant's Name (Please Print)

Signature of Owner

Owner's Name (Please Print)

**SUBDIVISION & LAND DEVELOPMENT
ESCROW AGREEMENT**

CASH AGREEMENT FOR ENGINEER, PLAN REVIEW AND INSPECTION FEES, SOLICITOR'S FEES
INCURRED IN CONNECTION WITH PLAN REVIEW AND DOCUMENT PREPARATION AND
ADMINISTRATIVE COSTS AND EXPENSES.

THIS AGREEMENT made this _____ day of _____, _____ between (hereinafter
known as "The Applicant") _____ of

_____ Address

and WEST GOSHEN TOWNSHIP, Township of the Second Class of the Commonwealth of Pennsylvania,
(hereinafter known as "The Township").

WITNESSETH:

1. Applicant has filed the Subdivision or Land Development Application, together with plans and supporting
documentation required by the West Goshen Township Subdivision and Land Development Ordinance of 1976, as
amended (hereafter "The Ordinance"), for a Subdivision and Land Development Plan known as:

_____.

2. The Applicant hereby authorizes and directs the Township's Engineer to review the application, together with
all plans, surveys, schedules, modules, design criteria and other documents submitted or required to be
submitted hereafter as part of the application procedure, together with any and all amendments thereto, and to
prepare a report of his findings and recommendations with respect to same for the Township as may be
required in order to process and review the application, both prior to and following issuance of any permits or
plan approvals. In addition, the Applicant hereby authorizes and directs the Township's Engineer to perform all
inspection required, both during and following construction. Such reviews and inspections and all services
performed relative thereto shall be carried out in accordance with good engineering practices, the requirements
of "The Ordinance" and the rules and regulations of the Township with respect thereto.

3. The creation of this Agreement shall in no way require the Township, its engineer or solicitor to approve the
Applicant's proposed subdivision or land development application or any plan related thereto, either as
originally submitted or as thereafter modified.

4. The Applicant hereby authorizes and directs the Township's solicitor to review such portion of the plans and
documents submitted with the application or submitted in conjunction with the application as the Township
may require, and to prepare such additional documentation, including reports, agreements, easements or
other legal documents necessary to insure compliance with the provisions of "The Ordinance".

5. The Applicant hereby pays to the Township the sum as established by Resolution for all costs and expenses,
charges and fees as herein above described, which may be incurred by the Township. Neither the Township
nor its engineer or solicitor shall commence processing the Applicant's application until the required fee has
been paid to the Township.

- 6. The Township agrees and acknowledges that its engineering and solicitor's fees shall be equal to such engineer's and solicitor's hourly rate in effect with the Township at the time such services are performed.

IN WITNESS WHEREOF, _____ the parties have executed this Agreement on the date first above mentioned and intending to be legally bound hereby, the Applicant acknowledging that he/it has received a true copy of this Agreement, the original being maintained by the Township.

WITNESS:

APPLICANT:
(Print or type name of Applicant)

ATTEST: _____
Secretary

BY: _____
President, General Partner, Proprietor, Owner
or Authorized Representative

LOCATION OF PROJECT:

Address

Telephone Number

ATTEST: _____

BY: _____
West Goshen Township

WEST GOSHEN SEWER AUTHORITY
Chester County, Pennsylvania

**CASH ESCROW AGREEMENT FOR SEWER PLAN REVIEW
FOR LAND DEVELOPMENT AND INSPECTIONS**

THIS AGREEMENT made this _____ day of _____, _____ between (hereinafter known as "The Developer") and WEST GOSHEN SEWER AUTHORITY, Chester County, Pennsylvania, (hereinafter known as the "Authority").

WITNESSETH THAT:

1. Developer has requested permission from the Authority to construct certain sewer improvements on and, more particularly described on a development plan filed with the Township of West Goshen, dated _____, and known as _____ which plan is incorporated herein by reference and made a part hereof.
2. Developer hereby authorizes and directs Authority's Consulting Engineer to review Developer's sewer plans and to prepare a report of same for the Authority as may be required in order to process the consideration of the plans submitted by the Developer. Said review and all services performed relative thereto shall be carried out in accordance with good engineering practices and Rules and Regulations of the Authority.
3. Developer agrees that in the event the said plans are approved by the Authority for connection to the West Goshen Township Sewer System, immediately thereafter, (and in each event prior to the Sewer System) he shall offer same for dedication to the Township, and, if accepted, transfer ownership of all sewer lines, pumping stations, and another facilities including rights of ways to the said Authority.
4. After the review by the Authority's Engineer and approval of the plans by the Authority, the Authority shall direct the Engineer to prepare or review all necessary summary reports and submit all applications to the Pennsylvania Department of Environmental Protection for a Water Quality Management Permit or other required permits and approvals. Copies of such Engineers work product shall be supplied to the Developer.
5. Developer agrees to provide to the Engineer the necessary copies of all approved plans and reports for submission to the appropriate agencies for the necessary permits.

DEVELOPER: Complete Introduction and Paragraph 1

6. The installation of the approved sewer improvements shall be inspected by the Authority's consulting engineer. The purpose of the inspections are to monitor for Authority compliance with the approved plans as well as the Authority's specifications, rules and regulations.
7. Developer hereby deposits with Authority in escrow the initial sum of Three Thousand Dollars (\$3,000.00) as security for the payment of all costs and expenses, charges and professional fees (legal and engineering), as set forth in paragraphs 2 and 4 hereof which may be incurred by Authority hereunder. Neither the Authority nor its Solicitor nor Engineer shall commence processing this application until said security deposit has been made with Authority. The amount of One Thousand Dollars (\$1,000.00) shall be the minimum amount on deposit with Authority at all times in order to pay for the aforementioned review services. When the amount held in escrow is at or below said minimum amount, Developer shall deposit an additional sum in an amount necessary to restore the escrow amount to the initial level set forth above. If the amount held in escrow is at or below said minimum amount, Developer agrees that thereafter the Authority has the right, in its sole discretion, to direct its Solicitor and Consulting Engineer to stop any and all services being performed which in any way relate to Developer's plans and application. In the event the sums deposited are sufficient to pay the said expenses, any balance remaining shall be returned by the Authority to Developer.

West Goshen Township Subdivision and / or Land Development Application And Checklist

Once the plans have been approved by the Authority, its consulting engineer shall set an escrow amount to secure payment of the inspection fees referred to in paragraph 6. Developer shall fund this escrow in that amount within thirty (30) days of notification. Failure to do so may result in the issuance of a cease and desist order, revocation of subdivision and/or land development approval, and any other remedies provided by the Pennsylvania Municipalities Planning Code or Township ordinances. A minimum deposit of One Thousand Five Hundred Dollars (\$1,500.00) shall be on deposit to secure payment of inspection fees. When the amount held in escrow is at or below said amount, developer shall deposit an additional sum deemed by the Authority engineer to be sufficient to pay for said additional inspection expenses.

To the extent that there is a deficiency in the monies deposited pursuant to this Agreement, it is hereby agreed that said deficiency may be recovered from any financial security provided or supplied by the Developer, pursuant to the execution of a Sanitary Sewer Construction Agreement or Maintenance Agreement applicable to the instant development, or any other funds on deposit with Authority or West Goshen Township, applicable to the instant development or any other development of Developer or in which Developer has an interest.

- 8. The creation of the escrow herein provided for shall in no way require the Authority to approve the proposed development plan of the Developer either as originally submitted or as thereafter modified.
- 9. Authority acknowledges receipt of the sum above mentioned, agrees to hold deposited solely for the purposes outlined herein and to return any unused portion thereof to Developer.
- 10. Developer agrees that Engineer's charges and fees for review and preparation of said plans, and inspections of the sewer improvements, together with legal fees and administrative costs and expenses which Authority may incur in connection therewith, shall be paid from said fund.

IN WITNESS WHEREOF, the parties have executed the Agreement on the date above-mentioned and intending to be legally bound hereby.

WITNESS:

DEVELOPER

Secretary of Assistant Secretary

(Print or type name of Developer)

By: _____
President, General Partner, Proprietor or Authorized Representative

LOCATION OF PROJECT:

Address

Telephone Number

ATTEST:

WEST GOSHEN SEWER AUHTORITY

Secretary or Assistant Secretary

By: _____
Chairman

**SUBDIVISION AND/OR LAND DEVELOPMENT
EMERGENCY CONTACT INFORMATION**

The West Goshen Police Department requires at least two names and phone numbers of persons to contact in the event of an emergency on your site during construction. One of these persons should be available twenty - four (24) hours a day, including weekends and holidays. Emergencies include but are not limited to accidents, injuries, thefts, vandalisms, soil washouts affecting public property, etc.

This information will enable us to better serve and protect you.

Michael J. Carroll
Chief of Police

PLEASE TYPE OR PRINT LEGIBLY

SUBDIVISION/LAND DEVELOPMENT NAME:

CONSTRUCTION SITE / SPECIFIC ADDRESS OR LOCATION:

APPROXIMATE DATES OF CONSTRUCTION: _____ to _____

EMERGENCY CONTACTS:

NAME: _____ PHONE: _____

COMPANY AFFILIATION: _____

NAME: _____ PHONE: _____

COMPANY AFFILIATION: _____

NAME: _____ PHONE: _____

COMPANY AFFILIATION: _____

**County of Chester
Subdivision / Land Development Information Record Form**

*** Required**

UPI: 52 - _____ - _____ **Township:** West Goshen
_____ - _____ - _____
_____ - _____ - _____
_____ - _____ - _____
_____ - _____ - _____
(e.g.: 1 - 8 - 45)

***Site Address or Street Intersection:** _____
(e.g.: 201 W. Market St. or NE Corner of W Market St & N. New St)

***Developer:** _____ **Phone #:** _____

*** Developer's Mailing Address:** _____

*** Property Owner:** _____

Agent/Consultant: _____ Phone #: _____

Agent/Consultant Mailing Address: _____

*** Number of New Lots Proposed:** _____, and _____ **Existing Dwellings**

*** Development of Existing Lot:** _____ *** Existing Structure, Change in Use:** _____
(e.g.: gas station to bank)

Explain: _____

*** Type of Development:**

***Type of Sewage Disposal:**

Water Supply:

_____ **Residential Subdivision**

_____ **Individual**

_____ **Individual**

_____ **Non-Residential Subdivision**

_____ **Community**

_____ **Public**

_____ **Non-Building**

_____ **Public**

_____ **None**

_____ **Lot Line Change**

_____ **Individual**

_____ **Change of Use**

NOTICE: Failure to properly complete this form can result in delaying the start of your project.

FOR CHESTER COUNTY HEALTH DEPARTMENT USE ONLY

Unique I.D. # _____

Subdivision Review Fee: \$ _____ Receipt # _____ Date: _____

\$ _____ Receipt # _____ Date: _____

\$ _____ Receipt # _____ Date: _____