

TO: The West Cain Township Supervisors
The West Cain Township Planning Commission

Office Use Only

**Request for Review of a Subdivision
or Land Development Proposal**

Date Received: _____
Application Fee \$ _____
Engineering Escrow: \$ _____
Escrow Admin. Fee: \$ _____
Received By: _____

(TO BE COMPLETED BY THE APPLICANT)

Development Name _____ Location _____

Owners Name _____ Phone # _____

Fax # _____

Owner's Address _____

Name of Applicant _____ Phone # _____

Fax # _____

Address of Applicant _____

Applicant is (Check 1) Real Owner ☐ Equitable Owner ☐

Name of Surveyor/Engineer _____ Phone # _____

Fax # _____

Address of Surveyor/Engineer _____ Plan No. _____

Tax Parcel No. _____ Total Area (acres) _____ Zoning District _____

Type of Submission (Check One)

New Proposal ☐ Revision to Prior Plan ☐ Phase _____

Type of Plan (Check One)

Sketch ☐ Preliminary Plan ☐ Final Plan ☐

Type Review Requested (Check all appropriate) Unofficial Sketch ☐ Subdivision Plan ☐

Land Development Plan ☐ Planned Residential Development ☐ Other ☐ _____

Proposed Utilities (Check appropriate)

On Site Water ☐ On Site Sewage ☐

Public Water ☐ Public Sewage ☐

Community Sewage and Water ☐

No New Sewage or Water Proposed ☐

Length of New Road _____ Ft.

Ownership of New Roads Public ☐ Private ☐

Number of New Parking Spaces _____ Proposed Open Space (Acres) _____ Ground Floor Area _____ Sq. Ft.

Structure(s) _____ Sq. Ft.

Home Owners Association responsible for common areas Yes ☐ No ☐


Signature of Applicant _____

Date _____

Land Use	No. of Lots	Units
Agriculture		
Single Family		
Commercial		
Industrial		
Other Specify _____		

Office Use Only

CCPC, Date _____
CCHD, Date _____
CCWRA, Date _____
Twp. Eng., Date _____
PenDot, Date _____

West Caln Township Board of Supervisors Chester County	RESOLUTION # 2025-03	
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SECTION III: SUBDIVISION AND LAND DEVELOPMENT (separate checks required)

a. Lot Line Adjustments, Minor Subdivision or Land Development and Subdivisions of 3-5 Lots or Land Development of <5 acres

- Application Fee \$300.00
- Review Escrow Deposit \$1,500.00

b. Subdivisions of 6-10 Lots or Land Development of 5-10 acres

- Application Fee \$300.00
- Review Escrow Deposit \$2,000.00

c. Subdivisions of greater than 10 Lots or Land Development of greater than 10 acres

- Application Fee \$300.00
- Review Escrow Deposit \$3,000.00

West Caln Township Subdivision and Land Development Plan Essential Information

- ☐ Application
- ☐ Fees
- ☐ Planning Module
- ☐ County Referral *ACT 247 Referral*
- ☐ Key Map
- ☐ North Arrow
- ☐ Notarization
- ☐ Title Block
- ☐ Architect's or Engineer's seal
- ☐ Graphic Scale
- ☐ Names of adjoining property owners and tax parcel number
- ☐ Tax parcel number of property being considered
- ☐ Roadway line labels and information
- ☐ Location of existing and proposed on-site sewage disposal and water supply systems
- ☐ Topographic lines and shaded steep slope areas
- ☐ Environmental features
- ☐ Superfund notice
- ☐ Description of the balance of the tract where only a portion is under subdivision or land development application
- ☐ Zoning District, date, and existing and proposed conditions
- ☐ Natural Features
- ☐ Soil types
- ☐ Streams and woodlands
- ☐ Man-made features, buildings and roads
- ☐ Facilities: water, sewage, utilities
- ☐ Existing and proposed zoning conditions
- ☐ Waivers or variances requested

The above information is required on all plans before being accepted by West Caln Township for review. Failure to comply will delay the official start of the 90-day review period until the required information is included.

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THE ABOVE
INFORMATION IS INCLUDED ON THE PLAN SUBMISSION.

(signature)

(print name)

(date)

Project Name: _____
Initial Escrow Amt Provided: _____

WEST CALN TOWNSHIP
Chester County, PA

NOTICE: PROPERTY OWNERS and/or DEVELOPERS

REIMBURSEMENT AGREEMENT

The Township Engineer, Township Solicitor, and/or Planning Commission Solicitor, and/or Traffic Engineer or Consultant, and/or Land Planning Consultant, and/or Sewage Enforcement Officer, and/or Fire Marshall, and/or specialized Consultants (e.g., Tree Expert or Historian and/or Historic Resources Consultant) review various land development and subdivision plans (sketch, and/or draft, and/or preliminary, and/or final plans), soil erosion and sedimentation control plans, stormwater management plans, grading plans, landscape plans, lighting plans, and other documents or submissions pertaining to land development. In addition, property owners may request meeting with our professional consultants to review proposed activities in the Township.

The Township must be reimbursed by the Applicant for any costs incurred for plan reviews, or other documents or submissions, made by the Township Engineer, and/or Township Solicitor, and/or Planning Commission Solicitor, and/or Traffic Engineer or Consultant, and/or Land Planning Consultant, and/or Sewage Enforcement Officer, and/or Fire Marshall, and/or specialized Consultant (e.g. Tree Expert or Historian and/or Historic Resources Consultant), and for any inspections of construction or inspections of work made by the Township Engineer, Township Solicitor or other Township appointed and/or hired professional. Furthermore, the cost of any meetings held with the Township Engineer, Township Solicitor, and/or Planning Commission Solicitor, and/or Traffic Engineer or Consultant, and/or Land Planning Consultant, and/or Sewage Enforcement Officer, and/or Fire Marshall, and/or specialized Consultants (e.g., Tree Expert or Historian and/or Historic Resources Consultant) at the request of an Applicant and/or the Applicant's Architect, Engineer, Solicitor or other professional working on behalf of the Applicant must be borne by the Applicant. Any and all bills and/or invoices will be mailed to the Applicant for payment and/or the Applicant's escrow will be applied to any and all bills and/or invoices pertaining to the Applicant's project regarding any and all review, inspections and/or meetings involving any and all Township appointed professionals. This costs shall also apply to any plans that have been previously approved by the Township but have been inactive – and are now being

pushed forward by the Applicant, and require review and input from Township's consultants.

Before making first contact with our Township Engineer, and/or Township Solicitor, and/or Planning Commission Solicitor, and/or Traffic Engineer or Consultant, and/or Land Planning Consultant, and/or Sewage Enforcement Officer, and/or Fire Marshall, and/or specialized Consultant (e.g. Tree Expert or Historian and/or Historic Resources Consultant), the Applicant must sign this notice acknowledging that he/she is aware of the costs to be paid by him/her.

In most circumstances, the Township will also require the Applicant to deposit funds to be held in escrow, per the Township's fee schedule, to guarantee reimbursement of these expenses by the Applicant. Township Consultant rates are available and on file at the Township.

I, the Applicant, have read this notice, and am aware of the costs to be paid by me.

Applicant's Signature

Date

Printed Name of Applicant

Title of Plan/Project - Address

Company Name (if applicable)

Telephone Number

Mailing Address

Email Address

SUBMIT/RETURN TO: WEST CALN TOWNSHIP

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: _____ <small>Applications with ORIGINAL signatures must be submitted to CCPC.</small>
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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 #: _____

TYPE OF REVIEW REQUESTED (Check all appropriate boxes) <input type="checkbox"/> Unofficial sketch plan (no fee) <input type="checkbox"/> Subdivision plan <input type="checkbox"/> Land development plan <input type="checkbox"/> Planned residential development <input type="checkbox"/> Zoning ordinance (no fee) <input type="checkbox"/> Curative amendment (no fee) <input type="checkbox"/> Subdivision ordinance (no fee) <input type="checkbox"/> Comprehensive plan (no fee) <input type="checkbox"/> Other _____	REVIEW FEE (Fee schedule on other side) <input type="checkbox"/> Attached \$ _____ <input type="checkbox"/> Not applicable TYPE OF PLAN <input type="checkbox"/> Unofficial sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final	TYPE OF SUBMISSION <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 Tax parcel(s): # _____ # _____ # _____ Total area (gross acres): _____
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PLAN INFORMATION Length of new roads: _____ Number of new parking spaces: _____ Ownership of roads: <input type="checkbox"/> Public <input type="checkbox"/> Private Open space: <input type="checkbox"/> Public <input type="checkbox"/> Private Acres: _____ Acres: _____ HOA responsible for common facilities/areas: <input type="checkbox"/> Yes <input type="checkbox"/> No HOA documents provided: <input type="checkbox"/> Yes <input type="checkbox"/> No Traffic study included: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><th style="text-align: center;">LAND USE</th><th style="text-align: center;"># 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		ZONING DISTRICT OF PROPOSAL Existing: _____ Proposed: _____ Variances/ Special exception granted: _____	PROPOSED UTILITIES (Check appropriate boxes) <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> No new sewage disposal or water supply proposed <input type="checkbox"/>		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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*Institutional																																					
Other																																					
	Water	Sewer																																			
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On-site	<input type="checkbox"/>	<input type="checkbox"/>																																			
Package	<input type="checkbox"/>	<input type="checkbox"/>																																			

*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): _____	ADDITIONAL INFORMATION (This plan has been submitted to): <table style="width: 100%;"><tr><td><input type="checkbox"/> County Health Department</td><td>Date _____</td></tr><tr><td><input type="checkbox"/> PennDOT</td><td>Date _____</td></tr><tr><td><input type="checkbox"/> DEP</td><td>Date _____</td></tr><tr><td><input type="checkbox"/> Other _____</td><td>Date _____</td></tr></table>	<input type="checkbox"/> County Health Department	Date _____	<input type="checkbox"/> PennDOT	Date _____	<input type="checkbox"/> DEP	Date _____	<input type="checkbox"/> Other _____	Date _____
<input type="checkbox"/> County Health Department	Date _____								
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<input type="checkbox"/> DEP	Date _____								
<input type="checkbox"/> 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.	Effective January 1, 2025
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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	\$200.00	None
3–5 lots/dwelling units	\$200.00	Plus \$34.00/lot/unit
6–20 lots/dwelling units	\$275.00	Plus \$30.00/lot/unit
21–75 lots/dwelling units	\$495.00	Plus \$27.00/lot/unit
76 lots/dwelling units and over	\$990.00	Plus \$21.00/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	\$340.00	Plus \$66.00/lot/unit
3–10 lots/units	\$680.00	Plus \$66.00/lot/unit
11 lots/units and over	\$990.00	Plus \$62.00/lot/unit
Financial subdivisions	\$340.00	Plus \$66.00/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.	\$560.00	Plus \$55.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	\$680.00	Plus \$49.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	\$1,110.00	Plus \$49.00/1,000 sq. ft. of gross floor area
75,001 sq. ft. and over	\$1,670.00	Plus \$34.00/1,000 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 \$200.00 for residential subdivisions/land developments
- Flat fee of \$275.00 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.



ACT 537 COUNTY PLANNING REFERRAL

To: Chester County Planning Commission

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

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

(To Be Completed by Municipality)

From: (Municipality) _____

Date: _____

Official's Name: _____

Position: _____

Signature: _____



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.



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

- ☐ Residential
☐ Non-Residential
☐ Non-Building
☐ Lot Line Change (0 lots)
☐ Change of Use (0 lots)
☐ Mixed Use

*Type of Sewage Disposal

- ☐ Individual
☐ Community ☐ DEP Permit
☐ Public
☐ Clean Streams (Repair, 0 lots)
☐ Community Clean Streams
☐ None

*Type of Water Supply

- ☐ Individual
☐ Public
☐ Community Well
☐ None

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

SEWAGE	
Site Evaluations	Proposed Fee
Site Evaluation	\$800
Additional Site Evaluation (One area)	\$400
Major Permits & Inspections	
Major Permit	\$800
Redesign	\$400
Minor Permits & Inspections	
Minor Component Repair	\$250
Minor Tank Permit	\$450
Subdivision Plan Review	
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
Administrative	
Permit Review – After the 3 rd 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 st through 5 th	\$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.