

West Brandywine Township

Board of Supervisors

O. Douglas Smith, Chairman

Joseph M. Morris, Vice-Chairman

Josef G. Obernier, Sr.,

Member

Dale Barnett., Township Manager

September 10, 2015

To: Developer's, Engineer's, Property Owner's and Real Estate Agents

From: Dale Barnett
Township Manager

RE: Submission of Land Development and Subdivision Plans

The following municipal Ordinances and adopted Plans, at a minimum, are to be reviewed and utilized when preparing and submitting an application to the Township:

1. Zoning Ordinance
2. Subdivision and Land Development Ordinance
3. Act 537 Plan, Official Sewage Plan
4. Comprehensive Plan
5. Open Space, Recreation and Environmental Resources Plan
6. Act 209, Transportation Impact Fee
7. Act 157, Official Stormwater Management Plan

Please note that other outside governmental agencies involved in the application process may have their own specific requirements that must be followed when submitting plans.

It is the responsibility of the aforementioned parties to make themselves aware of the requirements of the Township when submitting an application to the Township. It should be known that with the submission of an application that there may be fees associated with the initial application and prior to the issuance of a building permit as a result of going through the Land Development and Subdivision Plan process.

Should you have any questions, please feel free to contact the Township office.

Thank you.



Dale Barnett
Township Manager

APPLICATION PROCEDURE FOR A SUBDIVISION

ATTACHMENTS

1. West Brandywine Township Subdivision and Land Development Application (to be completed).
2. Resolution #38-11 Fee Schedule.
3. Cash Escrow Agreement, form #101 (to be completed).
4. Act 247 County Referral Form - (to be completed)
5. Act 537 County Planning Referral Form - (to be completed).
6. Act 537 Chester County Health Department Review Process for Minor, Major & Public Sewers Subdivisions.
7. Chester County Health Department Subdivision Review Fee Schedule.
8. Chester County Conservation District Review Fee Schedule.
9. Completeness Checklist for Subdivision Planning Modules Component #2 and #3.
10. Procedure for having Subdivision Plans Recorded.

* Entire packet must be returned to the Planning Commission Secretary along with required Subdivision and / or Land Development Plans.

All Subdivision applications must be received twenty-one (21) days prior to a Planning Commission Meeting in order to be placed on that month's Agenda.

Office Hours: 7:00 a.m. to 4:30 p.m.
Monday through Friday

Planning Commission Meetings: 4th Thursday of each month @ 7:30 p.m.

APPLICATION PROCEDURE FOR A SUBDIVISION

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SUBDIVISION AND LAND DEVELOPMENT APPLICATION WEST BRANDYWINE TOWNSHIP, PENNSYLVANIA

PLAN TITLE _____

PLAN DATED _____

SUBDIVISION

MINOR

MAJOR

LAND DEVELOPMENT

PRELIMINARY PLAN

FINAL PLAN

FOR OFFICIAL USE ONLY

FILE NO. _____

DATE RECEIVED: _____

DATE SUBMISSION COMPLETE: _____

DATE TIME CLOCK STARTS: _____

DATE TIME CLOCK ENDS: _____

PROPERTY OWNER

NAME _____

ADDRESS _____

PHONE # _____

APPLICANT (IF OTHER THAN OWNER)

NAME _____

ADDRESS _____

PHONE # _____

APPLICANT'S INTEREST _____

TRACT DESCRIPTION

LOCATION (STREET ADDRESS) _____

TAX ASSESSMENT PARCEL NO. _____

COUNTY DEED BOOK NO. _____ PAGE NO. _____

TOTAL TRACT ACREAGE _____ ACREAGE IN THIS PROPOSAL _____

PROPOSAL DESCRIPTION

ENGINEER/LAND SURVEYOR _____

NUMBER OF LOTS _____ NUMBER OF STAGES _____

TYPE OF DEVELOPMENT:

SINGLE FAMILY

COMMERCIAL

TWO FAMILY

INDUSTRIAL

MULTIPLE FAMILY

OTHER

(SPECIFY TYPE) _____

PROPOSED STARTING DATE _____ PROPOSED COMPLETION DATE _____

PROPOSED CONTRACTOR _____

ADDRESS _____

IMPROVEMENTS DESCRIPTION

	<u>UNIT</u>	<u>ESTIMATE COST</u>
LENGTH OF NEW ROADS (LF)	_____	_____PUBLIC
LENGTH OF NEW ROADS (LF)	_____	_____PRIVATE
LENGTH OF CURBS	_____	_____
TYPE OF SEWAGE TREATMENT	_____	_____
TYPE OF WATER SUPPLY	_____	_____
STORMWATER FACILITIES	_____	_____
WATER SUPPLY	_____	_____
SEWAGE DISPOSAL SYSTEM	_____	_____
COMMON OPEN SPACE	_____	_____
STORM SEWERS	_____	_____
OTHER (SPECIFY)	_____	_____

ACCOMPANYING MATERIALS

- | | | |
|--|-----------------|---|
| <input type="checkbox"/> REVIEW FEE | AMOUNT \$ _____ | <input type="checkbox"/> IMPROVEMENT AGREEMENT |
| <input type="checkbox"/> CASH ESCROW | AMOUNT \$ _____ | <input type="checkbox"/> AS-BUILT PLAN |
| <input type="checkbox"/> EROSION & SEDIMENTATION CONTROL PLAN | | <input type="checkbox"/> MASTER PLAN |
| <input type="checkbox"/> ROAD PROFILES | | <input type="checkbox"/> PERCOLATION TESTS |
| <input type="checkbox"/> CHESTER COUNTY HEALTH DEPT, ACT 537 | | <input type="checkbox"/> COUNTY REFERRAL, ACT 247 |
| <input type="checkbox"/> CHESTER COUNTY CONSERVATION DISTRICT REVIEW | | <input type="checkbox"/> COUNTY PLANNING, ACT 537 |
| <input type="checkbox"/> OTHER _____ | | <input type="checkbox"/> OTHER _____ |

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 LANDOWNER

SIGNATURE OF APPLICANT

RECEIVED BY: _____

RESOLUTION #38-11

WHEREAS, the Municipalities Planning Code of 1968, as amended by Act 170 of 1988, provides inter alia at Section 503 that ordinances adopted pursuant to such Code may contain provisions for the charging of review fees and that such review fees may include reasonable and necessary charges by the Municipality's professional consultants and engineers, and

WHEREAS, the said Municipalities Planning Code further provides at Section 510 (g) that a municipality may prescribe that the applicant reimburse the municipality for all reasonable and necessary expense incurred in the inspection of improvements made pursuant to the Subdivision and Land Development Ordinance, and

WHEREAS, the West Brandywine Township Subdivision and Land Development Ordinance at Section 1002 provides, inter alia, that the amount of application fee and deposit for the cost of the Township's professional consultant and engineer will be fixed by resolution adopted by the Board of Supervisors,

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of West Brandywine Township hereby establishes the initial amount of and procedure for determining and securing payment of filing and review fees with reference to all applications filed pursuant to the Township Subdivision and Land Development Ordinance:

- A. Filing Fees – At the time of filing an application for review pursuant to the Township Subdivision and Land Development Ordinance, the applicant shall pay to the Township a non-refundable filing fee and/or application fee as more particularly provided in paragraph C hereafter.
- B. In addition to the filing fee provided for above, any application filed pursuant to the Township Subdivision and Land Development Ordinance shall be accompanied by a deposit of funds to be applied to the cost, of review of such application by the Township's consultants and engineers. The initial amount of such deposit and the minimum balance to be maintained for various applications is more particularly set forth in paragraph C hereafter. The amount of such initial deposit, and any revisions to such amount, have been and will be based on a good faith estimate made by the Township in consultation with its consultants and engineers, and reflects the customary and usual rate or charge for such services in the area, but in no event will such rate or charge exceed the usual rate charged to the Township by such consultants and engineers. Applicants shall be responsible for reimbursement to

page two
res#38-11

West Brandywine Township for all costs of Township consultant and engineering reviews in accordance with the Pennsylvania Municipalities Planning Code. Said costs shall be based upon applicable fees and charges actually charged by the consultants to West Brandywine Township.

- Escrow - \$1,750.00 Initial Deposit
\$500.00 Minimum Balance
- d. A plan showing from six (6) through ten (10) lots;
Filing Fee - \$850.00 for the first five (5) lots, plus \$80.00 for each additional lot
Escrow - \$3,000.00 Initial Deposit
\$750.00 Minimum Balance
- e. A plan showing eleven (11) lots or more;
Filing Fee - \$1,250.00 for the first ten (10) lots, plus \$80.00 for each additional lot
Escrow - \$5,000.00 Initial Deposit for the first ten (10) lots plus \$125.00 for each additional lot
\$1,250.00 Minimum Balance
- f. A plan showing multiple family dwellings, i.e., townhouses, apartments, duplexes, twins, etc.
Filing Fee - Zero (0) through five (5) acres - \$1,250.00 plus \$75.00 per dwelling unit
Six (6) through ten (10) acres - \$1,750.00 plus \$75.00 per dwelling unit
Eleven (11) acres and more - \$2,250.00 plus \$75.00 per dwelling unit
Escrow - \$10,000.00 Initial Deposit plus \$75.00 for each dwelling unit
\$2,500.00 Minimum Balance

4. Land Development Plan

- a. A plan showing less than one (1) acre of development;
Filing Fee - \$575.00
Escrow - \$1,750.00 Initial Deposit
\$500.00 Minimum Balance
- b. A plan showing from one (1) acre through and including five (5) acres of development;
Filing Fee - \$850.00 for the first acre plus \$150.00 for each additional acre
Escrow - \$3,500.00 for the first acre plus \$275.00 for each additional acre
\$750.00 Minimum Balance
- c. A plan showing from six (6) through and including ten (10) acres of development;
Filing Fee - \$1,750.00 for the first five (5) acres plus \$125.00 for each additional acre
Escrow - \$5,000.00 for the first five (5) acres plus \$275.00 for each additional acre
\$1,500.00 Minimum Balance

- d. A plan showing eleven (11) acres or more of development;
Filing Fee - \$2,500.00 for the first ten (10) acres plus \$125.00 for each additional acre
Escrow - \$7,000.00 for the first ten (10) acres plus \$275.00 for each additional acre.

\$2,000.00 Minimum Balance

D. Improvement Inspection Expense - Any person making improvements pursuant to an approved Subdivision and Land Development Application and Plan shall provide for the reimbursement of the Township for the reasonable and necessary expense incurred by the Township for inspection of all such improvements in the following manner. Prior to the issuance of any permit for commencement of any improvement, the applicant/developer/contractor shall deposit funds with the Township to secure the payment of the cost of inspection in accordance with the schedule set forth in E below. The initial required deposit, and any revisions thereto, shall be based on the good faith estimate of the Township made in consultation with its engineers or other applicable consultants and shall be based on the usual charge for such services in the area, but in no event shall such charge exceed the usual rate charged to the Township for such service.

1. Schedule of Current Improvement Inspection Fees

a. Subdivision Application (cash escrows with Township)

The Township, in reviewing the amount to be escrowed as part of the financial security for the construction of all subdivision improvements, shall among other things consider the anticipated engineer costs to inspect the construction of the improvements, which fees will be incurred as said construction is undertaken. The Township Engineer shall furnish to the Township an estimate of the anticipated fees.

1. For other administrative and consultants in addition to all Engineering fees;

Escrow - \$175.00 per lot
\$500.00 Minimum Balance

b. Land Development (cash escrows with Township)

The Township in reviewing the amount to be escrowed as part of the financial security for the construction of all a land development improvements shall among other things consider the anticipated engineer costs to inspect the construction of the improvements, which fees will be incurred as said construction is undertaken. The Township Engineer shall furnish to the Township an estimate of the anticipated fees. For other administrative and consultants in addition to all the Engineer's Fees;

1. A plan showing less than one (1) acre of development;

Escrow \$3,500.00 Initial Deposit
\$750.00 Minimum Balance

2. A plan showing from one (1) acre through and including five (5) acres of development;

Escrow \$6,000.00 Initial Deposit
\$1,500.00 Minimum Balance

3. A plan showing from six (6) through and including ten (10) acres of

development;

Escrow - \$7,500.00 Initial Deposit
\$1,750.00 Minimum Balance

4. A plan showing eleven (11) acres or more of development;

Escrow - \$15,000.00 Initial Deposit

\$3,500.00

Minimum Balance

- E. Escrow deposits shall accrue interest at per current rate of lending institute where funds are being held.
- F. The Township shall charge a ten (10) percent administrative fee for the processing and mailing of all bills and/or checks associates with the review of Subdivision and Land Development Submissions by the Township appointed engineer and other professional Consultants, of which shall be deducted from the established escrows upon receipt of monthly invoices from the Township's engineers and professional consultants.

This Resolution shall replace all previous resolutions pertaining to the submission applications to the Township under the Municipalities Planning Code, the Township's Zoning and Subdivision and Land Development Ordinances and the adopted IBC for the Building appeals.

RESOLVED, this 22nd day of December, 2011 by the West Brandywine Township Board of Supervisors.

ATTEST:

BOARD OF SUPERVISORS

Ronald A. Rambo, Jr.
Township Manager

Carl S. Lindborg, Chairperson

Josef G. Obernier, Sr., Vice-Chairperson

Thomas J. McCaffrey, Supervisor

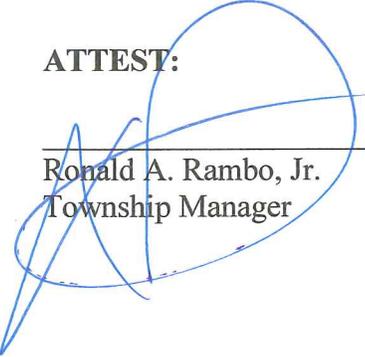
development;		
Escrow -	\$7,500.00	Initial Deposit
\$1,750.00		Minimum Balance
4. A plan showing eleven (11) acres or more of development;		
Escrow -	\$15,000.00	Initial Deposit
\$3,500.00		Minimum Balance

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- F. The Township shall charge a ten (10) percent administrative fee for the processing and mailing of all bills and/or checks associates with the review of Subdivision and Land Development Submissions by the Township appointed engineer and other professional Consultants, of which shall be deducted from the established escrows upon receipt of monthly invoices from the Township's engineers and professional consultants.

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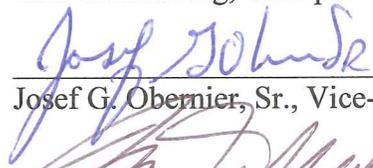
ATTEST:



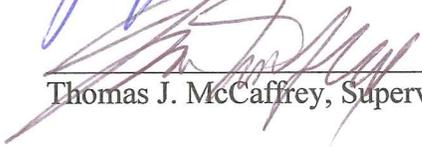
Ronald A. Rambo, Jr.
Township Manager

BOARD OF SUPERVISORS

Carl S. Lindborg, Chairperson



Josef G. Obernier, Sr., Vice-Chairperson



Thomas J. McCaffrey, Supervisor

**CASH ESCROW AGREEMENT FORM #101
FOR REVIEW OF SUBDIVISION & LAND DEVELOPMENT
APPLICATION**

TOWNSHIP OF WEST BRANDYWINE

THIS AGREEMENT, made this _____ day of _____, 20____, by and between the TOWNSHIP OF WEST BRANDYWINE, Chester County, Pennsylvania, (Township) and _____(Developer);

WITNESSETH:

WHEREAS, Developer has or is about to submit an application for the subdivision/land development of certain lands within the Township, and

WHEREAS, said application, exhibits and plans will require review by the Township, its Engineer, Solicitor and other professional advisors, and

WHEREAS, in order to provide for the prompt payment to the Township of the costs and expenses for such review, Developer and Township agree to provide for funds to be deposited in escrow,

NOW, THEREFORE, in consideration of the mutual promises and undertakings of the parties hereto, it is agreed as follows:

1. Developer has or will submit to the Township for review its application, plans and related documents, and said plans and related documents will be submitted by the Township for review by its Engineer, Solicitor and other professional advisors, as provided for in the Township Subdivision and Land Development Ordinance and the Municipalities Planning Code.
2. As provided in section 503 of the Municipalities Planning Code, the Township will establish from time to time by resolution or ordinance a schedule of fees for such review.

3. Developer hereby deposits with the Township the sum of _____ (\$ _____) as security for the payment of such review fees, as established pursuant to paragraph (2) two above. The sum of _____ (\$ _____) shall be minimum amount contained in said escrow account and upon notification that the balance in said account is at or below the aforementioned minimum amount, Developer shall, upon request of the Township, deposit such sum as may be determined by the Township to be reasonable with respect to the anticipated fees. Developer agrees that the Township may deduct and receive from the initial payment and any subsequent deposits, the sum not to exceed five (5) percent of such deposits for the Township administrative costs. There shall be no obligation of behalf of the Township to deposit the funds at interest; however, any interest earned on said account shall inure to the benefit and credit of Developer.

4. The Township shall on a monthly or other convenient basis submit to the Developer a detailed itemization of expenses to be charged against such fund. If the Township receives no written exception to such expenses, as provided for in the Municipalities Planning Code, Section 503, within _____ days of the date of such itemized statement, the Township shall make withdrawals from the fund as payment for such expenses.

5. The escrow fund, and the obligations under this Agreement, will continue until one or more of the following events occur:

a. Final approval: Within 30 days after final approval of the development plan, the balance remaining in the escrow account shall be paid to the Developer upon request.

b. Voluntary Withdrawal of Plan: Within 30 days after Developer voluntarily withdraws the development plan from further consideration of the Township, any balance remaining in the escrow account shall be paid to the Developer upon written request.

c. Plan Rejection: In the event the development plan is rejected by the Township and no resubmission is filed within 30 days of such rejection, the balance in the escrow account shall be paid to Developer upon written request. Any resubmission of a plan after 30 days shall require the establishment of a new escrow account.

6. Except for proper deductions and distributions as contemplated by this Agreement, neither Developer nor Township will assign or transfer, in whole or in part, any right, privilege or obligation in the accounts created hereunder, or in this Agreement, without the prior written consent of the other party.

7. The rights, privileges and obligations between the parties to this Agreement shall not be deemed to create any such rights, privileges or obligations with respect to any persons not party to this agreement, either as a third party beneficiary, creditor beneficiary, or any other manner.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year aforesaid.

ATTEST:

TOWNSHIP OF WEST BRANDYWINE

WITNESS/ATTEST:

Developer

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.

Fees shall be levied depending on whether the proposal is for a subdivision or a land development and whether it is for residential or non-residential use.

CATEGORY I RESIDENTIAL SUBDIVISION FOR 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).

<u>Number of lots and dwelling units</u>	<u>Base fees</u>	<u>Fees for each lot and/or unit</u>
1 lot land development	\$25.00	None
1-5 lots/units	\$75.00	Plus \$10.00/lot/unit
6-15 lots/units	\$100.00	Plus \$10.00/lot/unit
Over 15 lots/units	\$100.00	Plus \$10.00/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.

<u>Number of lots and dwelling units</u>	<u>Base fees</u>	<u>Fees for each lot and/or unit</u>
1-5 lots/units	\$150.00	Plus \$30.00/lot/unit
Over 5 lots	\$200.00	Plus \$25.00/lot/unit
Financial subdivisions	\$75.00	Plus \$25.00/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.

<u>Number of developed acres</u>	<u>Base fees</u>	<u>Fees for gross floor area</u>
1 building under 250 sq. ft.	\$25.00	None
Under 5 acres	\$250.00	Plus \$30.00/1,000 sq. ft. of gross floor area
5-49.99 acres	\$300.00	Plus \$30.00/1,000 sq. ft. of gross floor area
50-99.99 acres	\$300.00	Plus \$20.00/1,000 sq. ft. of gross floor area
Over 100 acres	\$300.00	Plus \$20.00/1,000 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 \$100.00 for residential subdivisions/land developments
- Flat fee of \$150.00 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.

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 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

(To Be Completed by Municipality)

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

From: (Municipality) _____

Date: _____

Official's Name: _____

Position: _____

Signature: _____

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

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.

**Sewage, Subdivision, Well, Contractor License,
and Administrative Fees**

All Record/Rider Fees (non-refundable)	\$100.00
Repair Fees	
Residential Individual (Including Holding Tanks)	\$100.00
Residential Community (Including Holding Tanks)	\$100.00 PER EDU*
Residential Community (PD, ESM, ALT, EXP. Systems)	\$125.00 PER EDU*
Non-Residential Individual (Including Holding Tanks)	\$100.00 PER EDU*
Non-Residential Individual (PD, ESM, ALT., EXP. Systems)	\$150.00 PER EDU*
Non-Residential Community (Including Holding Tanks)	\$ 100.00 PER EDU*
Non-Residential Community (PD, ESM, ALT, EXP. Systems)	\$ 150.00 PER EDU*
<i>*EDU = 400 Gallons (Or Part Thereof)</i>	
Redesign/Relocation Fees	
All Residential Redesigns	\$ 200.00 Each
All Non-Residential Redesigns	\$ 300.00 Each
All Residential Relocations	SAME AS ORIGINAL PERMIT FEE
All Non-Residential Relocations	SAME AS ORIGINAL PERMIT FEE
New Construction	
Residential Individual (Including Holding Tanks)	\$ 450.00
Residential Individual (PD, ESM)	\$ 550.00
Residential Individual (Alternate & Experimental Systems)	\$ 600.00

Residential Community (Including Holding Tanks)	\$ 600.00 First EDU*
Additional EDUs Are Calculated At	\$ 125.00 Each
Residential Community (PD, ESM)	\$ 700.00 First EDU*
Additional EDUs Are Calculated At	\$ 150.00 Each
Residential Community (Alternate & Experimental Systems)	\$ 800.00 First EDU*
Additional EDUs Are Calculated At	\$ 175.00 Each
Non-Residential Individual (Including Holding Tanks)	\$ 600.00 First EDU*
Additional EDUs Are Calculated At	\$ 125.00 Each
Non-Residential Individual (PD, ESM)	\$ 700.00 First EDU*
Additional EDUs Are Calculated At	\$ 150.00 Each
Non-Residential Individual (Alternate & Experimental Systems)	\$ 800.00 First EDU*
Additional EDUs Are Calculated At	\$ 175.00 Each
Non-Residential Community (Including Holding Tanks)	\$ 900.00 First EDU*
Additional EDUs Are Calculated At	\$ 200.00 Each
Non-Residential Community (PD, ESM)	\$1,000.00 First EDU*
Additional EDUs Are Calculated At	\$ 225.00 Each
Non-Residential Community (Alternate & Experimental Systems)	\$1,100.00 First EDU*
Additional EDUs Are Calculated At	\$ 250.00 Each
<i>*EDU = 400 Gallons (Or Part Thereof)</i>	
Miscellaneous Fees	
Clean Letter/Bldg. Alterations, Additions, Change In Use	\$200.00

Additional Testing Fee (Prior to permit issuance) (Fee is per lot each time tested)	\$200.00 Per Lot
Subdivision Review Fees	
Residential (Major & Minor)	\$ 200.00Per Lot
Non-Residential & Land Development Plans	\$ 200.00 Per EDU
Non-Building Waiver Plans (No Inspection Required)	\$ 125.00 Flat Fee
Non-Building Waiver Plans (Inspection Required)	\$ 225.00 Flat Fee
Public Sewer Reviews	\$ 500.00 Flat Fe
Substantial Plan Review After Initial Review	\$ 200.00 1-5 lots
	\$ 500.00 for 6-10 lots
	\$ 1,000.00 for 11-20 lots
	\$ 1,500.00 for 21-30 lots
	\$ 2,000.00 for 31+ lots
Well Fees	
New Well Permits	\$150.00
2nd/Additional Well Permits	\$100.00
Monitoring Wells, Test Wells, Geothermal Wells	\$100.00 Per Well
Relocation Fee (Prior to well being drilled)	\$ 80.00 Per Well
Relocation Fee (After well has been drilled)	SAME AS ORIGINAL PERMIT FEE
Contractor or License Fees	
Well Drilling License	\$400.00
Geothermal License (Addition to Well Drilling License)	\$100.00
Pump Installer License	\$300.00
Liquid Waste Hauler License (Per Vehicle)	\$100.00

Duplicate License	\$100.00
Testing Fee (Well Test, Pump Test, & Geothermal Test)	\$ 35.00 Per Test
Administrative Fees	
Transfer Of Permits (All Permit Transfers)	\$50.00
Duplicate Permit	\$75.00
File Look-Up Request (Per Application)	\$75.00
Examination of County Records (Per Examination)	\$75.00
Returned Check Fee	\$50.00
Administrative Fee Charge For Refunds (This charge is in addition to other charges)	\$50.00
Photo Copies (Per Page)	\$ 0.25

All fees subject to periodic change



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	*Type of Sewage Disposal	*Type of Water Supply
<input type="checkbox"/> Residential	<input type="checkbox"/> Individual	<input type="checkbox"/> Individual
<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Community <input type="checkbox"/> DEP Permit	<input type="checkbox"/> Public
<input type="checkbox"/> Non-Building	<input type="checkbox"/> Public	<input type="checkbox"/> Community Well
<input type="checkbox"/> Lot Line Change (0 lots)	<input type="checkbox"/> Clean Streams (Repair, 0 lots)	<input type="checkbox"/> None
<input type="checkbox"/> Change of Use (0 lots)	<input type="checkbox"/> Community Clean Streams	
<input type="checkbox"/> Mixed Use	<input type="checkbox"/> 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 Conservation District
688 Unionville Road, Suite 200
Kennett Square, PA 19348
(610) 925-4920 ~ Fax: (610) 925-4925
www.chesco.org/conservation

DISTRICT SERVICES
January 1, 2006

The following is a schedule of District Services that are available for the reviewing of erosion and sedimentation pollution control plans as required for land disturbance projects. Services include reviews, inspections, pre-app, pre-con and engineering meetings, educational programs, and administrative support. **Fees quoted are based on the disturbed acreage of the project.** Plans will not be accepted for review without the appropriate fee and application form. In addition, projects involving one (1) or more acres of disturbance require an NPDES permit authorizing the discharge of storm water from construction activities. The NPDES permit application and fee should be filed with the District at the time of plan submission to avoid unnecessary delays. See back for more information on NPDES permits.

Erosion and Sedimentation Pollution Control (E&SPC) Program

<u>Residential Developments</u>	<u>Industrial/Commercial/Institutional/ Townhouses/Condominiums</u>	<u>Timber Harvest</u>
1 unit	0 - 1 acre	0-25 acres
\$ 195.00	\$ 975.00	\$130.00
2-4 units	>1 - 5 acre	26-49 acres
\$ 390.00	\$1,300.00	\$260.00
5-10 units	>5 - 10 acres	50+ acres
\$ 780.00	\$2,600.00	\$455.00
11-25 units	>10 - 15 acres	
\$1,300.00	\$3,900.00	
26-50 units	Each additional acre	
\$1,950.00	\$ 325.00	
51-99 units		
\$2,600.00		
Each additional unit		
\$ 65.00		
<u>Highway Projects</u>	<u>Miscellaneous</u>	
Per disturbed acre	Small agricultural bldg projects	\$130.00
\$ 975.00	(0-<1.0 acre)	
or lineal mile (if linear project)	Large agricultural bldg projects	Refer to Industrial/Commercial
	(1.0 acre and above)	
	PA DEP GPs	\$130.00
	Pond/Stream work	\$130.00

E&SPC review checks are payable to the Chester County Conservation District.

Service fee covers a pre-application meeting, the initial review and one (1) subsequent re-submission. The full service fee will be charged for each additional review until a letter of adequacy is issued.

Letters of adequacy are valid for two (2) years from the date of issuance. Projects that have not broken ground in two years are subject to a new review. Service fees will be charged at the District's discretion not to exceed the current service fee schedule in place at the time of re-submission.

Minor revisions of approved plans may require another service fee and will be determined at the time of submission.
Major revisions of approved plans will require a fee of 100% of the original fee.

Most Municipal project fees are waived by District Policy. The District reserves the right to impose review fees for municipal projects that require a significant workload demand on district staff.

The District provides an Emergency Review Procedure. The applicant must provide a valid reason for an emergency review and request approval from the Conservation District Manager or Urban Team Leader on the required form. If approved, district staff will provide review comments within a 5 working day period. The applicant must respond to the comments within the next 5 working days to keep the emergency review process active. The emergency review fee is

three (3) times the regular review fee. The District Board or the District Manager can suspend this program at any time based on staff workloads or at their discretion. This program includes the Erosion and Sediment Pollution Control review only and does not apply to NPDES permit issuance.

The District also provides a Best Management Practices Incentive Program. The purpose of the incentive is to encourage the use of BMPs in projects for educational purposes, to demonstrate better methods to utilize storm water resources, and to support Chester County efforts in being consistent with the goals, objectives, and policies of Landscapes and Watersheds. Projects that incorporate preferred Best Management Practices into their designs are eligible for a 25% review fee reduction incentive. Approved BMPs are: Green Roofs, Use of Spent Mushroom Compost as a soil amendment, for stabilization, and/or wetland creation, and Community Redevelopment in areas identified in Chester County Landscapes. Projects are eligible for the incentive one time only and only at the time of the initial submission. A project is not eligible for the incentive if utilizing the Emergency Review Procedure. BMPs are based on the advances of technology. The Conservation District reserves the right to add or delete BMPs to this list. Revised and Approved by the Conservation District Board of Directors on October 5, 2006.



National Pollutant Discharge Elimination System (NPDES) Program

All construction activities involving one (1) or more cumulative acres of disturbance over the life of a project are required to obtain a federally mandated National Pollutant Discharge Elimination System (NPDES) permit that regulates the discharge of storm water from construction activities. The NPDES Program was designed to ensure the implementation of current Best Management Practices (BMPs) for controlling accelerated erosion and sedimentation pollution associated with land development projects. The two types of NPDES permits available are General and Individual. A state-processing fee is required for each. The permit fee cannot be waived. A complete listing of watershed classification for the Commonwealth Waters is contained in Chapter 93, Title 25 of the PA Code. Copies of Chapter 93 can be obtained from the Department of Environmental Protection. Below is a brief description of each NPDES permit.

General NPDES Permit - \$250.00

- * Project is not located in a specially protected High Quality (HQ) or Exceptional Value (EV) watershed
- * Total cumulative disturbed acreage is 1.0 acres or greater

Individual NPDES Permit - \$500.00

- * Project is located in a specially protected High Quality (HQ) or Exceptional Value (EV) watershed
- * Total cumulative disturbed acreage is 1.0 acres or greater

NPDES permit checks are payable to the Chester County Conservation District Clean Water Fund.

Information on NPDES permits, permit applications and permit processing can be obtained by contacting either the Conservation District, regional Department of Environmental Protection (DEP) office, PA DEP Southeast Regional office, or by visiting the Conservation District's website.

All projects require a review of Post Construction Storm Water Management Plans. A separate PCSWM plan must be submitted with the application.

All projects in Exceptional Value (EV) watersheds should have a pre-application meeting with Conservation District staff and PA DEP staff.

Projects in excess of 1.0 acres that demonstrate with a delineated limit of disturbance that no more than 1.0 acre will be disturbed over the life of the project may not require a NPDES permit.

Adopted by the Chester County Conservation District Board of Directors on November 18, 2004.

Chester County Conservation District
688 Unionville Road, Suite 200, Kennett Square, PA 19348
(610) 925-4920 ~ Fax: (610) 925-4925 ~ www.chesco.org/conservation

APPLICATION FOR EROSION & SEDIMENTATION CONTROL PLAN REVIEW

Project Name: _____ Date: _____
 Project Site Location: _____ Municipality: _____ Tax Parcel ID: _____
 Project Acres: _____ Total Cumulative Acres Disturbed Over Project Life: _____
 Development Type: () Residential: # of Units _____ () Ind/Com/Institutional/Townhouses/Condominiums
 () Timber Harvest () Highway () Municipal
 () Miscellaneous: __Small Agricultural __Large Agricultural __PA DEP GP __Pond/Stream Work
 Other Info: _____
 Applicant (Owner): _____
 Applicant Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____
 E&SPC Plan Designer (Name): _____ Firm: _____
 Plan Designer Mailing Address: _____
 City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____

E&SPC Fees: \$ _____ Check payable to the **Chester County Conservation District**
 NPDES Fees: \$ _____ Check payable to **Chester County Conservation District Clean Water Fund**
 Initial Submission ___ 1st Revision ___ 2nd Revision* ___ 3rd Revision* ___ 4th Revision* ___ * Additional Fee Due

Complete the following:

Receiving Stream Name: _____ Designation (HQ, EV, etc): _____
 Fee Attached [] Act 2 Site [] - Requires Individual NPDES Permit
 Narrative [] Emergency Prep. Plan []
 E&S Calculations [] E&S Plans with Details []
 Storm Water Management []
 Post Construction Stormwater Plan []

Approved BMPs: () Green Roof () Use of Spent Mushroom Compost as a soil amendment, for stabilization, and/or wetland creation
 () Community Redevelopment

Plan Information – Check if the project contains any of the following:

Stream Crossing	[]	Public Sewer	[]
Wetlands	[]	On Site Septic	[]
Flood Plain	[]	Steep Slopes	[]
Water Encroachment	[]	Open Space	[]

Permits Required – Enclose copies if applicable:

NPDES Individual Permit	[]	General Permit (Ch. 105)	[]
NPDES General Permit	[]	Water Encroachment	[]
		Joint Permit 401/404	[]

Fees and plans showing the required information are to be submitted with this application. Any additional plans or information required by the Chester County Conservation District should be submitted promptly. Emergency plan reviews require an additional request form that can be found on our website. There is a 25% review fee reduction incentive for Preferred Best Management Practices. The request for this reduction must be submitted in writing and attached with this submission. Please see our website for more information. The undersigned agrees to comply with all of the requirements of TITLE 25, CHAPTER 102, EROSION AND SEDIMENTATION CONTROL RULES AND REGULATIONS as set forth by the Pennsylvania Department of Environmental Protection, and further agrees to obtain all necessary permits in connection with the above referenced project.

(Applicant Signature)

Application will not be accepted unless signed and completed in its entirety. Only folded plans will be accepted.

PROCEDURE FOR APPLICATION FOR A SUBDIVISION

Covered by Article IV, Procedure, of the West Brandywine Township Subdivision & Land Development Ordinance

ALL SUBDIVISIONS SHALL BE SUBMITTED, REVIEWED AND APPROVED/DISAPPROVED IN ACCORDANCE WITH THE FOLLOWING RULES AND PROCEDURES

A. SKETCH PLAN:

1. All applicants for subdivision or land development are strongly encouraged to submit a sketch plan to both the Planning Commission and the Board of Supervisors for review prior to submission of a formal application. Submission of a sketch plan does not constitute an official application of subdivision or land development. There is no review fee for a sketch plan.

B. PRELIMINARY/FINAL: APPLICATION SHALL BE MADE AS FOLLOWS:

1. Submission: All subdivision plans and related correspondence must be submitted/received twenty-one (21) days prior to the next regular meeting of the Planning Commission and deemed complete in order to be placed on the month's agenda. All preliminary/final plan applications shall be submitted to the West Brandywine Township Secretary during normal business hours (Monday – Friday, 7:00 am – 4:30 pm). The application will be deemed a complete and official submission using the following criteria:
 - a. Three (3) copies of the official Township Application for preliminary/final review form, one being notarized by an affidavit of ownership and intended use of the land.
 - b. A minimum of seventeen (17) prints of the preliminary/final plan drawn by a registered surveyor or a registered professional engineer, clearly marked "Preliminary" or "Final". Plans must be folded (to 9x12 if possible).
 - c. A minimum of four (4) copies of the Stormwater Management Report.
 - d. A minimum of twelve (12) copies of all required supporting information and plans.
 - e. Plans shall also be submitted to the Township electronically in a mutually agreed upon format, preferable AutoCAD (.dwg or .dxf) format, and consistent with Township and Chester County GIS data standards, including coordinates reference to NAD83 Pennsylvania State Plane feet.
 - f. Payment of required application fees and escrow deposits as determined by resolution of the Board. (See attached fee schedule).
 - g. Completed County Referral Form and the required fee for the Chester County Planning Commission. (See attached fee schedule).
 - h. Six (6) copies of Health Department Planning Modules must be signed and notarized on back and soils test information attached.
 - i. Township Form 101 Escrow Agreement for Subdivision Review and required fee for any subdivision. (See attached form and fee schedule).
 - j. Chester County Conservation District Application and the required fee. (See attached fee schedule).

2. The Township Subdivision Official shall note the date of receipt of the application, fees and any escrow deposits. The application shall not be deemed to be submitted until a complete application and required fees have been submitted.
3. PROCESSING: APPLICANT TO TRANSMIT SUCH PLANS TO THE FOLLOWING:
 - a. Seven (7) copies of the preliminary/final plan and official Township Application to the Planning Commission.
 - b. Three (3) copies of the preliminary/final plan to the Board of Supervisors.
 - c. One (1) copy of the preliminary/final plan and official Township Application to the Township Engineer.
 - d. One (1) copy of the preliminary/final plan, County Referral form and appropriate fee to the Chester County Planning Commission, Act 247.
 - e. One (1) copy of the Planning Modules and Township cover letter to the Chester County Planning Commission, Act 537
 - f. One (1) copy of the preliminary/final plan, module forms to the Chester County Health Department and appropriate fee.
 - g. Two (2) copies of the preliminary/final plan to the Chester County Conservation District and appropriate fee.
4. PRE-APPLICATION MEETING
 - a. Unless already undertaken at sketch plan level, a pre-application meeting is encouraged between representatives of the applicant, the site designer, the Planning Commission (and/or its planning consultant) and the Board of Supervisors to introduce the applicant to the municipality's zoning and subdivision regulations and procedures, to discuss the applicant's objectives, and to schedule site inspections, meetings and plan submissions. At this meeting, the applicant also is strongly encouraged to present the site analysis as required in accordance with Section 167-26.
5. REVIEW PERIOD
 - a. The ninety (90) day period shall commence on the date of the next regularly scheduled Planning Commission meeting following the date a complete and official submission of a preliminary/final application was filed with the Township Secretary. The applicant shall submit the application twenty-one (21) days prior to the next regular meeting of the Planning Commission Board in order to be placed on the agenda.
 - b. An extension to the ninety (90) day review period shall occur only when agreed to in writing by both applicant and the Board.
6. BOARD OF SUPERVISORS
 - a. When a preliminary/final plan has officially been submitted to the Board of Supervisors by the Planning Commission, such plan shall be placed on its agenda for its review at its next regularly scheduled meeting.

- b. The Board of Supervisors shall designate a copy of the preliminary/final plan as the official copy. This copy shall include all necessary corrections as required by the Board of Supervisors. It shall be retained in the Township files.

7. RECORDING OF FINAL PLAN

- a. After endorsement by the Township, the subdivider shall file the Record Plan with the Chester County Recorder of Deeds within ninety (90) days of the date of Final Approval by the Township. If the subdivider fails to record the Final Plan within such period; the action of the Township shall be null and void, unless an extension of time is granted in writing by the Township upon written request by the applicant.

8. PROCEDURE FOR HAVING SUBDIVISION PLANS RECORDED

- a. Take seven (7) copies of the approved, signed plan to the Chester County Planning Commission to be signed. One (1) copy will be kept by the Planning Commission. The Planning Commission is located at 601 Westtown Road, Suite 270, West Chester, PA 19380 610 344-6285.
- b. Go to the Recorder of Deeds Office located at 121 North Walnut Street, Suite 100, West Chester, PA 19380 610 344-6330. Three (3) copies will be kept by the Recorder of Deeds. There is a fee for having plans recorded –

\$60.00 for a one page plan

\$10.00 for each additional page

\$ 5.00 fee per UPI number (max UPI charge per document is \$100.00) UPI must be typed on the first page.

\$ 1.00 time stamping each page of additional set of plans

The Recorder of Deeds Office will accept for payment a company check, certified check, money order or cash. No personal checks will be accepted. For additional information, consult the Recorder of Deeds website www.chesco.org

Have two (2) copies "Time Stamped". Return one (1) time stamped copy to the Secretary at the Township and submit the second copy to the Chester County Health Department when you apply for your sewer permit(s).

- c. The remaining copy is the applicant's copy.

****Please Note**** The subdivider must file the approved plan with the County Recorder of Deeds within ninety (90) days of the date of final approval by the Township. If the subdivider fails to record the final plan within such period, the action of the Township shall be null and void, unless an extension of time is granted in writing by the Township upon written request by the subdivider.

Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

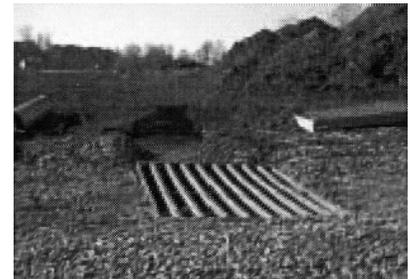
1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to

What is Storm Water
Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly known as storm sewers. Collectively, the draining water is called **storm water runoff**.

Pollution Prevention Practices:

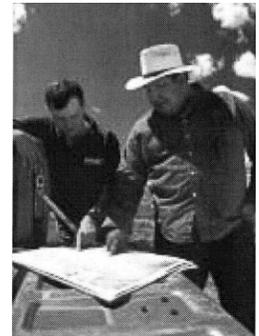
- Designated fueling and vehicle maintenance area away from streams
- Remove trash and litter.
- Clean up leaks immediately
- Never wash down dirty pavement
- Place dumpsters under cover
- Dispose of all wastes properly.

streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense, minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

The Best Laid Plans

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



The Bigger Storm Water Picture

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is ... water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

For more information:

West Brandywine Township (610) 380-8200
Chester County Conservation District (610) 696-5126
www.chesco.org/conservation

Pennsylvania Association of Conservation District's:

<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:

http://www.pacd.org/products/bmp/bmp_handbook.html

Storm Water Manager's Resource Center

<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:

<http://www.dep.state.pa.us>



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DISTRICT SERVICES
Revised 06.01.12

The following is a schedule of District Services that are available for the processing of erosion and sedimentation pollution control plans as required for land disturbance projects. Services include reviews, inspections, pre-app, pre-con and engineering meetings, educational programs, and administrative support. Plans will not be accepted for review without the appropriate fee and application form. In addition, projects involving one (1) or more acres of disturbance require an NPDES permit authorizing the discharge of stormwater from construction activities. The NPDES permit application and fee should be filed with the District at the time of plan submission to avoid unnecessary delays. District Service Fees are non-refundable. **Fees quoted are based on the disturbed acreage of the project rounded up to the nearest whole number.**

Erosion and Sedimentation Pollution Control (E&SPC) Program

BASE FEE

Residential Developments

Single family homes built on individual lots

1 unit	\$ 225.00
2-4 units	\$ 450.00
5-10 units	\$ 900.00
11-25 units	\$1,500.00
26-50 units	\$2,250.00
51-74 units	\$3,000.00
75-99 units	\$3,750.00
Each additional unit	\$ 75.00

**Industrial/Commercial/Institutional/
Townhouses/Condominiums**

0 - 1 acre	\$1,125.00
>1 - 5 acre	\$1,500.00
>5 - 10 acres	\$3,000.00
Each additional acre	\$ 375.00

Timber Harvest

0-25 acres	\$250.00
26-49 acres	\$400.00
50+ acres	\$625.00

Miscellaneous

Small agricultural building projects (0-<1.0 acre)	\$150.00
Large agricultural building projects (1.0 acre and above)	Refer to Industrial/Commercial
Chapter 105	\$250.00
Pond/Stream work	\$250.00

TIER II FEE

In the tier II level, sites that fall into one or more of the five (5) major categories listed below will be required to submit an **additional fee of \$1,000.00** over and above the base fee. Small Agricultural building projects with a disturbed acreage of less than one (1) acre and Single Family non-development sites will be waived from tier II requirements.

- Projects that disturb slopes of 9% or more with grading or vegetation removal.
- Projects that do not infiltrate the delta volume of the 2 year 24 hour storm event.
- Projects where the sequence of construction (earthmoving) disturbs more than 25% of the total disturbed area at any given time. Residential projects with a total project acreage of less than twenty five acres are excluded from this category.
- Projects that include less than a 150 foot non-disturbed vegetative buffer from the Waters of the Commonwealth and/or wetlands.
- Projects that discharge to adjacent properties.

E&SPC fees are payable to the Chester County Conservation District.

Service fee covers a pre-application meeting, the initial review and one (1) revision. The full service fee will be charged for two additional reviews until a letter of adequacy is issued.

Letters of adequacy are valid for the duration of the project or until the NPDES permit expires if no changes are made to the approved project. Minor revisions of approved plans and NPDES Permit Renewals require an additional review fee and will be determined at the time of submission. Major revisions of approved plans will require a fee that is 100% of the original fee.

Municipal projects are subject to a discounted one-time base fee. Please see Municipality and County Offices Fees for Service on the website. If applying for an Emergency Review, an additional fee equal to the one-time base fee is required. Municipal Authorities and Fire Companies are subject to full District Service Fees.

The District provides an Emergency Review Procedure. The applicant must provide a valid reason for an emergency review and request approval from the Conservation District Manager or Urban Team Leader on the required form. If approved, district staff will provide review comments within a five (5) working day period. The applicant must respond to the comments within the next five (5) working days to keep the emergency review process active. The emergency review fee is three (3) times the regular review fee. The District Board or the District Manager can suspend this program at any time based on staff workloads or at their discretion. This program includes the Erosion and Sediment Pollution Control Plan review and the Post Construction Stormwater Management Plan review and does not apply to NPDES permit issuance.

The District also provides a Best Management Practices (BMP) Incentive Program. The purpose of the incentive is to encourage the use of BMPs in projects for educational purposes, to demonstrate better methods to utilize storm water resources, and to support Chester County efforts in being consistent with the goals, objectives, and policies of Landscapes and Watersheds. Projects that incorporate incentive Best Management Practices into their designs are eligible for a 25% reduction of the E&SPC base fee. Approved incentive BMPs are: Green Roofs, Community Redevelopment in areas identified in Chester County Landscapes, and Use of Spent Mushroom Compost as a soil amendment for stabilization and/or wetland creation. Projects are eligible for the incentive one-time only and only at the time of the initial submission. The request must be submitted in writing and attached with the original submission. A project is not eligible for the incentive if utilizing the Emergency Review Procedure. BMPs are based on the advances of technology. The Conservation District reserves the right to add or delete BMPs to this list.



National Pollutant Discharge Elimination System (NPDES) Program

All construction activities involving one (1) or more cumulative acres of disturbance over the life of a project are required to obtain a federally mandated National Pollutant Discharge Elimination System (NPDES) permit that regulates the discharge of stormwater from construction activities. The NPDES Program was designed to ensure the implementation of current Best Management Practices (BMPs) for controlling accelerated erosion and sedimentation pollution associated with land development projects. The two types of NPDES permits available are General and Individual. State-processing fees are required for each. **The NPDES permit fee cannot be waived.** A complete listing of watershed classification for the Commonwealth Waters is contained in Chapter 93, Title 25 of the PA Code. Copies of Chapter 93 can be obtained from the Department of Environmental Protection. Below is a brief description of each NPDES permit.

General NPDES Permit - Project is not located in a specially protected High Quality (HQ) or Exceptional Value (EV) watershed and the total cumulative disturbed acreage is 1.0 acres or greater.

Base Fee (includes New, Renewals and Major Amendments) - \$500 – payable to the Chester County Conservation District Clean Water Fund.

Disturbed Acreage Fee - \$100 for each disturbed acre rounded to nearest whole number (per DEP) is payable to the Commonwealth of PA Clean Water Fund.

Individual NPDES Permit - Project is located in a specially protected High Quality (HQ) or Exceptional Value (EV) Watershed and the total cumulative disturbed acreage is 1.0 acres or greater.

Base Fee (includes New, Renewals and Major Amendments) - \$1,500 - payable to the Chester County Conservation District Clean Water Fund.

Disturbed Acreage Fee - \$100 for each disturbed acre rounded to nearest whole number (per DEP) is payable to the Commonwealth of PA Clean Water Fund.

Additional Copies of NPDES Permits - \$100.00

Information on NPDES permits, permit applications and permit processing can be obtained by contacting either the Conservation District, regional Department of Environmental Protection (DEP) office, PA DEP Southeast Regional office, or by visiting the Conservation District's website.

All projects require a review of Post Construction Storm Water Management Plans. A separate PCSWM plan must be submitted with the application.

All projects in Exceptional Value (EV) watersheds must have a pre-application meeting with Conservation District staff and PA DEP staff. The District highly recommends scheduling a pre-application meeting for all projects.

Projects with the following conditions must be designed to Individual NPDES Permit standards: located in White Clay Creek Scenic Watershed, support of Wild Trout production, designated as Cold Water Fishery, discharge to Public Water supply, and evidence of bog turtle species.

Adopted by the Chester County Conservation District Board of Directors on March 15, 2012.

For the most updated information on District Services and Applications for Services, see www.chesco.org/conservation.

Chester County Conservation District
688 Unionville Road, Suite 200, Kennett Square, PA 19348
(610) 925-4920 ~ Fax: (610) 925-4925 ~ www.chesco.org/conservation
APPLICATION FOR DISTRICT SERVICES – Revised 06.01.12

- Application will not be accepted unless signed and completed in its entirety.
- Please update the information on this form with each submission.
 - Only folded plans will be accepted.

E&SPC Submission: ___New ___1st Revision ___*2nd Revision ___*3rd Revision ___*4th Revision *Note -Additional Fee Due
NPDES Submission: ___New ___Revision ___*Renewal ___*Major Amendment *Note- Additional Fee Due

Project Name: _____ Date: _____
 Project Site Location: _____ Municipality: _____ Tax Parcel ID: _____
 Project Acres: _____ Total Cumulative Acres Disturbed Over Project Life: _____
 Development Type: ()Residential: ___# of Units ()Industrial/Commercial/Institutional/Townhouses/Condominiums
 ()Timber Harvest ()Municipal
 ()Miscellaneous: ___Small Agricultural ___Large Agricultural ___Chapter 105 ___Pond/Stream Work
 Other Info: _____
 Applicant (Owner/Firm): _____ Name: _____
 Applicant Mailing Address: _____ Email: _____
 City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____
 Plan Designer (Firm): _____ Name: _____
 Plan Designer Mailing Address: _____ Email: _____
 City: _____ State: _____ Zip Code: _____ Phone: _____ Fax: _____

E&SPC Fees: Base Fee: \$ _____ Tier II Fee: \$ _____ Emergency Review Fee: \$ _____
E&SPC fees are payable to Chester County Conservation District - Submit two checks: one check for Base Fee and Tier II, if applicable, and one check for Emergency Review, if applicable.

Refer to District Services Fee Schedule, and check appropriate Tier II:
 ___ 9% or more slopes ___ deficient infiltration of 2 year storm ___ more than 25% total area disturbance
 ___ less than 100 foot buffer ___ adjacent property discharge

NPDES Fees: Base Fee: \$ _____ Disturbed Acreage Fee: \$ _____
Base Fee is payable to Chester County Conservation District Clean Water Fund
Disturbed Acreage Fee is payable to Commonwealth of PA Clean Water Fund

Complete the following:

Receiving Stream Name: _____	Designation (HQ, EV, etc): _____
Fee Attached []	Act 2 Site (requires Individual NPDES Permit) []
Stormwater Narrative []	Emergency Prep. Plan []
Stormwater Management []	E&S Narrative []
Post Construction Stormwater Plans []	E&S Calculations []
& Details []	E&S Plans & Details []

Incentive BMPs: () Green Roof () Community Redevelopment
 () Use of Spent Mushroom Compost as a soil amendment, for stabilization, and/or wetland creation

Plan Information – Check if the project contains any of the following:

Stream Crossing []	Public Sewer []
Wetlands []	On Site Septic []
Flood Plain []	Steep Slopes []
Water Encroachment []	Open Space []

Permits Required – Enclose copies if applicable:

NPDES Individual Permit []	General Permit (Chapter 105) []
NPDES General Permit []	Water Encroachment []
	Joint Permit 401/404 []

Fees and plans showing the required information are to be submitted with this application. Any additional plans or information required by the Chester County Conservation District should be submitted promptly. Emergency plan reviews require an additional request form that can be found on our website. There is a 25% review fee reduction incentive for Best Management Practices. The request for this reduction must be submitted in writing and attached with this submission. Please see our website for more information. The undersigned agrees to comply with all of the requirements of TITLE 25, CHAPTER 102, EROSION AND SEDIMENTATION CONTROL RULES AND REGULATIONS as set forth by the Pennsylvania Department of Environmental Protection, and further agrees to obtain all necessary permits in connection with the above referenced project. District Service Fees are non-refundable.

(Applicant Signature)