



THE COUNTY OF CHESTER

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MAY 11 2018



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PLANNING COMMISSION

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May 9, 2018

TO: Municipal Managers & Secretaries

FROM: Carol Stauffer, AICP, Infrastructure & Plan Review Director

RE: Act 247 Plan Review Fee Schedule Update

Municipal Managers and Secretaries:

The Chester County Planning Commission would like to update you on the following items:

Plan Review Fee Schedule – As of June 1, 2018, the Planning Commission is implementing a revised Plan Review Fee Schedule (attached). Factors considered in the fee update included the rate of inflation, cost increases, level of effort required to complete more complex reviews, and fees charged by comparable counties. Additional information about our plan review services, as well as copies of the fee schedule and referral form, is located on our website at: www.chesco.org/planning/act247. Please continue to use the fee schedule dated April 15, 2015 through the end of this month. We will also be providing this information to our contact list of engineers and planners.

Reminder to Submit Adopted Ordinances Amendments – We are also providing a friendly reminder to municipalities to please submit copies of adopted zoning and subdivision ordinance amendments to the County Planning Commission within 30 days of adoption. Submission of ordinance amendments is a requirement of Section 505(b) and Section 609(g) of the Pennsylvania Municipalities Planning Code. Please also include a copy of the signed and dated resolution or other verification of adoption. This information helps us to provide more effective plan reviews and improve our services to your municipality.

Please contact Carol Stauffer, cstauffer@chesco.org if you have any questions.

CC: Brian O'Leary, AICP, Executive Director

Attachment: 2018 Fee Schedule

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.

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	\$165.00	None
3-5 lots/dwelling units	\$165.00	Plus \$28.00/lot/unit
6-20 lots/dwelling units	\$220.00	Plus \$25.00/lot/unit
21-75 lots/dwelling units	\$400.00	Plus \$22.00/lot/unit
76 lots/dwelling units and over	\$800.00	Plus \$17.00/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	\$275.00	Plus \$55.00/lot/unit
3-10 lots/units	\$550.00	Plus \$55.00/lot/unit
11 lots/units and over	\$800.00	Plus \$50.00/lot/unit
Financial subdivisions	\$275.00	Plus \$55.00/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.	\$450.00	Plus \$45.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	\$550.00	Plus \$40.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	\$900.00	Plus \$40.00/1,000 sq. ft. of gross floor area
75,001 sq. ft. and over	\$1,350.00	Plus \$28.00/1,000 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 \$165.00 for residential subdivisions/land developments
- Flat fee of \$220.00 for non-residential subdivisions/land developments
- **Maximum fee: \$10,000**

*NOTE:

Fee applies to total number of lots/units after subdivision. Subdivisions include lot line revisions and lot consolidations.

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.