



**EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PA**

SUBDIVISION AND / OR LAND DEVELOPMENT APPLICATION

Date Filed: _____

Application for (Circle one):

Subdivision Land Development Subdivision & Land Development

A. Application is hereby made by the undersigned for approval of a Subdivision and or Land Development Plan, more particularly described below.

1. Applicant's name: _____

Address: _____ Phone: _____

Fax: _____ Email: _____

2. Name and address of present owner (if other than 1. above)

Name: _____

Address: _____ Phone: _____

Fax: _____ Email: _____

3. Location of plan: _____

4. Proposed name of plan: _____

5. County Tax Parcel No.: _____ Zoning District: _____

6. Area of proposed plan (ac.): _____ Number of lots: _____

7. Area of open space (ac.): _____

8. Type of structures to be constructed: _____

9. What provisions are to be made for water supply and sanitary sewer? _____

10. Linear feet of road to be constructed: _____

11. Name of Engineer: _____

Phone Number: _____ Fax: _____

Email address: _____

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12. Name of Land Planner: _____

Phone Number: _____ Fax: _____

Email address: _____

- B. I/We agree to reimburse the Township of East Goshen for such fees and expenses the Township may incur for the services of an Engineer(s) in investigations, tests, and review in relation to the Subdivision Plan.
- C. I/We agree to post financial security for the improvements depicted on the Subdivision and or land Development Plan pursuant to the Subdivision and Land Development Ordinance.
- D. I/We agree to reimburse the Township of East Goshen for all inspection fees at the actual cost to Township.

NOTICE

The Township requires an Occupancy Permit before any building can be occupied; no Occupancy Permit will be issued until final inspection and approved by the Zoning Officer and Building Inspector.

Owner Signature

Applicant Signature

Administrative Use

Fees received from applicant \$_____ basic fee, plus \$_____ per lot

For _____ lots = \$_____.

Application and plan received by: _____ Date: _____
(Signature)

Application accepted as complete on: _____
(Date)

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SUBDIVISION AND/OR LAND DEVELOPMENT CHECKLIST

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

*** Review the formal Planning Commission review procedure on page five.**

Application for (Circle all appropriate): Subdivision Land Development

Applicant Information:

Name of Applicant: _____

Address: _____

Telephone Number: _____ Fax: _____

Email Address: _____

Property Address: _____

Property Information:

Owner's Name: _____

Address: _____

Tax Parcel Number: _____ Zoning District: _____ Acreage: _____

Description of proposed subdivision and or land Development:

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Application Process Checklist (Administrative use only):

<u>Item</u>	<u>Date Complete</u>
1. Completed Township Application Form:	_____
2. Township application and review fees paid:.....	_____
3. County Act 247 Form complete:	_____
4. Appropriate County Fees included:	_____
5. 11 Copies of sealed Sub / LD plans:	_____
6. 11 copies of other required plans:	
a. Landscape: (sealed).....	_____
b. Conservancy: (sealed).....	_____
c. Stormwater Management: (sealed).....	_____
7. Three copies of the stormwater report and calculations:	_____
8. Copies of supplementary studies, if required:	
a. Traffic Impact Study:.....	_____
b. Water Study:	_____

Application accepted on _____ by _____

Official Signature _____ Title _____

Review Process Checklist (Administrative use only)

<u>Item</u>	<u>Date Complete</u>
1. Date of first formal Planning Commission Meeting following complete submission of application, (Day 1):.....	_____
Date Abutting property letter sent:	_____
2. Date presented to Planning Commission:	_____
3. Date submitted to CCPC:	_____
4. Date submitted to Township Engineer:	_____
5. Date by which the PC must act, (Day 70):	_____
6. Date by which Board of Supervisors must act, (Day 90):	_____
7. Date sent to CB:	_____
8. Date sent To MA:	_____
9. Date sent to HC:	_____
10. Date sent to PRB:	_____
11. Date sent to TAB:	_____

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**East Goshen Township Planning Commission
Procedure for processing Subdivision, Land Development, Conditional Use,
Variance, and Special Exception Applications**

August 19, 2002

1st Revision: September 22, 2003

2nd Revision: March 2, 2006

1. In order for any application to be considered by the Planning Commission it must be submitted to the Township with all required documentation as per the Township Code and with all applicable fees paid. The Township will use a checklist to verify all required documentation has been submitted. Until the application is complete the application will not be considered "filed" by the Township staff. The Planning Commission will acknowledge receipt of the application at their next regularly scheduled meeting.
2. All materials to be considered at the next regular meeting of the Planning Commission must be submitted with at least eleven (11) copies to the Township Staff by not later than close of business the previous Tuesday. Any materials submitted after that time will be held for the following meeting and not provided to the Commission at the upcoming meeting.
3. The application review cycle for Subdivision and Land Development Applications shall begin with the next regular meeting of the Commission after the complete application is filed. The application review cycle for Conditional Use, Variance, and Special Exception Applications shall begin the day a complete application is filed with the Township.
4. Applicants should not distribute material to the Commission during a meeting unless it is directly related to the initial presentation of the application. All materials for the Planning Commission, including any material to be used at a meeting, must be delivered to the Township Staff not later than close of business the previous Tuesday.
5. The burden of supplying necessary materials to the Planning Commission in a timely manner is on the applicant. Late delivery of material may require an extension on the part of the applicant or a recommendation for denial of the application by the Planning Commission.
6. Formal application presentations to the Planning Commission will only be made at the regular meeting after the complete application is submitted and accepted by the Township staff.
7. The application will remain on the Planning Commission's agenda until such time as the Commission has made its recommendation to the Board of Supervisors and or Zoning Hearing Board.
8. Applicants are encouraged to attend each Planning Commission meeting in order to answer questions or address issues concerning their application.
9. Applications will be voted on only during the regular Planning Commission meetings.
10. The Chairman, in his sole discretion, may waive or modify any of this procedure.