



UPPER CHICHESTER

TOWNSHIP

UPPER CHICHESTER ECONOMIC DEVELOPMENT

The contents of this packet are a summary of the land development process
in Upper Chichester Township.

Land Development

Subdivision and Land Development

<https://www.ecode360.com/15588465#15588465>

Checklist for application contents:

- Subdivision/Land Development/Site Plan Review Submission Guideline
- Application for Subdivision, Land Development, and/or Site Plan Review
- Resolution No. 97-120 Plan Application Fees
- Subdivision/Land Development Escrow Agreement
- Resolution No. 07-06 Schedule of Review Fees
- Notice to all property owners...reimbursement form
- Ordinance No. 562 Resident Notification of Development Plans
- Sample Letter for Resident Notification
- Standard Township Signature Block
- Delaware County Planning Department Submission
- Delaware County Conservation District Submission

Checklist of what items must be submitted with fees:

- Application for Subdivision, Land Development, and/or Site Plan Review
- Subdivision/Land Development Escrow Agreement
- Notice to all property owners...reimbursement form
- Delaware County Planning Department Submission

Township of Upper Chichester

SUBDIVISION/LAND DEVELOPMENT/SITE PLAN REVIEW
SUBMISSION GUIDELINES

1. Complete the Upper Chichester Township Subdivision/Land Development Application form, the Delaware County Planning Department application form, execute and date. Contact the Pennsylvania Department of Environmental Protection at (484)-250-5970 to submit the Planning Module.
2. Submit the completed application forms, the **three (3)** required filing fees and **23 copies** of the plans to the Township Secretary.

Plan Stage

Sketch
Preliminary
Final

Required Number of Copies:

(23) Complete Sets of Plans – **Folded**
(23) Complete Sets of Plans – **Folded**
(23) Complete Sets of Plans – **Folded**

Distribution of plans as follows:

3 for Delaware County Planning Department, 1 for Township Engineer, 1 for each Commissioner, 1 for each Planning Commission Member, 1 for Police Chief, 1 for Fire Marshal, 1 for Zoning Officer, 1 for Southern Delaware County Authority, 1 for Township Sewage Enforcement Officer.

When a revision is necessary, **14 copies (folded)** should be delivered to the Township for redistribution.

3. **Application Fees:** Three (3) Checks are required:
 - One for Delaware County Planning Department Review (payable to Treasurer of Delaware County)
 - One for the Upper Chichester Application Fee (payable to Township of Upper Chichester)
 - One for the Upper Chichester Escrow Fee (payable to Township of Upper Chichester)

4. The applicant is responsible to determine when they are on the appropriate agenda.

5. **Review Stages:**

<i>Minor Subdivision</i>	Sketch-Optional	Preliminary-Recommended	Final-Mandatory
<i>Major Subdivision</i>	Sketch-Optional	Preliminary-Recommended	Final-Mandatory
<i>Land Development</i>	Sketch-Optional	Preliminary-Recommended	Final-Mandatory

6. The application will be approved/disapproved by the Township Commissioners within ninety (90) days from the date of the first regular meeting of the Planning Commission or Board of Commissioners following the submission, unless an extension is requested by the applicant in writing. Submission of revised plans will require the applicant to execute the "Statement of Subdivision and Land Development Re-Submission" form in the packet.
7. The applicant is required to submit the required plans and application to Southern Delaware County Authority (610)-485-6789.
8. THE APPLICANT MUST NOTIFY ALL PROPERTY OWNERS, BY CERTIFIED MAIL, WITHIN A FIVE HUNDRED-FOOT (500') RADIUS OF THE PARCEL/TRACT BOUNDARY IN QUESTION. (ORD. No. 562)

Meeting Dates: All meetings are held at the Township Municipal Building, Furey Road

Commissioners Meeting	Planning Commission
Regular Meetings—7:30 P.M.	Regular Meetings—7:30 P.M.
Second Thursday of each month	Fourth Thursday of each month

Township of Upper Chichester

Date: _____

Application for Subdivision, Land Development, and/or Site Plan Review

1. Application for

- Sketch

 Preliminary

 Final

2. Type of Application

- Site Plan Review

 Major Subdivision

 Land Development

3. Name of Proposed Subdivision, Land Development, or Site Plan

Location: _____

4. Applicant Developer Engineer/Architect

Name: _____ _____ _____

Address: _____ _____ _____

 _____ _____ _____

Phone: _____ _____ _____

Email: _____ _____ _____

5. Plans Submitted for review:

Plan Title	Sheet Number	Engineer	Date and/or Last Revision
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Application Fees (See attached Subdivision Submission Regulations):

- A. Delaware County Planning Department Fee*
 (Complete attached DCPD Application)
- B. Upper Chichester Escrow Fee**
- C. Upper Chichester Township Application Fee**

7. Signatures

Applicant/Date

Owner/Date

Date Application Received: _____

Application Accepted By: _____

* Make check payable to "Treasurer of Delaware County"
 ** Individual checks payable to "Township of Upper Chichester"

**This form must accompany the submission of the applicant's
Subdivision Plan and Land Development or Site Plan.**

PLAN APPLICATION FEES
SUBDIVISION AND LAND DEVELOPMENT
RESOLUTION NO. 09-41

**SUBDIVISION AND LAND DEVELOPMENT & PLANNED RESIDENTIAL
DEVELOPMENT**

A. Minor Residential Subdivision (four lots or less with no public improvements)

	<u>Application Fee</u>	<u>Escrow</u>
Preliminary	\$700.00	\$6,000.00
Final	\$700.00	\$5,000.00

B. Major Residential Subdivision/Multi-Family Land Development

	<u>Application Fee</u>	<u>Escrow</u>
Sketch	\$700.00	\$3,000.00
Preliminary	\$1,400.00	\$6,000.00
Final	\$1,400.00	\$5,000.00

C. Non-Residential Subdivision/Land Development

	<u>Application Fee</u>	<u>Escrow</u>
Sketch Plan	\$700.00	\$3,000.00
Preliminary Plan	\$1,400.00+\$250.00/Bldg.+\$75.00/Acre	\$6,000.00
Final Plan	\$1,400.00+\$250.00/Bldg.+\$75.00/Acre	\$5,000.00

D. Planned Residential Development

	<u>Application Fee</u>	<u>Escrow</u>
Sketch	\$700.00	\$3,000.00
Preliminary	\$700.00+\$75.00 or DU over 10	\$6,000.00
Final	\$700.00+\$75.00 or DU over 10	\$5,000.00

Note: Fees shall be doubled for those applications requiring only a one-step review and/or approval process.

The escrow fund shall be used to offset the costs of review and preparation of documents by the Township Engineer, Township Zoning Offices, any outside Township consultants and the Township Solicitor. Charges shall be made on a per hour basis with the balance of escrow fund being returned to the applicant upon approval.

NOTICE TO ALL PROPERTY OWNERS PLANNING
TO DEVELOP LAND IN UPPER CHICHESTER TOWNSHIP
REIMBURSEMENT FORM

The Township Engineer, Township Solicitor, Traffic Engineer/Consultant, Land Planning Consultant, and/or any other professionals deemed necessary by Upper Chichester Township are required to review various land development and subdivision plans: sketch plans, preliminary plans, final plans, soil erosion & sedimentation control plans, landscape and lighting plans, and other documents and submissions pertaining to land development.

Upper Chichester Township must be reimbursed by the Applicant for any costs incurred for plan reviews made by the Township Engineer, Township Solicitor, Traffic Engineer/Consultant, Land Planning Consultant, and/or any other professionals deemed necessary by Upper Chichester Township for inspections of construction work made by the Township Engineer, and/or professional. Further, the costs of any meeting held at the request of an applicant and/or his architect or engineer with the Township Engineer, and/or Township Solicitor, and/or Traffic Engineer Consultant, and/or, Land Planning Consultant, and/or any other professional representing Upper Chichester Township must also be borne by the Applicant. Bills will be mailed for all reimbursable fees at the current rate.

Before making the first contact with our Township Engineer, Township Solicitor, Traffic Engineer/Consultant, Land Planning Consultant, and/or any professional representing Upper Chichester Township, the Applicant must sign this notice acknowledging that he/she is aware of the costs to be paid by him/her.

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

Title of the Plan Being Submitted

Name of Applicant

Address

Telephone Number

Date

Signature of Applicant

**This form must accompany the submission of an
Applicant's Subdivision and Land Development Plan or Site Plan.**

Township of Upper Chichester

SUBDIVISION/LAND DEVELOPMENT ESCROW AGREEMENT

Development Name: _____

Development Location: _____

Total Amount of Escrow Fee Submitted: _____

The escrow amount will be deposited and held by the Township of Upper Chichester and shall be used to offset the costs of review and preparation of documents by the Township Engineer, Township Solicitor, Township Zoning Officer, and outside Township Consultants. Charges shall be made on a per hour basis.

The applicant must submit in writing for the release of the escrow money. The Township Engineer will inspect and review the improvements for completeness. Once all of the Township Engineer's items have been satisfied, the Commissioners will accept the Engineer's report and approve the release of the remaining escrow. The Township of Upper Chichester will keep any monies generated with the accrual of interest from this escrow fund.

I, _____, (Print Name) hereby certify that I have read the foregoing and am in complete agreement with the arrangements of the Escrow Agreement.

Signature

Date

**This Escrow Agreement must accompany the submission of the applicant's
Subdivision Plan and Land Development or Site Plan**

SAMPLE LETTER

(Date)

My name is _____. I am your neighbor at (I represent/hold an interest in the land parcel at) _____. My interest in this land is to _____.

Currently I am making an application to Upper Chichester Township and submitting plans for (nature of development and brief description of proposed application) _____.

In accordance with Upper Chichester Township ordinance #512A, Section 202, I am notifying you of my application.

My application is scheduled for review by the Upper Chichester Township Planning Commission at their public meeting on _____. The meeting will be held at 7:30 P.M. in the meeting room at the Township Building on Furey Road unless otherwise posted at another location. All residents are invited to attend and any questions or comments regarding the application will be entertained at this meeting.

(Signature)

Name

Address

Phone # (optional)

STANDARD TOWNSHIP SIGNATURE BLOCK

A P P R O V E D

UPPER CHICHESTER TOWNSHIP,
DELAWARE COUNTY, PA.

Name of Development: _____

Date Approved: _____ Resolution No.: _____

Township Engineer: _____

Planning Commission: _____

Board of Commissioners: _____ President

_____ Secretary

Executed the _____ day of _____, 20_____

Contact List

Name: Barbara Kelley
Title: Assistant Township Manager
Email: bkelley@upperchitwp.org
Work Phone: 610-485-5719 ext. 227
Cell Phone: 267-438-9453

Name: Lisa Catania, P.E.
Title: Township Engineer
Email: eac@cataniaengineering.com
Work Phone: 610-532-2884

Name: Charles Remaley
Title: Housing Inspection & Zoning Enforcement Officer
Email: cremaley@upperchitwp.org
Work Phone: 610-485-5719

Name: Chuck Catania
Title: Building Code Official
Email: CJCJr@cataniaengineering.com
Work Phone: 610-532-2884

Upper Chichester Fax Number: 610-485-8643

Please direct all questions to:

Barbara Kelley

Assistant Township Manager

bkelly@upperchitwp.org

Cell Phone: 267-438-9453

Office Phone: 610-485-5881 ext. 227

New Construction **PROCEDURES**

New Construction Planning Checklist

<input checked="" type="checkbox"/>	Action(s)	Time Allotment
_____	Meet with Asst. Township Manager and Zoning Officer (optional and recommended)	N/A
_____	A Plot Plan, Grading, Stormwater Management and Building plans with an Engineer (recommended)	N/A
_____	Submit Zoning Application and Plot Plan	Up to 2 weeks
_____	Zoning Hearing Board (when applicable)	1 month +
_____	Submit Grading Application, Plans, and Escrow Fee	2 weeks per review
_____	Make the PA1 call (electric)	1 day
_____	Submit Plans to sewer authority (SDCA)	1 week
_____	Notarized Stormwater Management Agreement	1 week
_____	Submit permits--building, plumbing, electric, etc.	3 – 4 weeks

The Project

- Begin project with a concept and plan designed by an Engineer (recommended).
- Request a meeting with Asst. Township Manager, Barbara Kelley (610-485-5881 x227) and Zoning Officer, Charles Remaley (610-494-3010) (recommended).
 - During this meeting, will review project scope and provide guidance relative to zoning, inspections, documentation, and recording requirements.
- Submit a Zoning Application and a Plot Plan.
 - If zoning application is denied, an appeal can be registered with the Zoning Heard Board.
 - Subsequent to ZHB resolution, next steps as follows.
- Submit Preliminary Project Plans that will show all aspects of the project and support the drawing requirements for any/all other permits.
- Next steps may be more time consuming. The Grading permit application must be accompanied by an escrow payment in order to be accepted. The grading

application is reviewed by the Township Engineer and a subsequent review is prepared.

- Stormwater Controls and Best Management Practices Operations and Maintenance Agreement (includes a dual-notarization process):
 - Notarized when signed by Township Manager and notarized when signed by Applicant.
 - Submission of notarized document must be sent to the County.
 - If Township sends to the County, fee deducted from escrow.
 - If applicant sends to the County, the applicant must provide proof of submission.

Applying for Permits (fees based on cost of project)

- Building Permit (includes dumpster permit)
- Mechanical Permit
 - When natural gas is included, contact PECO with inquiries.
- Plumbing Permit
- Electrical Permit
- Contractor’s Registration and Certificate of Insurance
- Business Registration (when applicable)
- Health License (when applicable)
- Upon completion of the project, sealed plans and additional documents must be filed with the County in Media, Pennsylvania at the Delaware County Government Center located at Veterans Square and Front Street.

Project Inquiries

Fire Alarm / Security System	Fire Marshal, Craig Small	610-592-5503
Uniform Construction Code (UCC)	Bill Gavin	610-532-2884
Building Code Official	Charles Catania	610-532-2884
Township Engineer	Lisa Catania	610-532-2884
Zoning Officer	Charles Remaley	610-494-3010
Asst. Township Manager	Barbara Kelley	610-485-5881
Permit Fees	License & Inspection Office	610-485-5719 x205

- For specific information relative to which permits are required, refer to the guide below and then contact the appropriate resource:

Fence	Zoning		
SHED	Zoning		
Deck	Zoning	Building	Possibly Electrical
Garage	Zoning	Building	
Pole barn	Zoning	Building	
Pool	Building		Possibly Grading
Roof	Building		
Furnace	Mechanical		
AC Unit	Mechanical		
DUCT work	Mechanical		
Chimney	Mechanical		
Tank Removal	Mechanical		
Sewer	Plumbing		
Water Pipes	Plumbing		
Sign	Zoning		If only replacing facing
Sign need structural	Zoning	Building	
Patio	Zoning	Building	
Driveway New/Extension	Zoning	Building	Grading
Curb	Building		
Sidewalk	Building		
Apron	Building		
Cell Tower	Zoning	Building	Electrical, Grading
Cell Tower Antenna Replacement	Electrical		
Solar Panels	Zoning	Electrical	Building
AMP Service Panel	Zoning	Electrical	Building
Generator, GFI Outlets, Wiring, Circuit, Upgrade Meter	Electrical		
Service Cable	Electrical		
Fire Alarm, Sprinklers	Fire Protection		
New Dwelling/SALDO	Zoning, Mechanical	Grading, Plumbing	Building, Electrical
Zoning Appeal	Zoning Hearing Board		

<https://ecode360.com/documents/pub/UP1263/Misc. Documents?subCategory=Permit+Applications>