



**Return to:** Chester County Planning Commission  
 601 Westtown Road–Suite 270  
 P.O. Box 2747  
 West Chester, PA 19380-0990

# Act 247 County Referral

**To:** Chester County Planning Commission  
**Subject:** Request for review of a subdivision, land development proposal, ordinances, or comprehensive plans pursuant to the Pennsylvania Municipalities Planning Code, Act 247. This application must be completed by the applicant, and submitted by the municipality to the above address, along with one (1) complete set of plans and accompanying documents and the required fee for review (see reverse side)

**TO BE COMPLETED BY THE MUNICIPALITY**

From: (Municipality) \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Official's Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Official's signature: \_\_\_\_\_

**Applications with ORIGINAL signatures must be submitted to CCPC.**

**TO BE COMPLETED BY THE APPLICANT**

Development name (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_  
 Owner's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Owner's address: \_\_\_\_\_  
 Applicant's name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Applicant's address: \_\_\_\_\_  
 Architect/Engineer/Surveyor name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**TYPE OF REVIEW REQUESTED**  
 (Check all appropriate boxes)

Unofficial sketch plan (**no fee**)  
 Subdivision plan  
 Land development plan  
 Planned residential development  
 Zoning ordinance (**no fee**)  
 Curative amendment (**no fee**)  
 Subdivision ordinance (**no fee**)  
 Comprehensive plan (**no fee**)  
 Other \_\_\_\_\_

**REVIEW FEE**  
 (Fee schedule on other side)

Attached \$ \_\_\_\_\_  
 Not applicable

**TYPE OF PLAN**

Unofficial sketch  
 Preliminary  
 Final

**TYPE OF SUBMISSION**

New proposal  
 Revision to a prior proposal  
 Phase of a prior proposal  
 Amendment/revision to recorded plan is a new proposal

Tax parcel(s): # \_\_\_\_\_  
 # \_\_\_\_\_  
 # \_\_\_\_\_

Total area (gross acres): \_\_\_\_\_

**PLAN INFORMATION**

Length of new roads: \_\_\_\_\_  
 Number of new parking spaces: \_\_\_\_\_  
 Ownership of roads:  
 Public  Private  
 Open space:  
 Public  Private  
 Acres: \_\_\_\_\_ Acres: \_\_\_\_\_  
 HOA responsible for common facilities/areas:  
 Yes  No  
 HOA documents provided:  
 Yes  No  
 Traffic study included:  
 Yes  No  Not conducted

LAND USE	# of lots/units
Agriculture	
Single family	
Townhouses	
Twin units	
Apartments	
Mobile homes	
*Commercial	
*Industrial	
*Institutional	
Other	

**ZONING DISTRICT OF PROPOSAL**

Existing: \_\_\_\_\_  
 Proposed: \_\_\_\_\_  
 Variances/  
 Special exception  
 granted: \_\_\_\_\_

**PROPOSED UTILITIES**  
 (Check appropriate boxes)

	Water	Sewer
Public	<input type="checkbox"/>	<input type="checkbox"/>
On-site	<input type="checkbox"/>	<input type="checkbox"/>
Package	<input type="checkbox"/>	<input type="checkbox"/>

No new sewage disposal or water supply proposed

**\*Information to be filled in for Commercial, Industrial or Institutional land use ONLY**

\*Total square footage of addition to existing building: \_\_\_\_\_  
 \*Total square footage of new building(s): \_\_\_\_\_

**ADDITIONAL INFORMATION (This plan has been submitted to):**

County Health Department Date \_\_\_\_\_  
 PennDOT Date \_\_\_\_\_  
 DEP Date \_\_\_\_\_  
 Other \_\_\_\_\_ Date \_\_\_\_\_

**THE TERM "LOTS"**

The term "**LOTS**" includes conveyance, tracts or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building or development, as well as residue parcels, annexations, or the correction of lot lines.

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Development name (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_

Owner's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's address: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Architect/Engineer/Surveyor name: \_\_\_\_\_ Phone #: \_\_\_\_\_

<p><b>TYPE OF REVIEW REQUESTED</b> (Check all appropriate boxes)</p> <p><input type="checkbox"/> Unofficial sketch plan (<b>no fee</b>)</p> <p><input type="checkbox"/> Subdivision plan</p> <p><input type="checkbox"/> Land development plan</p> <p><input type="checkbox"/> Planned residential development</p> <p><input type="checkbox"/> Zoning ordinance (<b>no fee</b>)</p> <p><input type="checkbox"/> Curative amendment (<b>no fee</b>)</p> <p><input type="checkbox"/> Subdivision ordinance (<b>no fee</b>)</p> <p><input type="checkbox"/> Comprehensive plan (<b>no fee</b>)</p> <p><input type="checkbox"/> Other _____</p>	<p><b>REVIEW FEE</b> (Fee schedule on other side)</p> <p><input type="checkbox"/> Attached \$ _____</p> <p><input type="checkbox"/> Not applicable</p>	<p><b>TYPE OF SUBMISSION</b></p> <p><input type="checkbox"/> New proposal</p> <p><input type="checkbox"/> Revision to a prior proposal</p> <p><input type="checkbox"/> Phase of a prior proposal</p> <p><input type="checkbox"/> Amendment/revision to recorded plan is a new proposal</p>
		<p>Tax parcel(s): # _____</p> <p style="padding-left: 100px;"># _____</p> <p style="padding-left: 100px;"># _____</p>
		<p>Total area (gross acres): _____</p>

<p><b>PLAN INFORMATION</b></p> <p>Length of new roads: _____</p> <p>Number of new parking spaces: _____</p> <p>Ownership of roads:  <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Open space:  <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Acres: _____ Acres: _____</p> <p>HOA responsible for common facilities/areas:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>HOA documents provided:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Traffic study included:  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">LAND USE</th> <th style="text-align: left;"># of lots/units</th> </tr> <tr><td>Agriculture</td><td></td></tr> <tr><td>Single family</td><td></td></tr> <tr><td>Townhouses</td><td></td></tr> <tr><td>Twin units</td><td></td></tr> <tr><td>Apartments</td><td></td></tr> <tr><td>Mobile homes</td><td></td></tr> <tr><td>*Commercial</td><td></td></tr> <tr><td>*Industrial</td><td></td></tr> <tr><td>*Institutional</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table>	LAND USE	# of lots/units	Agriculture		Single family		Townhouses		Twin units		Apartments		Mobile homes		*Commercial		*Industrial		*Institutional		Other		<p><b>ZONING DISTRICT OF PROPOSAL</b></p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/ Special exception granted: _____</p>	<p><b>PROPOSED UTILITIES</b> (Check appropriate boxes)</p> <table style="width:100%;"> <tr> <td></td> <td align="center">Water</td> <td align="center">Sewer</td> </tr> <tr> <td>Public</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>On-site</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Package</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table> <p>No new sewage disposal or water supply proposed <input type="checkbox"/></p>		Water	Sewer	Public	<input type="checkbox"/>	<input type="checkbox"/>	On-site	<input type="checkbox"/>	<input type="checkbox"/>	Package	<input type="checkbox"/>	<input type="checkbox"/>
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Other \_\_\_\_\_ Date \_\_\_\_\_

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Effective January 1, 2025

## FEE SCHEDULE

The following fees shall apply to each land subdivision or land development submitted to the Chester County Planning Commission for review in accordance with Article V, Section 502, Pennsylvania Municipalities Planning Code, Act 247, as amended.

- If a plan for a non-residential use is to be subdivided and developed, the fee is the total of Category II plus Category III.
- For Categories I and II, the fee applies to total number lots/units after subdivision. Subdivisions include lot line revisions and lot consolidations.
- Maximum one-time fee: \$10,000.

### CATEGORY I RESIDENTIAL SUBDIVISION OR LAND DEVELOPMENT

These fees apply to residential projects for sale, condominium ownership, or rental; any type of buildings, either as a subdivision or single tract land development; or an agricultural subdivision (except for guidelines in Article I, Section 107, Subdivision, Pennsylvania Municipal Planning Code, Act 247, as amended). This category does not include institutional living facilities.

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1–2 lots/dwelling units	\$200.00	None
3–5 lots/dwelling units	\$200.00	Plus \$34.00/lot/unit
6–20 lots/dwelling units	\$275.00	Plus \$30.00/lot/unit
21–75 lots/dwelling units	\$495.00	Plus \$27.00/lot/unit
76 lots/dwelling units and over	\$990.00	Plus \$21.00/lot/unit

### CATEGORY II NON-RESIDENTIAL SUBDIVISIONS

These fees apply to applications for subdivision and conveyance of land for non-residential uses, not proposed for land development as defined in Section 107 of the Planning Code.

Number of lots or units	Base fees	Fees for each lot and/or unit
1–2 lots/units	\$340.00	Plus \$66.00/lot/unit
3–10 lots/units	\$680.00	Plus \$66.00/lot/unit
11 lots/units and over	\$990.00	Plus \$62.00/lot/unit
Financial subdivisions	\$340.00	Plus \$66.00/lot/unit

### CATEGORY III NON-RESIDENTIAL LAND DEVELOPMENT

These fees apply to all projects or sections of mixed projects which are for non-residential use for sale, condominium, lease or rent in any type of building on a single tract of land.

Building square footage (gross)	Base fees	Fees for gross floor area
0 to 5,000 sq. ft.	\$560.00	Plus \$55.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	\$680.00	Plus \$49.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	\$1,110.00	Plus \$49.00/1,000 sq. ft. of gross floor area
75,001 sq. ft. and over	\$1,670.00	Plus \$34.00/1,000 sq. ft. of gross floor area

### CATEGORY IV SECOND REVIEWS

These fees apply to each review conducted after the first review (within a three (3) year period of the initial review) and only if requested by the municipality.

- Flat fee of \$200.00 for residential subdivisions/land developments
- Flat fee of \$275.00 for non-residential subdivisions/land developments

### CHECKS OR MONEY ORDERS SHOULD BE PAYABLE TO: County of Chester

Cash will not be accepted. All fees are to be submitted to the Chester County Planning Commission (CCPC) through the appropriate township or borough at the time of application; and in accordance with the administrative guidelines established by CCPC. Upon written request from the municipality, CCPC may waive the fees for plan reviews associated with municipally-owned subdivisions or land developments.

### INFORMAL REVIEWS AND ADDITIONAL WORK:

An informal review request to CCPC (such as meetings and discussions prior to the formal development application) shall be free of charge if said written request is from the municipality, or from an applicant with the knowledge and written consent of the municipality. In no case will informal review by CCPC replace the need for a formal review which would include the submission of the required fee listed above pursuant to the Municipalities Planning Code.

### TIME LIMITATIONS:

The review time period will begin from the date of receipt by CCPC of the application requesting a review by CCPC. CCPC has thirty (30) days within which to review subdivision and land development applications and submit review comments. The review period may be extended if requested by the applicant or a time extension has been granted by the municipality with the concurrence of the applicant. When the time period has been stopped due to an incomplete application package, incorrect fee submittal or other reasons, the time period will continue from the day in which the application package is complete. CCPC has thirty (30) days within which to review ordinance amendments, and forty-five (45) days within which to review comprehensive plans, official maps, and complete ordinances.