



## **Subdivision and Land Development Application Information**

### **What is the Subdivision and Land Development Ordinance?**

The intent of the Subdivision and Land Development Ordinance (**SALDO**) is to establish rules, regulations, and standards governing the subdivision of land and land development within West Vincent Township, in order to address conformance to the Phoenixville Regional Comprehensive Plan and the West Vincent Township Sustainability Plan enacted January 2012, existing street coordination, drainage, utilities, open space, public improvements such as water, fire hydrants, sewerage, parks, playgrounds, etc. as well as safety from fire, panic and other dangers.

Subdivisions, lot consolidations, lot line changes, new development or substantive changes to approved land development plans require full subdivision or land development review and approval, per the West Vincent Township SALDO, Zoning and Stormwater Management Ordinances. Amendments to approved land development plans require an amended site plan review, per these ordinances. Development or additions to a single family dwelling on an individual lot are not required to go through either land development or site plan reviews; however, they must apply for appropriate building and other permits.

The Subdivision and Land Development Ordinance (SALDO) of West Vincent Township is available online at [www.westvinctwp.org](http://www.westvinctwp.org). All construction is required to meet applicable provisions of this ordinance.

### **Types of Subdivision/Land Development Review** (Plan content checklist is attached to application)

**Sketch Plan:** A sketch plan may be submitted by the subdivider or developer as a basis for informal discussion with the Township Board of Supervisors, Township Planning Commission, and the Chester County Planning Commission. Sketch Plan submission is strongly encouraged by the Township as a way of helping applicants and Township officials develop a better understanding of the property and to help establish an overall design approach that respects its special or noteworthy features, while providing for the density permitted under the Township's Zoning Ordinance. The applicant is encouraged to follow the Five-Step Design Process contained in Section 403.F of the SALDO. Applicants shall submit five (5) separate sketch maps indicating the findings of each step of the design process and/or composite map.

**Preliminary/Final Plan:** This is the first official stage of the formal subdivision or land development process. Applicant shall submit one (1) permit application, fourteen (14) copies of full size plans, twelve (12) copies of 11"x17" plans, five (5) copies of supporting documents and one (1) digital copy of all submission documents. Once complete application/documents are submitted, the Board of Supervisors will acknowledge receipt of the Subdivision/Land Development Application at an upcoming Board of Supervisors meeting. The application will be reviewed by the Planning Commission, Zoning Officer, Township Engineer, Township Environmental Advisory Council, Chester County Planning Commission (Act 247 Form), Chester County Health Department (Act 537 Form), and other Township committees, if applicable. The Planning Commission can either recommend approval, approval with conditions, or denial due to failure to comply with specified ordinance provisions. The Board of Supervisors will then consider the application and make a decision for approval, approval with conditions, or denial. Final approval will not be granted until all conditions have been satisfied.

**Resubmission of Preliminary/Final Plan:** Applicant shall submit fourteen (14) copies of full size plans, twelve (12) copies of 11"x17" plans, five (5) copies of supporting documents and one (1) digital copy of all submission documents.

**Completing the Process:** After final approval of the plans, a Subdivision and Land Development Agreement and Financial Security Agreement must be signed, and financial security must be posted for the cost of public improvements.

**Plan Recording:** Final subdivision and land development plans shall be recorded. The applicant has ninety (90) days to record the subdivision or land development plans. Ten (10) paper copies of the record plan must be signed by the property owner and notarized. The Township will then sign the plans and the applicant is responsible for forwarding them to the Chester County Planning Commission for their approved signature and the Chester County Recorder of Deeds for Recording. County Departments will retain two (2) sets, the Applicant shall record and retain one (1) plan set and the Applicant shall return to the Township four (4) plan sets.

**As-Built:** Within thirty (30) days after completion and Township approval of subdivision or land development improvements as shown on final plans, and before the Township acceptance of such improvements, the developer shall submit to the Township a plan showing actual locations, dimensions and conditions of streets and all other public improvements, including easements showing geometry and monument locations certified by a registered engineer and or a registered survey to be in accordance with the actual construction. As-built plans shall show elevations and inverts to all manholes, pipes and roads, lateral connections to sewer mains and water service connections to water service mains. **The developer must provide a hard copy and electronic copy of the plan.**



# SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION

(TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE)

File #: \_\_\_\_\_

## PART 1 - INSTRUCTIONS

- Review Subdivision and Land Development Ordinance of West Vincent Township available [online](http://www.westvincenttp.org) at [www.westvincenttp.org](http://www.westvincenttp.org). All construction is required to meet applicable provisions of this ordinance.
- Submit:
  - One (1) copy of completed application
  - Plan Contents Checklist
  - Proof of Ownership
  - Proof of Adjacent Property Owner Notification (List of property owners to be provided by Township)
  - Application Fee in accordance with the current Township Fee Schedule
  - Review Fee for Chester County Planning Commission and county Referral Letter (Act 247 Form)
  - Sewage Facilities Planning Module (Act 537 Form)
  - Plans, studies and supporting documents as per part 8 of Application

## PART 2 - PROPERTY INFORMATION

Name of Subdivision and/or Land Development Plan:

Location/Address of Property:

Tax Parcel Number(s):

Deed Book and Page Number(s):

Current Zoning:

Total Number of Lots:

Total Tract Acreage:

Zoning Action Necessary?

No     
  Yes, if Yes:     
  Special Exception     
  Conditional Use     
  Variance

## PART 3 - APPLICANT INFORMATION (person or entity responsible for all costs)

Applicant Name:

Street Address, City, State, and Zip Code (if P.O. Box, include street address also):

Telephone Number:

Fax Number:

Email Address:

**PART 4 – PROPERTY OWNER INFORMATION (if other than Applicant)**

Property Owner Name: \_\_\_\_\_

Street Address, City, State, and Zip Code (if P.O. Box, include street address also): \_\_\_\_\_

Telephone Number: _____	Fax Number: _____	Email Address: _____
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**PART 5 – PLAN PREPARER INFORMATION**

Engineer, Surveyor or Landscape Architect Name: _____	Company Name: _____
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Contractor Street Address, City, State, and Zip Code (if P.O. Box, include street address also): \_\_\_\_\_

Telephone Number: _____	Fax Number: _____	Email Address: _____
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**PART 6 – PROJECT TYPE**

Type of Plan:     Land Development                       Subdivision Plan  
                           Minor (3 lots/units or less)     Major (4 or more lots/units)

Type of Submission:     Sketch             Preliminary             Final

**PART 7 – PROJECT DETAIL**

Proposed Lots (check all that apply):	Proposed No. of Lots:	Proposed No. of Units:	Proposed Sq. Ft. of Buildings:
<input type="checkbox"/> Single-family	_____	_____	_____
<input type="checkbox"/> Two-family	_____	_____	_____
<input type="checkbox"/> Multi-family	_____	_____	_____
<input type="checkbox"/> Commercial	_____	_____	_____
<input type="checkbox"/> Industrial	_____	_____	_____
<input type="checkbox"/> Institutional	_____	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	_____

New Roads Proposed:     No             Yes, if yes check complete below

Length of New Roads:     Public: \_\_\_\_\_     Private: \_\_\_\_\_

Length of Curbs: _____	Length of Sidewalks: _____
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Type of Sewage Treatment: <input type="checkbox"/> On Lot <input type="checkbox"/> Public	Type of Water Supply: <input type="checkbox"/> On Lot <input type="checkbox"/> Public
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**PART 8 - PLANS/STUDIES AND SUPPORTING DOCUMENTS**

Plans:

- Preliminary/Final Plans: 14 Copies of Full Size Plan  
 12 Copies of 11"x17" Plans  1 Digital Copy of Plans and Supporting Documents

5 Copies of Supporting Documents:

- |  |   |
|--|---|
| <input type="checkbox"/> Five-Step Design Process (Residential Subdivision)<br><input type="checkbox"/> Sewer and Water Feasibility Report<br><input type="checkbox"/> Hydrology and Groundwater Study<br><input type="checkbox"/> Traffic Impact Study<br><input type="checkbox"/> Fiscal Impact Analysis | <input type="checkbox"/> Sewage Facilities Planning Module (or Form B)<br><input type="checkbox"/> Historic Impact Study<br><input type="checkbox"/> Current Title Report<br><input type="checkbox"/> All Other Supporting Documents: _____ |
|--|---|

**PART 9 - CERTIFICATION**

The undersigned represents that: (1) to the best of his/her knowledge and belief all of the above statements are true, correct, and complete; (2) he/she agrees to pay the processing and engineering fees reflected on the current Subdivision/Land Development Fee Schedule; and (3) he/she is aware that failure to pay the above mentioned fees may result in assessment of late fees, delays, and/or denial of approval or issuance of building permits.

Name (type or print legibly)	Official Title
Street Address	City, State, Zip
Phone Number	Email Address
Signature	Date

**PART 10 – FOR COMPLETION BY TOWNSHIP**

Date Received: _____	Received By: _____
Application Fee Amount: _____	Check Number: _____
County Fee Amount: _____	Check Number: _____
Application Completion: _____	90-Day Review Application: _____
Reviewed By: _____	Date Reviewed: _____
Date of First Planning Commission Meeting: _____	
Meeting Date of Planning Commission's First Review: _____	
Township File #: _____	



## PLAN CONTENTS CHECKLIST

(TOWNSHIP SUBDIVISION AND LAND DEVELOPMENT ORDINANCE)

<b>SKETCH PLAN</b>	
1. Name and address of owner/applicant;	<input type="checkbox"/>
2. Name and address of the applicant's engineer, surveyor, planner, architect, landscape architect, or site designer, if available;	<input type="checkbox"/>
3. Graphic scale( not greater than 1"= 200 ft.; however, dimensions on the plan need not be exact at this stage);	<input type="checkbox"/>
4. Approximate tract boundaries, sufficient to locate the tract on a map of the Township;	<input type="checkbox"/>
5. North arrow;	<input type="checkbox"/>
6. Location map, zoning district, 100-year floodplain limits, and approximate location of wetlands, if any;	<input type="checkbox"/>
7. Streets on and adjacent to the tract (both existing and proposed);	<input type="checkbox"/>
8. Topographical and physical features, including existing structures, wooded areas, hedgerows and other significant vegetation, topographic contours at an interval of five (5) feet, steep slopes (over 25%), soil types, ponds, streams within two hundred (200) feet of the tract, and existing rights-of-way and easements;	<input type="checkbox"/>
9. Schematic layout indicating a general concept for land conservation and development "bubble" format is acceptable).	<input type="checkbox"/>
10. In the case of residential developments located in the RC, R-3, and R-2 Residential Districts, a comparison of the design options permitted in the applicable district.	<input type="checkbox"/>
11. In the case of land development plans, proposed general layout, including building locations, parking lots, and open spaces	<input type="checkbox"/>
<b>PRELIMINARY PLAN</b>	
<b>Conceptual Preliminary Plan:</b> Same as for Sketch Plans	
<b>Detailed Preliminary Plan</b>	
<b>1. Drafting Standards:</b>	
<b>A.</b> Scale of either 1"= 100' or 1"= 200', whichever would fit best on a standard size Sheet ( 24" x 36").	<input type="checkbox"/>
<b>B.</b> Sheets no larger than 34" x 44", nor smaller than 17" x 22".	<input type="checkbox"/>
<b>C.</b> Signature blocks for West Vincent Township Planning Commission, Board of Supervisors, Township Engineer and Chester County Planning Commission on the right-hand side of the Title Plan, Improvement Construction Plan and Stormwater Management Plan.	<input type="checkbox"/>
<b>2. Site Location and Context Plan:</b> A plan showing the location of the proposed subdivision within its neighborhood context. For sites under 100 acres in area, scale not less than 1"= 200' showing natural and man-made features existing within 1,000 feet of the site. For sites of 100 acres or more, scale shall be 1" = 400' and show the above features within 2,000 feet of the site.	<input type="checkbox"/>

A. Topography (from U.S. G.S. maps).	<input type="checkbox"/>
B. Streams and water courses, drainage basins and sub-basins.	<input type="checkbox"/>
C. Wetlands (from maps published by the U.S. Fish & Wildlife Service or the U.S.D.A. Natural Resources Conservation Service).	<input type="checkbox"/>
D. Woodlands over one-half acre in area (from aerial photographs).	<input type="checkbox"/>
E. Ridge Lines	<input type="checkbox"/>
F. Public roads, trails, utility easements, pipelines, and rights-of-way.	<input type="checkbox"/>
G. Public land and land protected under conservation easements.	<input type="checkbox"/>
H. Zoning district lines and boundaries.	<input type="checkbox"/>
I. Existing property lines.	<input type="checkbox"/>
J. Names of owners of all properties and the names of all subdivisions	<input type="checkbox"/>
<b>3. Existing Resources and Site Analysis Plan:</b> A comprehensive analysis of existing conditions, both on the proposed development site and within 500 feet of the site. Scale of 1"= 100' or 1"= 2000', whichever would fit best on a single standard size sheet (24" x 36").	<input type="checkbox"/>
A. Topography, at two-foot intervals (although 10-foot intervals are permissible beyond the parcel boundaries). Slopes between 15 and 25 percent and exceeding 25 percent shall be clearly indicated.	<input type="checkbox"/>
B. Ponds, streams, and natural drainage swales, as well as the 100-year floodplains and wetlands.	<input type="checkbox"/>
C. Pennsylvania Natural Diversity Inventory or the Chester County Natural Areas Inventory resources.	<input type="checkbox"/>
D. Vegetative cover conditions.	<input type="checkbox"/>
E. Soil series, types and phases, as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service. The following soil types shall be specifically identified:	<input type="checkbox"/>
1) Alluvial soils.	<input type="checkbox"/>
2) Seasonal high water table soils.	<input type="checkbox"/>
3) Hydric soils.	<input type="checkbox"/>
4) Class I and II agricultural soils	<input type="checkbox"/>
F. Ridge lines and watershed boundaries.	<input type="checkbox"/>
G. Viewshed analysis.	<input type="checkbox"/>
H. Visual resources as delineated in the Township Open Space and Recreation Plan.	<input type="checkbox"/>
I. Geologic formations.	<input type="checkbox"/>
J. Existing streets, roads, buildings, utilities and other man-made improvements, including wells and sewer systems.	<input type="checkbox"/>
K. Historic districts and resources on the tract and on any abutting tract.	<input type="checkbox"/>
L. Trails	<input type="checkbox"/>

<b>M.</b> All recorded easements and other encumbrances of property.	<input type="checkbox"/>
<b>N.</b> Areas within the French Creek Scenic River Corridor	<input type="checkbox"/>
<b>4. Preliminary Impact Analysis and Resource Conservation Plan:</b> Prepared to categorize the impacts of the proposed subdivision or land development on those resources shown on the Existing Resources and Site Analysis Plan. Impact areas shall be mapped according to: (1) primary impact areas, (2) secondary impact areas, and (3) designated protected areas.	<input type="checkbox"/>
<b>5. Five-Step Design Process for Subdivisions in the RC, R-3 and R-2 Residential Districts:</b>	
<b>A.</b> Step 1: Delineation of Greenway Lands	<input type="checkbox"/>
<b>B.</b> Step 2: Location of House Sites	<input type="checkbox"/>
<b>C.</b> Step 3: Alignment of Streets	<input type="checkbox"/>
<b>D.</b> Step 4: Location of Land-Based Water Management Facilities	<input type="checkbox"/>
<b>E.</b> Step 5: Design of Lot Lines	<input type="checkbox"/>
<b>6. Preliminary Title Plan:</b>	
<b>A.</b> Key map (scale of not less than 800 feet to the inch) showing the tract and all streets and municipal boundaries existing within 1,000 feet.	<input type="checkbox"/>
<b>B.</b> Subdivision or land development name	<input type="checkbox"/>
<b>C.</b> Name and address of the landowner.	<input type="checkbox"/>
<b>D.</b> Name and address of engineer or surveyor.	<input type="checkbox"/>
<b>E.</b> Applicable zoning district, lot area and bulk regulations, proof of any variance or special exception, and any zoning boundaries within 200 feet of the tract.	<input type="checkbox"/>
<b>F.</b> Tract boundaries.	<input type="checkbox"/>
<b>G.</b> Total acreage of the tract.	<input type="checkbox"/>
<b>H.</b> Original date of preparation, revision dates, north point, and graphic and verbal scale	<input type="checkbox"/>
<b>I.</b> Names of all owners of all adjacent lands with appropriate deed references.	<input type="checkbox"/>
<b>J.</b> Existing street rights-of-way and paving widths, existing gas, electric, petroleum transmission lines, water courses, buildings, structures, sources of water supply, easements, trails and any other significant features man-made and natural within the property and within 200 feet of the tract (Existing Resources and Site Analysis Plan).	<input type="checkbox"/>
<b>K.</b> Proposed streets or other public right-of-way or land.	<input type="checkbox"/>
<b>L.</b> Location of all parks, playgrounds, and other areas dedicated or reserved for public use.	<input type="checkbox"/>
<b>M.</b> Proposed lot layout with "Gross" and "Net" (i.e. – minimum lot area, acreage indicated). Location of areas to be subject to easements of any kind shall be shown. The plan shall include:	<input type="checkbox"/>
<b>1)</b> Building envelope showing setback lines and yard area requirements	<input type="checkbox"/>
<b>2)</b> Proposed easements and right-of-way.	<input type="checkbox"/>

3) The location of all percolation tests and test pits approved by the Chester County Health Department.	<input type="checkbox"/>
4) The plan for a land development shall show, where applicable, proposed building locations, location and size of parking lots, provisions for access and traffic control, locations of loading docks, and provisions for landscaping and lighting of the site.	<input type="checkbox"/>
N. When a tract is subdivided into parcels large enough to permit resubdivision of the parcels, a sketch layout shall be included showing future potential subdivision of the parcels.	<input type="checkbox"/>
O. Notes regarding ownership, maintenance responsibilities, and any use restrictions for all rights-of-way and easements.	<input type="checkbox"/>
<b>7. Preliminary Improvements Construction Plan:</b>	
A. Historic resources, trails and significant natural features, including: topography, areas of steep slopes, wetlands, 100-year floodplains, swales, rock outcroppings, vegetation, existing utilities, etc. ( Existing Resources and Site Analysis Plan).	<input type="checkbox"/>
B. Existing and approximate proposed lot lines, any existing easements and rights-of-way.	<input type="checkbox"/>
C. All proposed streets and street rights-of-way; preliminary profiles for proposed streets.	<input type="checkbox"/>
D. Proposed swales, drainage easements, stormwater and other management facilities.	<input type="checkbox"/>
E. Where community sewage service is to be permitted, the conceptual layout of sewage systems, including sewer mains and sewage treatment plants.	<input type="checkbox"/>
F. Where central water service is to be permitted, the conceptual layout of water distribution facilities including water mains, fire hydrants, storage tanks and where appropriate, wells or other water sources.	<input type="checkbox"/>
G. Location of all percolation tests, including all failed test sites or pits as well as those approved. All approved sites shall be clearly distinguished from unapproved sites.	<input type="checkbox"/>
H. Limit of disturbance line.	<input type="checkbox"/>
I. Location and dimensions of playgrounds, public buildings, public areas and parcels of land proposed to be dedicated or reserved for public use.	<input type="checkbox"/>
J. If land to be subdivided lies partly in another municipality, information concerning the location and conceptual design of streets, layout and size of lots and provisions of public improvements on land within the adjoining municipalities	<input type="checkbox"/>
K. Where the proposed improvements are to be installed in phases beyond a five year period, a delineation of the proposed sections	<input type="checkbox"/>
L. Typical street cross-section drawing(s) for all proposed streets, including details relating to thickness, crowning and construction materials.	<input type="checkbox"/>
M. Proposed street, traffic, and other signs, including identification and entrance signs, indicating the type, material, and any lighting of such signs.	<input type="checkbox"/>
N. Utilities and Easements.	<input type="checkbox"/>
1) Utility easement locations.	<input type="checkbox"/>

2) Layout of all water facilities, sanitary and storm sewers and location of all inlets and culverts, and any proposed connections with existing facilities.	<input type="checkbox"/>
3) Location of on-site sewage and water facilities.	<input type="checkbox"/>
O. Proposed shade trees and landscaping, plus locations of existing vegetation to be retained.	<input type="checkbox"/>
<b>8. Studies and Reports:</b>	
A. Sewer and Water Feasibility Report	<input type="checkbox"/>
B. Hydrogeology and Groundwater Protection Study	<input type="checkbox"/>
C. Erosion and Sedimentation Control Plan	<input type="checkbox"/>
D. Traffic Impact Study	<input type="checkbox"/>
E. Fiscal Impact Analysis	<input type="checkbox"/>
F. Preliminary Greenway Ownership and Management Plan	<input type="checkbox"/>
<b>9. Proof of Adjacent Property Owner Notification</b>	<input type="checkbox"/>
<b>10. Proof of Ownership</b>	<input type="checkbox"/>
<b>11. Title Report</b>	<input type="checkbox"/>
<b>12. Engineering Certification</b>	<input type="checkbox"/>
<b>FINAL PLAN</b>	
1. Drafting Standards: Scale of either 1"= 100' or 1"= 50', at the discretion of the Board of Supervisors.	<input type="checkbox"/>
2. Existing Resources and Site Analysis Plan	<input type="checkbox"/>
3. Final Impact Analysis and Resource Conservation Plan	<input type="checkbox"/>
4. Final Title Plan	<input type="checkbox"/>
5. Final Improvements Construction Plan	<input type="checkbox"/>
6. Final Stormwater Management and Erosion & Sedimentation Control Plan	<input type="checkbox"/>
7. Final Greenway Ownership and Management Plan	<input type="checkbox"/>
8. Final Landscape Plan	<input type="checkbox"/>
9. Community Association Document	<input type="checkbox"/>
10. Performance and Maintenance Guarantee	<input type="checkbox"/>
11. Additional Approvals, Certificates and Documents	<input type="checkbox"/>



## SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION SUBMISSION CHECKLIST

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SUBDIVISION/LAND DEVELOPMENT NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

### **PRELIMINARY PLANS FOR REVIEW:**

- One (1) application
- Fourteen (14) copies of full size plans
- Twelve (12) copies of 11x17 plans
- Five (5) copies of all supporting documents
- One (1) digital copy of all submission documents
- All required fees
- Proof of Ownership
- Current Title Report
- Chester County Planning Commission Act 247 Form (include sufficient fee)
- Sewage Facilities Planning Module or Planning Waiver & Non-Building Declaration Form (Act 537 Form)
- Proof of notifying all property owners within 500 ft.

### **PLANS RESUBMISSION:**

- Fourteen (14) copies of full size plans
- Twelve (12) copies of 11x17 plans
- Five (5) copies of all supporting documents
- One (1) digital copy of all submission documents

### **FINAL PLANS FOR REVIEW**

- One (1) application
- Fourteen (14) copies of full size plans
- Twelve (12) copies of 11x17 plans
- Five (5) copies of all supporting documents
- One (1) digital copy of all submission documents
- Chester County Planning Commission Act 247 Form (include sufficient fee)

### **PLAN APPROVAL AND RECORDING**

- Executed Resolution of Approval
- Executed Subdivision and Land Development Agreement (if applicable)
- Receipts of all permits, final approvals or waivers required by Federal, State and County agencies
- Submit at least ten (10) copies of the approved final plan and all supporting documentation to be signed by the board.
- Return four (4) copies of recorded final plans to Township.