

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, to conform 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, in accordance with the West Vincent Township SALDO, Zoning, and Stormwater Management Ordinances. As per these ordinances, amendments to approved land development plans require an amended site plan review. Development or additions to a single-family dwelling on an individual lot are not required to go have a land development or site plan review; however, they must apply for appropriate building and related permits.

All construction is required to meet the applicable provisions as provided in the Subdivision and Land Development Ordinance (SALDO) of West Vincent Township (available on the Township website at <https://ecode360.com/32397995>).

Types of Subdivision/Land Development Review *(Plan Content Checklist is included in this application)*

Sketch Plan: A sketch plan may be submitted by the subdivider or developer as a basis for an informal discussion with the Township Board of Supervisors, Township Planning Commission, and the Chester County Planning Commission. The Township requests the applicant submit a sketch plan to assist both parties in understanding the property, to establish an overall design (respecting any special or noteworthy features), and to provide for the density permitted under the Township's Zoning Ordinance.

Applicants must 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.

The 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: The 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, the 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 Staff Only:

File # _____

Submission Date: _____

Received by: _____

Listed below are the required items to be submitted to the Township. **Failure to submit any of the requested items below will result in a rejection of the application request.**

Submission requirements:

- Review WVT Subdivision & Land Development Ordinance. All construction is required to meet the applicable provisions provided in the ordinance.

	Preliminary Plans	Resubmission	Final Plans	Plan Approval & Recording
<input type="checkbox"/> One (1) completed application	✔			
<input type="checkbox"/> Completed Plans Content Checklist	✔		✔	
<input type="checkbox"/> Fourteen (14) copies of full-size plans	✔	✔	✔	
<input type="checkbox"/> Twelve (12) copies of 11 x 17 plans	✔	✔	✔	
<input type="checkbox"/> Five (5) copies of the following documents:	✔	✔	✔	
<input type="checkbox"/> Traffic Impact Study	✔	✔	✔	
<input type="checkbox"/> Fiscal Impact Study	✔	✔	✔	
<input type="checkbox"/> Historic Impact Study	✔	✔	✔	
<input type="checkbox"/> Current Title Report	✔	✔	✔	
<input type="checkbox"/> Five-Step Design Process (residential subdivision)	✔	✔	✔	
<input type="checkbox"/> Sewer & Water Feasibility Report	✔	✔	✔	
<input type="checkbox"/> Hydrology & Groundwater Study	✔	✔	✔	
<input type="checkbox"/> Sewage Facilities Planning Module (or Form B)	✔	✔	✔	
<input type="checkbox"/> All Other Supporting Documents	✔	✔	✔	
<input type="checkbox"/> One (1) digital copy of all submission documents	✔	✔	✔	
<input type="checkbox"/> Proof of Ownership	✔			
<input type="checkbox"/> Current Title Report	✔			
<input type="checkbox"/> List of 500' adjacent property owners (names and addresses)	✔			
<input type="checkbox"/> Sewage Facilities Planning Module (Act 547 Form)	✔			
<input type="checkbox"/> Executed Resolution of Approval				✔
<input type="checkbox"/> Executed Subdivision and Land Development Agreement (if applicable)				✔
<input type="checkbox"/> Receipts of all permits, final approvals or waivers required by Federal, State and County agencies				✔
<input type="checkbox"/> Ten (10) copies of the approved final plan and all supporting documentation to be signed by the West Vincent Township Board of Supervisors				✔
<input type="checkbox"/> Return four (4) copies of recorded final plans to the Township				✔
<input type="checkbox"/> \$250 review fee for Chester County Planning Commission and County Referral Letter and Act 247 Form	✔			
<input type="checkbox"/> \$1,500 application fee must be received by the Township with the initial application (check or cash only)	✔			



1. PROPERTY INFORMATION

Parcel Site/Site Address: _____

Tax Parcel ID # _____ Subdivision _____

Deed Book and Page Number(s) _____

Current Zoning District _____ Total # of Lots _____ Total Tract Acreage _____

Is zoning action necessary? Yes No

If yes: Special Exception Conditional Use Variance

2. OWNER/APPLICANT INFORMATION

Owner: _____ Phone: _____

Owner Address (if different): _____

Owner Email: _____

Applicant (if different): _____ Phone: _____

Applicant Address (if different): _____

Applicant Email: _____

Plan Preparer (if different): _____ Phone: _____

Plan Preparer Email: _____

3. PROJECT TYPE

Type of Plan: Land Development Subdivision Plan

Size: Minor (3 lots/units or less) Major (4 or more lots/units)

Type of Submission: Sketch Preliminary Final

4. PROJECT DETAIL

Proposed Lots (check all that apply)	Proposed # of Lots	Proposed # 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:			

Are new roads being proposed? Yes No

If yes, what are the length of new roads? Public _____

Private _____

Length of curbs _____ Length of sidewalks _____

Type of sewage treatment: On Lot Public

Type of water supply: On Lot Public

5. PLAN CONTENTS CHECKLIST (check each box to confirm inclusion)

SKETCH PLAN:

- Name and address of owner/applicant
- Name and address of the applicant’s engineer, surveyor, planner, architect, landscape architect, or site designer, if available
- Graphic scale (not greater than 1"= 200 ft.) however, dimensions on the plan need not be exact at this stage
- Approximate tract boundaries, sufficient to locate the tract on a map of the Township
- North Arrow
- Location map, zoning district, 100-year floodplain limits, and approximate location of wetlands, if any
- Streets on and adjacent to the tract (both existing and proposed)
- 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

- Schematic layout indicating a general concept for land conservation and development "bubble" format is acceptable
- 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.
- In the case of land development plans, proposed general layout, including building locations, parking lots, and open spaces

PRELIMINARY PLAN:

Conceptual Preliminary Plan:

- Name and address of owner/applicant
- Name and address of the applicant's engineer, surveyor, planner, architect, landscape architect, or site designer, if available
- Graphic scale (not greater than 1"= 200 ft.) however, dimensions on the plan need not be exact at this stage
- Approximate tract boundaries, sufficient to locate the tract on a map of the Township
- North Arrow
- Location map, zoning district, 100-year floodplain limits, and approximate location of wetlands, if any
- Streets on and adjacent to the tract (both existing and proposed)
- 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
- Schematic layout indicating a general concept for land conservation and development "bubble" format is acceptable
- 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.
- In the case of land development plans, proposed general layout, including building locations, parking lots, and open spaces

Detailed Preliminary Plan:

Drafting Standards:

- Scale of either 1"= 100' or 1"= 200', whichever would fit best on a standard size Sheet (24" x 36")
- Sheets no larger than 34" x 44", nor smaller than 17" x 22"
- 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

Site Location and Context Plan:

- 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.
- Topography (from U.S. G.S. maps)
- Streams and water courses, drainage basins and sub-basins
- Wetlands (from maps published by the U.S. Fish & Wildlife Service or the U.S.D.A. Natural Resources Conservation Service)
- Woodlands over one-half acre in area (from aerial photographs).
- Ridge Lines
- Public roads, trails, utility easements, pipelines, and rights-of-way
- Public land and land protected under conservation easements
- Zoning district lines and boundaries
- Existing property lines
- Names of owners of all properties and the names of all subdivisions

Existing Resources and Site Analysis Plan:

- 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"= 200', whichever would fit best on a single standard size sheet (24" x 36").
- 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.
- Ponds, streams, and natural drainage swales, as well as the 100-year floodplains and wetlands

- Pennsylvania Natural Diversity Inventory or the Chester County Natural Areas Inventory resources
- Vegetative cover conditions
- 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:
 - Alluvial soils
 - Seasonal high water table soils
 - Hydric soils
 - Class I and II agricultural soils
- Ridge lines and watershed boundaries
- Viewshed analysis
- Visual resources as delineated in the Township Open Space and Recreation Plan
- Geologic formations
- Existing streets, roads, buildings, utilities and other man-made improvements, including wells and sewer systems
- Historic districts and resources on the tract and on any abutting tract
- Trails
- All recorded easements and other encumbrances of property
- Areas within the French Creek Scenic River Corridor

Preliminary Impact Analysis and Resource Conservation Plan:

- 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.

Five-Step Design Process for Subdivisions in RC, R-3 and R-2 Residential Districts:

- Step 1: Delineation of Greenway Lands
- Step 2: Location of House Sites
- Step 3: Alignment of Streets
- Step 4: Location of Land-Based Water Management Facilities
- Step 5: Design of Lot Lines

Preliminary Title Plan:

- 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
- Subdivision or land development name

- Name and address of the landowner
- Name and address of engineer or surveyor
- 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
- Tract boundaries
- Total acreage of the tract
- Original date of preparation, revision dates, north point, and graphic and verbal scale
- Names of all owners of all adjacent lands with appropriate deed references
- 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)
- Proposed streets or other public right-of-way or land
- Location of all parks, playgrounds, and other areas dedicated or reserved for public use
- 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:
 - Building envelope showing setback lines and yard area requirements
 - Proposed easements and right-of-way
 - The location of all percolation tests and test pits approved by the Chester County Health Department
 - 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
- When a tract is subdivided into parcels large enough to permit re-subdivision of the parcels, a sketch layout shall be included showing future potential subdivision of the parcels
- Notes regarding ownership, maintenance responsibilities, and any use restrictions for all rights-of-way and easements

Preliminary Improvements Construction Plan:

- Historic resources, trails and significant natural features, including topography, areas of steep slopes, wetlands, 100-year floodplans, swales, rock outcroppings, vegetations, existing utilities, etc. (Existing Resources and Site Analysis Plan)
- Existing and approximate proposed lot lines, any existing easements and rights-of-way
- All proposed streets and street rights-of-way; preliminary profiles for proposed streets
- Proposed swales, drainage easements, stormwater and other management facilities
- Where community sewage service is to be permitted, the conceptual layout of sewage systems, including sewer mains and sewage treatment plants
- 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
- 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
- Limit of disturbance line
- Location and dimensions of playgrounds, public buildings, public areas and parcels of land proposed to be dedicated or reserved for public use
- 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
- Where the proposed improvements are to be installed in phases beyond a five-year period, a delineation of the proposed sections
- Typical street cross-section drawing(s) for all proposed streets, including details relating to thickness, crowning and construction materials
- Proposed street, traffic, and other signs, including identification and entrance signs, indicating the type, material, and any lighting of such signs

- Utilities and Easements:
 - Utility easement locations
 - Layout of all water facilities, sanitary and storm sewers and location of all inlets and culverts, and any proposed connections with existing facilities
 - Location of on-site sewage and water facilities
- Proposed shade trees and landscaping, plus locations of existing vegetation to be retained

Studies and Reports:

- Sewer and Water Feasibility Report
- Hydrogeology and Groundwater Protection Study
- Erosion and Sedimentation Control Plan
- Traffic Impact Study
- Fiscal Impact Analysis
- Preliminary Greenway Ownership and Management Plan

Miscellaneous Items:

- List of 500' (adjacent) property owners (names and addresses)
- Proof of ownership
- Title Report
- Engineering certification

FINAL PLAN:

Drafting Standards:

- Scale of either 1"= 100' or 1"= 50', at the discretion of the Board of Supervisors.

Existing Resources and Site Analysis Plan:

- A comprehensive analysis of existing conditions, both on the proposed development site and within 500 feet of the site.
- 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.
- Ponds, streams, and natural drainage swales, as well as the 100-year floodplains and wetlands
- Pennsylvania Natural Diversity Inventory or the Chester County Natural Areas Inventory resources
- Vegetative cover conditions

- 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:
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- Ridge lines and watershed boundaries
- Viewshed analysis
- Visual resources as delineated in the Township Open Space and Recreation Plan
- Geologic formations
- Existing streets, roads, buildings, utilities and other man-made improvements, including wells and sewer systems
- Historic districts and resources on the tract and on any abutting tract
- Trails
- All recorded easements and other encumbrances of property
- Areas within the French Creek Scenic River Corridor

Final Impact Analysis and Resource Conservation Plan:

- 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.

Final Preliminary Title Plan:

- 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
- Subdivision or land development name
- Name and address of the landowner
- Name and address of engineer or surveyor
- 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
- Tract boundaries
- Total acreage of the tract
- Original date of preparation, revision dates, north point, and graphic and verbal scale
- Names of all owners of all adjacent lands with appropriate deed references

- 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)
- Proposed streets or other public right-of-way or land
- Location of all parks, playgrounds, and other areas dedicated or reserved for public use
- 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:
 - Building envelope showing setback lines and yard area requirements
 - Proposed easements and right-of-way
 - The location of all percolation tests and test pits approved by the Chester County Health Department
 - 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
- When a tract is subdivided into parcels large enough to permit re-subdivision of the parcels, a sketch layout shall be included showing future potential subdivision of the parcels
- Notes regarding ownership, maintenance responsibilities, and any use restrictions for all rights-of-way and easements

Final Improvements Construction Plan:

- Historic resources, trails and significant natural features, including topography, areas of steep slopes, wetlands, 100-year floodplans, swales, rock outcroppings, vegetations, existing utilities, etc. (Existing Resources and Site Analysis Plan)
- Existing and approximate proposed lot lines, any existing easements and rights-of-way
- All proposed streets and street rights-of-way; preliminary profiles for proposed streets
- Proposed swales, drainage easements, stormwater and other management facilities
- Where community sewage service is to be permitted, the conceptual layout of sewage systems, including sewer mains and sewage treatment plants

- 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
- 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
- Limit of disturbance line
- Location and dimensions of playgrounds, public buildings, public areas and parcels of land proposed to be dedicated or reserved for public use
- 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
- Where the proposed improvements are to be installed in phases beyond a five-year period, a delineation of the proposed sections
- Typical street cross-section drawing(s) for all proposed streets, including details relating to thickness, crowning and construction materials
- Proposed street, traffic, and other signs, including identification and entrance signs, indicating the type, material, and any lighting of such signs
- Utilities and Easements:
 - Utility easement locations
 - Layout of all water facilities, sanitary and storm sewers and location of all inlets and culverts, and any proposed connections with existing facilities
 - Location of on-site sewage and water facilities
- Proposed shade trees and landscaping, plus locations of existing vegetation to be retained

Studies and Reports:

- Final Greenway Ownership and Management Plan

Miscellaneous Items:

- Final Stormwater Management and Erosion & Sedimentation Control Plan
- Final Landscape Plan
- Community Association Document
- Performance and Maintenance Guarantee
- Additional Approvals, Certificates and Documents



6. 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 (Print)

Official Title

Phone

E-mail Address

Signature

Date (mm/dd/yyyy)

TOWNSHIP USE ONLY BELOW THIS LINE

Date Received: _____ Received by: _____

Application fee: \$1,500.00 Check Number: _____

County fee: \$250.00 Check Number: _____

Application completion: _____ 90-day review application: _____

Reviewer: _____ Date Reviewed: _____

Date of first Planning Commission Meeting: _____

Meeting date of Planning Commission's first review: _____

Township File #: _____