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

<table>
<thead>
<tr>
<th>Plan Stage</th>
<th>Required Number of Copies:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sketch</td>
<td>(23) Complete Sets of Plans – Folded</td>
</tr>
<tr>
<td>Preliminary</td>
<td>(23) Complete Sets of Plans – Folded</td>
</tr>
<tr>
<td>Final</td>
<td>(23) Complete Sets of Plans – Folded</td>
</tr>
</tbody>
</table>

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:
   - Minor Subdivision
     - Sketch-Optional
     - Preliminary-Recommended
     - Final-Mandatory
   - Major Subdivision
     - Sketch-Optional
     - Preliminary-Recommended
     - Final-Mandatory
   - Land Development
     - 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

<table>
<thead>
<tr>
<th>Commissioners Meeting</th>
<th>Planning Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Meetings—7:30 P.M.</td>
<td>Regular Meetings—7:30 P.M.</td>
</tr>
<tr>
<td>Second Thursday of each month</td>
<td>Fourth Thursday of each month</td>
</tr>
</tbody>
</table>
**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
   Name: ___________________
   Address: ___________________
   Phone: ___________________
   Email: ___________________

Developer
   Name: ___________________
   Address: ___________________
   Phone: ___________________
   Email: ___________________

Engineer/Architect
   Name: ___________________
   Address: ___________________
   Phone: ___________________
   Email: ___________________

5. Plans Submitted for review:

<table>
<thead>
<tr>
<th>Plan Title</th>
<th>Sheet Number</th>
<th>Engineer</th>
<th>Date and/or Last Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)**

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Escrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary</td>
<td>$700.00</td>
</tr>
<tr>
<td>Final</td>
<td>$700.00</td>
</tr>
</tbody>
</table>

**B. Major Residential Subdivision/Multi-Family Land Development**

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Escrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sketch</td>
<td>$700.00</td>
</tr>
<tr>
<td>Preliminary</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>Final</td>
<td>$1,400.00</td>
</tr>
</tbody>
</table>

**C. Non-Residential Subdivision/Land Development**

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Escrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sketch Plan</td>
<td>$700.00</td>
</tr>
<tr>
<td>Preliminary Plan</td>
<td>$1,400.00+$250.00/Bldg.+$75.00/Acre</td>
</tr>
<tr>
<td>Final Plan</td>
<td>$1,400.00+$250.00/Bldg.+$75.00/Acre</td>
</tr>
</tbody>
</table>

**D. Planned Residential Development**

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>Escrow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sketch</td>
<td>$700.00</td>
</tr>
<tr>
<td>Preliminary</td>
<td>$700.00+$75.00 or DU over 10</td>
</tr>
<tr>
<td>Final</td>
<td>$700.00+$75.00 or DU over 10</td>
</tr>
</tbody>
</table>

*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

APPROVED

UPPER CHICHESTER TOWNSHIP,
DELWARE 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
bkelley@upperchitwp.org
Cell Phone: 267-438-9453
Office Phone: 610-485-5881 ext. 227
New Construction

PROCEDURES
## New Construction Planning Checklist

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

### 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**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Alarm / Security System</td>
<td>Fire Marshal, Craig Small</td>
<td>610-592-5503</td>
</tr>
<tr>
<td>Uniform Construction Code (UCC)</td>
<td>Bill Gavin</td>
<td>610-532-2884</td>
</tr>
<tr>
<td>Building Code Official</td>
<td>Charles Catania</td>
<td>610-532-2884</td>
</tr>
<tr>
<td>Township Engineer</td>
<td>Lisa Catania</td>
<td>610-532-2884</td>
</tr>
<tr>
<td>Zoning Officer</td>
<td>Charles Remaley</td>
<td>610-494-3010</td>
</tr>
<tr>
<td>Asst. Township Manager</td>
<td>Barbara Kelley</td>
<td>610-485-5881</td>
</tr>
<tr>
<td>Permit Fees</td>
<td>License &amp; Inspection Office</td>
<td>610-485-5719 x205</td>
</tr>
</tbody>
</table>
• For specific information relative to which permits are required, refer to the guide below and then contact the appropriate resource:

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

https://ecode360.com/documents/pub/UP1263/Misc_Documents?subCategory=Permit+Applications