

<b>EAST NANTMEAL TOWNSHIP</b> 3383 Conestoga Road Glenmoore, PA 19343-2632 610-578-5780	<div style="text-align: right;"><b>SUBDIVISION AND/OR LAND DEVELOPMENT APPLICATION FOR REVIEW</b></div> <div> <b>Project Type:</b>   <input type="checkbox"/> Land Development   <input type="checkbox"/> Subdivision  <input type="checkbox"/> Sketch   <input type="checkbox"/> Preliminary   <input type="checkbox"/> Final </div>	
<b>The undersigned hereby applies for Review by East Nantmeal Township of the plan submitted herewith and described below.</b>		
Subdivision Name:	Total # of Lots:	Total Acreage:
Site Address:	Tax Parcel ID #:	
<b>Type of Development:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Two Family <input type="checkbox"/> Multi-Family <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional		
<b>Applicant Information (owner of property and person or entity responsible for all costs):</b>		
Name:		Phone #:
Mailing Address:		E-Mail:
Applicant's Interest (if other than owner)		
Acreage of adjoining land in same ownership (if any):		
<b>Owner Information (If other than Applicant)</b>		
Name:		Phone #:
Mailing Address:		E-Mail:
<b>Plan Preparer Information</b>		
Engineer, Surveyor or Landscape Architect Name:  Name: _____ Phone #: _____ Mailing Address: _____ E-Mail: _____		
Proposed Water Supply: <input type="checkbox"/> On-lot <input type="checkbox"/> Community <input type="checkbox"/> Other, specify: _____		
Proposed Sewage Disposal: <input type="checkbox"/> On-lot <input type="checkbox"/> Community <input type="checkbox"/> Other, specify: _____		
Are there any judgments, easements, liens, deed restrictions, or agreements of record affecting the property? <input type="checkbox"/> No <input type="checkbox"/> Yes. If Yes, list each and attach copies.		
List any zoning changes, variance, special exceptions or waivers requested.		

Material accompanying this application	# of copies submitted
<input type="checkbox"/> Fifteen (9) copies of full-size plans	
<input type="checkbox"/> Fifteen (15) copies of 11 x 17 plans	
<input type="checkbox"/> Six (6) copies of all supporting documents	
<input type="checkbox"/> Stormwater Management Calculations	
<input type="checkbox"/> Erosion & Sediment Control Plan	
<input type="checkbox"/> Impact Studies	
<input type="checkbox"/> Notice to PA Historical and Museum Commission	
<input type="checkbox"/> Sewage Module	
<input type="checkbox"/> Chester County ACT 247 Referral with fee	
<input type="checkbox"/> Waiver Request	
<input type="checkbox"/> Professional Services Agreement	
<input type="checkbox"/> One (1) digital copy of all plans and submission documents to: <a href="mailto:eastnant@ptd.net">eastnant@ptd.net</a>	
<input type="checkbox"/> Other	

**The undersigned represents that to the best of his/her knowledge and belief all the above statements are true, correct, and complete.**

Date:

\_\_\_\_\_  
Signature of owner or applicant

\_\_\_\_\_  
Print name of owner or applicant

**Plan has been accepted for review:**

Date:

\_\_\_\_\_  
Township Secretary

**Township Use Only**

Plan Date:

Date Received:

Official Submission date to BOS

Decision Date:

Application Fees Received:

Review Fee Received:

## East Nantmeal Township Subdivision/Land Development Applicant Procedures

1. Provide Township Secretary with the following documents:
  - a. Completed Subdivision/Land Development Application
  - b. Professional Services Agreement
  - c. Check for application fee and review fee, payable to "East Nantmeal Township"
  - d. Correct number of plans sets (see application)
  - e. Complete Sewage Module
  - f. Act 247 Chester County Referral Form with fee
  - g. Copy of any application to PennDOT (HOP)
  - h. Copy of any application or notice to DEP
  - i. Copy of any application or notice to US Army Corps of Engineers
  - j. Any other documents required by conditional use approval, variance, special exception or preliminary plan approval.
2. The application and all required documents are to be submitted to the Township Secretary during regular office hours at least **five days** before the next regularly scheduled meeting of the Township Board of Supervisors.
3. The application and accompanying documents will be reviewed for completeness by the Township Secretary.
4. The Secretary shall inform both the Supervisors and the applicant if the application is complete at the time of the first regularly scheduled meeting of the Board of Supervisors after the application is submitted to and reviewed by the Secretary.
5. If the application is incomplete, the applicant shall be notified of what is required to complete the application **within ten days** after the application has been submitted to the Secretary.
6. The 90-day period within which the Township must render a decision upon the application shall commence at the time of the first regularly scheduled meeting of the Board of Supervisors after a completed application is submitted to the Secretary.
7. **After plan approval, the applicant shall be responsible for circulating the plan for signature and filing the plan and any other required documents with the Recorder of Deeds of Chester County and shall provide the Township with three copies of all recorded documents.**

**EAST NANTMEAL TOWNSHIP**  
3383 Conestoga Road  
Glenmoore, PA 19343  
Phone (610) 458-5780; Fax (610) 458-1970; email – eastnant@ptd.net

**PROFESSIONAL SERVICES AGREEMENT**

This Agreement made this \_\_\_\_\_ day of , 20\_\_ by and between East Nantmeal Township, Chester County Pennsylvania, with offices located at 3383 Conestoga Road, Glenmoore, PA 19343 (hereinafter referred to as "Township") and

\_\_\_\_\_ (hereinafter referred to as "Applicant").

WITNESSETH:

WHEREAS, the Applicant is the legal or equitable owner of certain real estate bearing UPI No. \_\_\_\_\_ located or described as follows:

\_\_\_\_\_ (the "Property"); and

WHEREAS, the Applicant has presented to the Township a sketch plan of the proposed development of the Property, (the "Application"); and

WHEREAS, the Applicant now requests and/or requires Township review or approval of the Application submitted; and

WHEREAS, the Township requires that the Applicant pay for the Township's costs and expenses in reviewing the Application; and

WHEREAS, the Township shall not grant approval and/or permits to Applicant until the execution of, and compliance with, this Agreement and upon establishment of a review fee account with the Township as hereinafter set forth.

NOW, THEREFORE, the parties agree as follows:

1. The Township and Applicant hereby authorize the Township consultants to review the Application submitted by the Applicant, and if necessary, to make recommendations as may be necessary with respect to such Application.
2. The Applicant shall pay the Township consultants' charges, costs, fees and expenses for review of the Application, in accordance with hourly rates approved by the Township, including: engineering, legal, site design, traffic design, landscape architecture and any other service as the Township may deem necessary to the proper examination and evaluation of the Application.
3. The Applicant hereby agrees to deposit with the Township the review fee as required by the Fee Schedule, for the payment of all charges, costs, fees and expenses as set forth in Paragraph 2 above. Invoices for the services of the Township consultants shall be sent to the Applicant on a monthly basis. Applicant shall pay invoices from the Review Fee fund and the Township is hereby authorized by Applicant to withdraw the invoice amounts from the Review Fee fund. At the conclusion of the review, any unused amount in the Review Fee fund will be returned to the Applicant. 2
4. If the Application is a sketch plan submission, the Applicant understands and agrees that the sketch plan Application is not a formal submission, that no official decision will be made on the sketch plan, and that there are no time deadlines associated with the sketch plan submission and review. However, the Township Planning Commission and consultants will comment on the sketch plan.

5. The Review Fee fund shall be replenished as required by the Township Fee Schedule until a final decision or recommendation is made on the Application. The amount deposited pursuant to this Agreement shall be used only for payment of invoices as identified in this Agreement. It is agreed and understood by the parties that no review will be authorized by the Township until the Application Fee (as applicable) has been paid, and Review Fee deposit has been deposited with the Township.

6. In the event that the Township shall become liable for engineering, legal or administrative costs and expenses in an amount in excess of the deposit required in paragraph 3, the Applicant agrees to promptly deposit additional sums with the Township as required by the Fee Schedule.

7. The Applicant shall be provided with a detailed statement of the account from the Township within thirty (30) days of a written request.

8. The Applicant may at any time terminate all further obligations under this Agreement by giving written notice to the Township that it does not desire to proceed with and by withdrawing the Application. Within thirty (30) days of receipt of such notice the Township shall provide Applicant with a detailed statement of the account. The Applicant shall be liable to the Township for any charges, costs, fees and expenses incurred to the date and time of the receipt of the notice.

9. The Applicant agrees that failure to comply with the terms of this Agreement, including failure to deposit funds into or replenish the Review Fee fund, shall be sufficient cause for the Township to discontinue review of the Application, and/or deny the Application.

10. The Applicant and the Township acknowledge that this Agreement represents their full understanding and that they intend to be legally bound hereby.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have caused their signatures to be affixed and have affixed their hand and seals the day and year first above written.

EAST NANTMEAL TOWNSHIP

APPLICANT

\_\_\_\_\_  
Susan Rutherford, Secretary/Treasurer

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