

## 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.**