



SUBDIVISION / LAND DEVELOPMENT APPLICATION

Preliminary Submittal

Final Submittal

The undersigned hereby applies for review of the Plan submitted herewith and described below:

1. Name of Subdivision / Development: \_\_\_\_\_

2. Plan Dated: \_\_\_\_\_ County Deed Book/Page No. \_\_\_\_\_

3. Name of property owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

4. Name of Applicant (If other than owner): \_\_\_\_\_

Address: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

5. Applicant's interest (If other than owner): \_\_\_\_\_

6. Engineer, Architect, Surveyor, or Landscape Architect responsible for Plan. \_\_\_\_\_

Address: \_\_\_\_\_

State/Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email: \_\_\_\_\_

7. Total acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

8. Acreage of adjoining land in same ownership: (If any) \_\_\_\_\_

9. Describe Type of Development Planned: \_\_\_\_\_

10. This Application shall be accompanied by: the Application Fee as listed below, an aerial image of the property, and the quantity of plans/supporting information as detailed in the Township Code §162-8.B.(1)(b) and/or §162-8.C.(1)(d).

[One-half of the required plan submissions may be of a reduced size, i.e. 11 x 17]

11. List all subdivision and zoning standards or requirements which have not been met and for which a waiver or change is requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. The Applicant or his/her agent shall enter into a Subdivision / Land Development Review Escrow Agreement (attached) and place into escrow with the Township at the time of application an amount estimated by the Township to cover all costs of engineering and professional planning reviews (not including County application fee), legal services and other professional services used by the Township in connection with the application.

Signature of Property Owner or Applicant:

By: \_\_\_\_\_  
Date: \_\_\_\_\_

\*Development subject to ACT 209 Impact Fee.

\*Park & Recreation Fee per residence is levied. Contact Township Offices to determine amount.

**SUBDIVISION / LAND DEVELOPMENT APPLICATION FEE**

1-2 Lots ..... \$250

3-5 Lots ..... \$500

Plus \$25 for each Lot over 3

Over 5 Lots ..... \$1000

Plus \$50 for each Lot over 5

Form revised January 2015



## Subdivision / Land Development Plan Review Procedure

Proposals for Land Development or Subdivision are to be accepted by the Administration and held until the next meeting of the Planning Commission. Attendance by the Applicant at the meeting is optional, but is encouraged.

The Planning Commission will discuss the scope of the application, and based upon size and/or complexity, and whether it is a major or minor request, will schedule initial review of the application at its next meeting. The Planning Commission will advise the Administration which consultants should attend the discussion meeting to receive comments and interface with the Planning Commission prior to beginning their independent review of the submittal. At this meeting the application will be formally accepted by the Township, and the time frame specified in the Municipal Planning Code commences. The Administration shall determine prior to that meeting that the application is substantially complete and meets the requirements of the Zoning and/or the Land Development and Subdivisions Ordinances.

Formal consideration for either preliminary or preliminary/final recommendation by the Planning Commission will occur at the next regular meeting of the Planning Commission, and after all reviews and recommendations by the consultants have been received by the Planning Commission no later than the Friday preceding the scheduled meeting.

This Procedure was approved by the Planning Commission March 13, 2008



UPPER UWCHLAN TOWNSHIP  
Chester County, Pennsylvania

SUBDIVISION / LAND DEVELOPMENT REVIEW  
ESCROW AGREEMENT

CASH ESCROW AGREEMENT FOR ENGINEERING, PLAN REVIEW AND INSPECTION FEES, SOLICITOR'S FEES INCURRED IN CONNECTION WITH PLAN REVIEW AND DOCUMENT PREPARATION, AND ADMINISTRATION COSTS AND EXPENSES

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between  
UPPER UWCHLAN TOWNSHIP and

Developer \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_

Development Name / Title \_\_\_\_\_

WITNESSETH:

1. Applicant has filed a Subdivision or Land Development application (or similar activity), together with plans and supporting documentation required by Upper Uwchlan Township Subdivision and Land Development Ordinance, as amended (hereafter "The Ordinance"), for a Subdivision or Development known as \_\_\_\_\_.
2. The Applicant hereby authorizes and directs the Township's Engineer(s), Consultant(s), Solicitor and Planners to review the application, together with all plans, surveys, schedules, modules, design criteria impact statements and other documents submitted or required to be submitted hereafter as part of the application procedure, together with any and all amendments thereto, and to prepare a report of his findings and recommendations with respect to same for the Township as may be required in order to process and review the application both prior to and following issuance of any permits or plan approvals. In addition, the Applicant hereby authorizes and directs the Township's Engineer(s) to perform all inspections required, both during and following construction. Such reviews and inspections and all services performed relative thereto shall be carried out in accordance with good engineering practices, the requirements of the "The Ordinance" and the rules and regulations of the Township with respect thereto.
3. The creation of the escrow herein provided for shall in no way require the Township, its Engineer(s), Consultant(s), Solicitor or Planners to approve the Applicant's proposed Subdivision or Land Development application or any plan related thereto, either as originally submitted or as thereafter modified.
4. The Applicant hereby authorizes and directs the Township's Solicitor (if applicable) to review such portion of the plans and documents submitted with the application or submitted in conjunction with the application as the Township shall require, and to prepare or review such additional documentation, including reports, agreements, easement or other legal documents necessary to insure compliance with the provisions of the "The Ordinance".

5. The Applicant hereby deposits with the Township in an interest bearing Escrow Account the sum of \$ \_\_\_\_\_ as a security for the payment of all costs and expenses, charges and fees as hereinabove described which may be incurred by the Township. The Township shall not commence processing the Applicant's application until the required escrow deposit has been made with the Township. The amount of **\$5,000.00** shall be the minimum amount on deposit with the Township at all times in order to guarantee payment for the aforementioned costs and expense, charges and fees. When the amount held in escrow is at or below said minimum amount as required by the Township, the Applicant shall be required to replenish the account within 21 calendar days of notification, in an amount to be decided by the Township but in no case shall be less than **\$5,000.00** nor more than the initial fund requirement to insure that all costs, charges and expenses are paid in full. Failure to comply may result in a cessation of all inspection services. Any balances remaining shall be forthwith returned by the Township to the Applicant.
6. The Township acknowledges receipt of the sum abovementioned, agrees to hold that sum so deposited solely for the purposes outlined herein and to return any unused portion thereof to the Applicant in accordance with the terms and conditions set forth hereinabove.
7. The Township agrees and acknowledges the amount of fees and expenses charged to the Applicant on account of its Engineer(s)', Consultant(s)', Solicitor's and Planners' fees shall be equal to their hourly rate in effect with the Township at the time such services are performed. In the event the Applicant disputes the amount of any such review fee(s), the Applicant shall, no later than 100 days after the transmittal of the bill to the Applicant, notify the Municipality that such fees are disputed, and shall explain the basis of the objection to the fees. Failure of the Applicant to dispute a bill within 100 days shall be a waiver of the Applicant's right to arbitration of that bill.
8. The Applicant agrees that the above referenced charges and fees, together with administrative costs and expenses which the Township may incur as authorized and described hereinabove shall be paid from the escrow fund by the Township at the Township's sole discretion and without further approval of the Applicant.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above mentioned and intending to be legally bound hereby, the Applicant acknowledging that he/it has received a true copy of this Agreement, the original being maintained by the Township.

WITNESS:

APPLICANT

\_\_\_\_\_

\_\_\_\_\_

(Print or type name of Applicant)

Attest

By:

\_\_\_\_\_

\_\_\_\_\_

Secretary

President, General Partner,  
Proprietor, Owner or Authorized  
Representative

ATTEST:

BY: Upper Uwchlan Township

\_\_\_\_\_

\_\_\_\_\_

Township Secretary

Township Manager