



The Borough of Phoenixville

Borough Hall, 140 Church Street, Phoenixville, PA 19460

Phone: (610) 983-4000 Fax: (610) 935-0480

www.Phoenixville.org

Planning Commission Application Requirements

1. To be placed on the next Planning Commission meeting agenda, all submissions must be received by 12:00 Noon on Friday at least **five** weeks prior to the meeting. Attached is a calendar that shows the deadlines for the submission of applications.
2. The Borough will only review complete submissions that include the following:
 - a. The completed application,
 - b. Seventeen copies of the plan(s), and
 - c. The required fees. Attached is the fee schedule.
3. All submissions must be made to the Code Enforcement Department. No plans may be sent directly to the Engineer, Land Planner or Solicitor.
4. All plans must be folded.
5. For re-submissions, if an applicant has not paid their bill(s) nor properly disputed the fees in accordance with the Pennsylvania Municipalities Planning Code, then the applicant will be notified that their submission is incomplete and will not be processed.
6. If an application is deficient and cannot be approved within the required timeframe, the applicant must agree to an indefinite time extension or the application will be denied.
7. All materials for Planning Commission including handouts for presentations must be submitted to the Code Enforcement Department prior to the meeting when the project will be discussed.
8. To receive a copy of the Required Certification and Notes, please e-mail Bev Wassel @ bwassel@phoenixville.org.



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Planning Commission Application

(Please print)

Development Name: _____
Applicants Name: _____
Applicants Address: _____
Phone: _____ Fax: _____
Email Address: _____

Interest of Applicant: Owner Equitable Owner Other (please explain below)

Applicant Engineer: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Applicant Surveyor: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Attorney's Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Type of Review Requested

- Subdivision Plan
- Land Development
- Zoning Amendment
- Curative Amendment
- Conditional Use
- Other

Type of Submission

- New Proposal
- Revised Prior Submission
- Other

Type of Plan Submitted

- Sketch
- Preliminary
- Final

Existing Zoning: _____ Proposed Zoning: _____

Permitted Density: _____ Proposed Density: _____

UPI #: _____ Total Area: _____

Property Address: _____

Land Use Proposed

Number of Lots/Units

Intended Uses

Residential

Commercial

Industrial

Office

Other

Describe: _____

Statement of Intent: Writing 'see attached plan" is not acceptable.
Existing and/or proposed use of site/building

Zoning Approval Required: Yes No

Regional Planning Commission Required: Yes No

Signature of Authorized Agent

Name Printed

Date

OFFICE USE ONLY

Application Fee: \$ _____

Escrow Fee: \$ _____

Borough Plan #: _____

Escrow Number: _____

Preliminary Plan Check List

The applicant's engineer and/or surveyor as part of the preliminary plan submission must complete this form. This form is a guide to the requirements of Ordinance 1601 (Subdivision and Land Development, October 1, 1989) and is not intended to supersede or remove any required sections of said Ordinance.

Drafting Standards: Section 402.1 Subdivision and Land Development

	Shown	Does not apply
1. Property boundaries shown of entire tract being subdivided or developed including feet/meters and decimals	()	()
2. Scale of 1 inch equals 50 feet	()	()
3. All bearings: degrees, minutes, seconds	()	()
4. All sheets same size and numbered	()	()
5. Sheet size (min 17" x 22" / Maximum 34" x 44")	()	()
6. If more than two sheets, Key Plan	()	()
7. Notations of any revisions	()	()

General Information:

1. Proposed subdivision name and title	()	()
2. Municipality name attached	()	()
3. North point, date and graphic scale	()	()
4. Name and address of owner of record, source title of land as Recorded by the Chester County Recorder of Deeds	()	()
5. Name of registered land surveyor and their seal	()	()
6. Tax Parcel number and tract area	()	()
7. All applicable zoning information including required submitted density, setbacks	()	()
8. Current owners of abutting properties	()	()
9. Locations of existing monuments	()	()
10. Existing cart ways, right-of-ways, easements including any names, and SR/SL designations	()	()
11. Location map with site clearly outline (scale 1" = 200')	()	()
12. List of all applicable utilities and their phone numbers	()	()

Zoning Information: Section 402.2 Subdivision and Land Development

1. All zoning boundaries within 300' noted on plan	()	()
2. Maximum density stated if applicable	()	()
3. Lot size and yard requirements	()	()
4. Open space and impervious surface requirements stated	()	()
5. Any variance or special exceptions noted on plans	()	()
6. Density requested	()	()
7. Open space and impervious surface ratios provided	()	()
8. Dwelling unit mix	()	()
9. Size of units (number of bedroom mix)	()	()

Existing Features: Section 402.3 Subdivision and Land Development

1. All existing buildings, sewers, water mains, culverts, utilities fire hydrants and other man made objects identified	()	()
2. All existing streets on or adjacent to the property located including R.O.W. and cart way width, with names	()	()

3.	All existing property lines, easements, R.O.W. and the purpose of the R.O.W. and easements	()	()
4.	Notes regarding ownership, maintenance responsibility and use restrictions	()	()
		Shown	Does Not Apply
5.	Contours at vertical intervals of 2 feet	()	()
6.	Datum to which contour elevation reference	()	()
7.	All existing watercourses, swales, lakes, ponds, tree masses or other natural features	()	()
8.	Slope areas indicated (15%-25% and/or over 25%)	()	()
9.	Vegetation map show all pertinent data	()	()
10.	Soil type and names plotted from the Chester County soil survey	()	()
11.	Delineation of freshwater wetlands, if none statement reflecting such	()	()
12.	Flood plain areas in accordance with the Borough of Phoenixville flood study as composed by FEMA	()	()

Proposed layout: Section 402.4 Subdivision and Land Development

1.	If phased development, all phases indicated by sections	()	()
2.	If preliminary plan and only partial development of tract, sketch plan submitted for remainder of ground	()	()
3.	Proposed lot layout including lot areas, setbacks for front, rear side and the building envelope	()	()
4.	Location, width and suggested names of streets, alleys, easements and R.O.W.	()	()
5.	Arrangements and use of all buildings, parking areas and elevations are encouraged	()	()
6.	R.O.W. and/or easement for all drainage, utilities or other purpose	()	()
7.	Sidewalks and pedestrian paths	()	()
8.	Street lights if proposed	()	()
9.	Monuments location	()	()
10.	Proposed water lines including hydrants	()	()
11.	Sanitary sewer lines along with planning modules for Chapter 71 requirements of PA Sewage Act	()	()
12.	Driveway locations	()	()
13.	Landscaping Plan	()	()
14.	Street plan including horizontal and profile sheets	()	()
15.	Storm and sanitary sewer plans including horizontal and profile sheets	()	()
16.	Typical street cross-sections	()	()
17.	Preliminary design of any bridge, culvert or other water crossing device	()	()

Additional documents to be provided

1.	Sewer and water feasibility report	()	()
2.	Hydrogeology study	()	()
3.	Storm water management plan	()	()
4.	Erosion and sedimentation plan	()	()
5.	Traffic impact study	()	()
6.	Letter from utility indicating availability of public water/sewer	()	()
7.	Schedule of all proposed sections for development (phases)	()	()
8.	General proposal for the ownership of open space/private uses	()	()
9.	Community association documents/HOA	()	()



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Schedule of Fees for Planning Commission Review

Approved January 11, 2011

Applicants are responsible to review all Borough Subdivision and Land Development Ordinances and Zoning Ordinances for determining plan compliance, waivers and/or variances.

Staff Plan Review – All application fees are Non-refundable

If Staff is requested to assist in a cursory review for identifying applicable sections of the Zoning Ordinance and variances required, the fees are set as follows:

Simple residential building on a single lot	No Fee
Construction Code Plan Review	\$ 50.00
HARB Application.....	\$ 50.00
Two or more residential buildings or any residential subdivision.....	\$ 50.00
Additional per dwelling unit over two	\$ 20.00
Commercial building on a single lot	\$ 50.00
Two or more commercial buildings or any commercial subdivision.....	\$ 100.00
Additional per 1,000 square feet of building footprint.....	\$ 10.00

Zoning Hearing Board Review – All application fees are Non-refundable

Special Exception

Residential Application Fee	\$ 250.00
Commercial Application Fee.....	\$ 500.00

Variance or Appeal applications

Residential Application Fee	\$ 300.00
Commercial Application Fee.....	\$ 500.00

Escrow Deposit

Residential Special Exception	\$ 250.00
Commercial Special Exception.....	\$ 500.00
Residential Variance or Appeal	\$ 400.00
Commercial Variance or Appeal.....	\$ 1,000.00

Planning Commission Plan Review – All application fees are Non-refundable

Rezoning Request

Application Fee	\$ 500.00
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Curative Amendment

Application Fee	\$ 500.00
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Conditional Use

Residential Application Fee	\$ 150.00
Commercial Application Fee.....	\$ 500.00

Escrow Deposit

Rezoning.....	\$ 500.00
Curative Amendment.....	\$ 500.00
Residential	\$ 300.00
Commercial.....	\$ 500.00

Subdivision Plan Review – All application fees are Non-refundable

Sketch Plan Review

Application Fee	\$ 150.00
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Preliminary/Final Review

Minor Residential Subdivision	\$ 750.00
Additional per dwelling unit or lot	\$ 10.00
Major Residential Subdivision	\$ 1500.00
Additional per dwelling unit or lot	\$ 15.00

Minor Commercial Subdivision	\$ 1000.00
Additional per acre of lot area	\$ 20.00
Major Commercial Subdivision	\$ 1500.00
Additional per acre of lot area	\$ 25.00
Regional Review Escrow	
Ordinance Review (Section IV (k) of the Phoenixville Regional Comprehensive Plan)	\$ 1,500.00
Plan Review (Section IV (k) of the Phoenixville Regional Comprehensive Plan)	
Major Residential Subdivision	\$ 4000.00
Major Commercial Subdivision	\$ 5000.00
Escrow Deposit	
Minor Residential Subdivision	\$ 2000.00
Major Residential Subdivision	\$ 4000.00
Minor Commercial Subdivision	\$ 2500.00
Major Commercial Subdivision	\$ 5000.00
Sketch Plan	\$ 500.00

Definitions for Subdivision/Land Development

Subdivision: The division of a lot, tract or parcel of land into two or more lots.

Minor subdivision: Three or less lots and no new streets.

Major Subdivision: four or more lots, or any number of lots where new public or private streets are proposed.

Land Development: The improvement of one or more contiguous lots for two or more residential dwelling units; or any non-residential use.

Land Development Plan Review – All application fees are Non-refundable

Sketch Plan Review

Application Fee

	\$ 150.00
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Preliminary/Final Review

Residential Application

	\$ 750.00
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 Additional per dwelling unit

	\$ 20.00
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Commercial Application

	\$ 1000.00
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 Additional per acre of lot area

	\$ 20.00
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Commercial/Industrial change in use

	\$ 300.00
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Escrow Deposit

Residential - \$500 per dwelling unit up to a maximum of

	\$ 4000.00
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Commercial

	\$ 4000.00
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Sketch Plan

	\$ 500.00
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COMBINING SUBDIVISION AND LAND DEVELOPMENT UNDER ONE APPLICATION REDUCES THE LAND DEVELOPMENT FEES AND ESCROW DEPOSIT BY 50%

Application Fees: Covering primarily the administration costs including Code Enforcement, Department official's time for departmental reviews, maintaining record files, processing correspondence, recording, transcribing and distribution of meeting minutes, professional consultant fees only to the extent of covering their time at regularly scheduled public meetings of the Planning Commission and Zoning Hearing Board for clarifying Zoning Ordinance issues for their verbal comments at the first plan presentation to the Planning Commission.

Escrow Deposits: Deposits made in advance, held in separate accounts to cover Borough professional consultants time for their plan review and written reports and any other costs incurred by the Borough directly related to the plan review process including the review and adoption of the developer's agreement and escrow agreement prior to construction. Consultant's time at Planning Commission meetings (beyond the first plan presentation) is chargeable to the escrow. Escrow deposits under Subdivision and Land Development preliminary/final plan review must maintain a minimum balance of 50% of the required escrow. Applicant will be notified to increase escrow accordingly.

Regional Review: The Phoenixville Regional Planning Committee (PRPC) requires subdivision or land development review and ordinance review of proposed developments determined to have Regional Impact as defined in Section IV (k) of the Phoenixville Regional Comprehensive Plan. Applicants shall reimburse the Borough for all costs associated with the regional review on such applications.

Escrow Deposit Based on PRPC estimate plus ten (10) percent