



# The Borough of Phoenixville

## CHESTER COUNTY, PENNSYLVANIA

Borough Hall, 351 Bridge Street, Phoenixville, PA 19460  
Phone: (610) 933-8801 [www.phoenixville.org](http://www.phoenixville.org)

## Subdivision and Land Development Planning Commission Application Information

### **WHAT IS THE SUBDIVISION AND LAND DEVELOPMENT ORDINANCE?:**

The intent of the Subdivision and Land Development Ordinance (SALDO) is to regulate the subdivision and development of land in the Borough in order to address: conformance to the Comprehensive Plan, existing street coordination, drainage, utilities, open space, public improvements such as water, fire hydrants, sewerage, parks, playgrounds, etc. as well as safety from fire, panic and other dangers.

### **WHAT IS THE PLANNING COMMISSION?:**

The Planning Commission is a Borough Council appointed body with seven (7) residents as members that is responsible to exercise all the powers conferred by law upon Borough planning agencies. All members shall serve four-year terms, and no more than two members shall be replaced by in any calendar year.

### **BOROUGH CODES**

Subdivisions, lot consolidations, lot line changes, new development or substantive changes to approved land development plans require full subdivision or land development review and approval, per the Borough of Phoenixville Subdivision and Land Development (SALDO), Zoning and Stormwater Management ordinances. Amendments to approved land development plans require an amended site plan review, per these ordinances. Development or additions to a single-family dwelling on an individual lot are not required to go through either land development or site plan reviews; however, they must apply for appropriate building and other permits.

In all subdivision and land development applications, the entire site must be brought into compliance with all ordinance requirements.

The Subdivision and Land Development and the Zoning Ordinances are on the Borough web site,

<http://www.phoenixville.org> by clicking the "General Code" button at the bottom of the front page.

Copies may also be purchased at the Borough Administrative Offices at a per page cost as determined by the current Schedule of Fees.

### **TYPES OF SUBDIVISION/LAND DEVELOPMENT REVIEW**

Prior to submission of a subdivision or land development application, it is highly recommended that an applicant meets with Borough staff to informally discuss the application. Borough staff will work with the applicant to identify aspects of the application that may trouble the review parties and/or help the applicant understand what reviews may be necessary for the project. A subdivision and land development application can be expected to follow the following stages, each of which will require the filing of a separate application with the Borough:

#### Sketch Plan:

This is an **optional**, but strongly recommended phase of the subdivision and land development process where the applicant can bring sketches and ideas to the Planning Commission for a conceptual review and/or a recommendation for any necessary zoning relief. Usually there are no specified steps, decisions or required notifications. An applicant will receive a review from the Borough Land Planner but not from the Borough Engineer.

#### Preliminary/Final Plan:

This is the first official stage of the formal subdivision or land development process. Applicants submit a full set of plans, as required in the SALDO. After the review by the Planning Commission, which may extend over several meetings, the Planning Commission can either recommend approval,

approval with conditions, or denial due to failure to comply with specified ordinance provisions. The Council of the Borough of Phoenixville will then consider the application and decide for approval, approval with conditions, or denial. Final approval will not be granted until all conditions have been satisfied.

### **PLANNING COMMISSION MEETINGS**

Subdivision and Land Development applications are initially presented to the Borough of Phoenixville Planning Commission. The Planning Commission holds one meeting each month, typically on the second Thursday of the month. The public is welcome to attend and comment on any matter on the agenda. The schedule for the year is published on the calendar on the Borough website.

Applicants or their representatives (e.g. attorneys, architects, or engineers) present their plans to the Planning Commission. After each applicant's initial presentation, Planning Commission members ask questions and then offer anyone in attendance the opportunity to comment. Minutes summarizing the proceedings are taken and, after approval at a subsequent meeting, posted on the Borough's web site.

Depending on the issues involved in an application, additional Borough review may be conducted by the Zoning Hearing Board, or other appropriate Borough-appointed review staff, commissions, committees, etc. Applicants are notified if any such reviews are necessary. Members of the reviewing bodies may visit the site while the application is pending before them.

### **DECISIONS**

The Planning Commission makes a recommendation to Borough Council on all applications except Sketch Plans. After the Planning Commission's recommendation, an application is considered by Borough Council.

If an application is deficient and cannot be approved within the required time frame, the applicant must agree to a time extension or the application will be denied.

Applicants receive notification of Borough Council's decision in writing in the form of a signed Resolution.

### **COMPLETING THE PROCESS**

After final approval of the plans, a Subdivision and Land Development Agreement and Financial Security Agreement must be signed and financial security must be posted for the cost of public improvements.

The project engineer shall submit cost estimates for all public improvements. After the Borough Engineer approves these figures, the applicant shall submit 3 copies of the Development and Financial Security Agreements for the Borough to execute. Financial security may be provided in accordance with the MPC. Both the Subdivision and Land Development Agreement and Financial Security Agreement

shall be recorded by the applicant along with any easements or other documents required by the Borough for approval of the application.

### **PLAN RECORDING**

Final subdivision and land development plans shall be recorded including the Borough resolution number and date that staff shall provide. Once the Subdivision and Land Development Agreement is signed and financial security is in place, the applicant has ninety (90) days to record the subdivision or land development plans. Seven (7) paper copies of the record plan must be signed by the property owner and submitted to the Borough. The Borough will then sign the plans and the applicant is responsible for forwarding them to the Chester County Planning Commission for the approved signature and the Chester County Recorder of Deeds for recording. Two (2) sets of recorded plans shall be returned to the Borough before any permits can be issued.

Before site work can begin, a REQUIRED pre-construction meeting is held with the Borough, all affected agencies, the applicant, and contractors. Applicants proposing the erection, addition, or alteration of any building or portion of a building must apply for a building permit before commencing construction or occupying the building.

### **APPLICABILITY**

*This description of the Subdivision and Land Development process has been prepared as an aid to assist Applicants to provide a general explanation of Phoenixville Borough requirements. It is not intended to be fully comprehensive nor is it intended to address every aspect that an Applicant might encounter during the Plan review process. All Applicants should familiarize themselves with the requirements and provisions of the Pennsylvania Municipalities Planning Code, the Phoenixville Borough Subdivision and Land Development Ordinance, the Phoenixville Borough Zoning Ordinance and all adopted policies and Resolutions of Phoenixville Borough, which are the actual documents that regulate the entire process.*

**SEE FOLLOWING PAGE OF SUBMISSION REQUIREMENTS**

## APPLICATION SUBMISSION

To be placed on the agenda of the Planning Commission for the initial review, a SALDO/Planning Commission Application must be submitted to the Borough as follows:

**All submissions must be made to the Borough Administrative Offices. No plans at any time of the process will be reviewed without first being submitted in this manner. Plans shall NOT be sent directly to the Engineer, Land Planner or Solicitor.**

## SUBMISSION TIMING/DEADLINES

All submissions must be received by 12:00 Noon as follows:

- Sketch Plan – (3) three weeks prior to the meeting.
- New Preliminary/Final Plans – (5) five weeks prior to the meeting;
- Revised Preliminary/Final Plans – (3) three weeks prior to the meeting.

All NEW submissions shall include:

- (2) Completed and signed application forms;
- (2) Narrative summary (if beyond application space);
- (2) SALDO Checklists per plan type
- (7) Full-size plan sets as required in the SALDO;
  - a. (2) Borough Engineer
  - b. (1) Borough Record (Public Viewing)
  - c. (1) Borough Public Works
  - d. (1) Borough Fire Department
  - e. (1) Planning Commission
  - f. (1) Chester County Planning Commission
- (2) Stormwater Management reports
- (2) Act 537 DEP Sewage Facilities Planning Module Mailer (*required for ALL submission types even without construction activities*)
- (2) Act 247 Chester County Planning Referral
- (2) Deed(s) for all subject properties
- (2) Of any other submission documents
- (1) Notarized Consultant Fee Reimbursement Contract
- (1) Digital set of ALL submission documents above.
  - a. CD, DVD, Thumb drive, File Share Link
  - b. Digital Plan Sets (PDFs)
    - i. (1) file shall be full size/data
    - ii. (1) file shall be flattened/reduced and optimized for web viewing
- (1) Check payable to Borough of Phoenixville for corresponding Application Fee per plan type (Be sure to consult the current Schedule of Fees);
- (1) Check payable to Borough of Phoenixville for corresponding Escrow Deposit per plan type Be sure to consult the current Schedule of Fees);
- (1) Check payable to Chester County Planning Commission according to the Schedule of Fees on the reverse of the application form.

- (1) signed original of the Phoenixville Area Regional Planning Committee “Agreement for Professional Plan Review Services”

All REVISED Submissions to be reviewed, previous to the approval stage shall include:

- (3) Sets of full-size plans;
- (2) Response to Reviews Letter;
- (2) Of any other submission documents;
- (1) Digital version ALL submission documents above.
  - a. CD, DVD, Thumb drive, File Share Link
  - b. Digital Plan Sets (PDFs)
    - i. (1) file shall be full size/data
    - ii. (1) file shall be flattened/reduced and optimized for web viewing

Please Consult Staff as to the applicability of the following submission materials:



Borough of Phoenixville  
 351 Bridge Street - 2nd Floor  
 Phoenixville, PA 19460  
 Phone (610) 933-8801  
[www.phoenixville.org](http://www.phoenixville.org)

Application Fee:	_____
Escrow Deposit:	_____
Plan Number:	_____
Escrow Number:	_____
Total Remitted:	_____

## Subdivision and Land Development Application

### **Project Information:**

Project Name: \_\_\_\_\_  
 Tax Parcel Number(s): \_\_\_\_\_  
 Legal Owner Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Applicant Information:**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Applicant Type:** *(Please see signatures section regarding required documents)*

- |                                   |   |  |   |
|-----------------------------------|---|--|---|
| <input type="checkbox"/> Owner    | <input type="checkbox"/> Architect/Engineer | <input type="checkbox"/> Corporate Officer | <input type="checkbox"/> Owner's Representative |
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Business Operator  | <input type="checkbox"/> Equitable Owner   |   |

### **Project Engineer:**

Company/Contact: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Project Surveyor:**

Company/Contact: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Project Attorney:**

Company/Contact: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Submission Type:** *(please check ALL that apply in each column)*

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Sketch Plan            | <input type="checkbox"/> Lot Consolidation | <input type="checkbox"/> New Proposal       |
| <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> Preliminary Plan       | <input type="checkbox"/> Lot Line Change   | <input type="checkbox"/> Revised Submission |
| <input type="checkbox"/> Land Development  | <input type="checkbox"/> Preliminary/Final Plan |  |   |
|  | <input type="checkbox"/> Final Plan             |  |   |

**Land Use Proposed:**

- Residential
- Commercial
- Industrial
- Institutional
- Other

**Number of Units:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Intended Uses:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning Change: \_\_\_\_\_

Total Tract Area: \_\_\_\_\_

Proposed Density: \_\_\_\_\_

**Narrative Project Description** (*"see attached plan is insufficient"*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**On August 9, 2011, Phoenixville Borough Council adopted the "Neighborhood Blight Protections and Enforcement" Ordinance 2180, that enables Borough Staff to deny any permit or governmental approval application if the owner of said property, on that or any other property owned in the Commonwealth, (1) has Tax and/or Municipal Services delinquencies on account of the actions of the Owner; or (2) has a Serious Violation with having no corrective, Substantial Steps in place. A printed copy of this ordinance is available upon request at the Borough Code Enforcement Department.**

***All applications shall include true and correct copies of the property deed(s).***

*I hereby certify that the proposed application and subsequent actions or uses are authorized by the owner. As the owner or authorized representative, I agree to conform to all applicable laws of the jurisdiction. Construction shall comply with all Borough Codes and the most current ICC Building Codes as adopted by the Commonwealth of Pennsylvania. I have examined this application, its requirements and to my knowledge and belief, it is a true, correct and complete application.*

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

Owner Printed Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

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

*In lieu of an owner's signature, an Agreement of Sale and documentation evidencing equitable ownership shall be attached to the application, acknowledging the owner's understanding of the applicant's intent to subdivide or develop the property.*



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## Professional Services Reimbursement Policy and Procedure

### Policy:

It is the policy of Phoenixville Borough ("Borough") to appoint private consultants ("Consultants") to assist Borough Staff ("Staff") from time to time. These Consultants are hired to augment the Staff's capabilities with professional expertise in specific disciplines necessary to help promote the public health, safety, and general welfare of the Borough and its residents. The Borough engages its Consultants on projects that benefit either the community as a whole or the individual property owner. For those projects that benefit the individual applicant/property owner, it is the policy of the Borough to impose reasonable fees on the individual property owner to cover project specific costs. Furthermore, it is the Borough's policy to require the individual applicant/property owner to fully reimburse the Borough on a monthly basis for its Consultants' time and materials necessary to ensure that those projects benefiting the individual property owner comply with the Borough's code of ordinances.

### Procedure:

1. The Applicant is required to submit a completed and notarized Phoenixville Borough Consultant Fee Reimbursement Contract ("Contract") and any necessary application forms required for their project to the Borough offices attention to the Planning Director along with the required application fees and escrow deposit. Applications will not be deemed complete or processed without the submission of a completed and notarized Contract and the requisite fees and escrow. A copy of the Contract is attached as Exhibit "A".
  2. The Staff will forward the submitted materials to the Planning Director or designee, for review. If the application is deemed complete, the Planning Director or designee will authorize the Consultants to begin work and direct the Finance Staff to establish an escrow account for the project. Prior to circulation of the application for review by the Staff and/or Consultants, a copy will be placed in the project file with the application. The Planning Director will supply the applicant with an Application Acceptance Memo which will act as a receipt for the funds.
  3. Each Consultant shall establish a separate project number for the purpose of invoicing. Consultant invoices shall be submitted monthly to the Borough Manager and include charges itemized by date and time, identifying the person performing the work, and sufficient detail on the work performed to support the billing.
  4. The Borough Manager or designee will review the invoice(s) and direct any questions regarding the invoice to the Consultant. Once the review of the invoice is completed, the invoice will be forwarded to the Finance Staff for consideration of payment with supporting Purchase Requisition/Purchase Order process.
  5. Finance Staff will mail a Borough invoice to the Applicant identifying a reimbursement deadline of fifteen (15) calendar days from the date of the invoice and advising that non-payment will delay the processing applications and/or issuance of permits/approvals. If there is any dispute by the Applicant with regard to a Consultant invoice, such disputes shall be handled as provided for in the Municipalities Planning Code.
-

6. Should the Applicant fail to return associated reimbursement by the date specified on the Borough invoice, and the original escrow amount becomes depleted, the Planning Director may issue a letter advising the Applicant that the Consultants' reviews for the Project, in lieu of an official written dispute, are suspended until the Applicant meets his/her financial obligations under the agreement.
  7. Borough approvals and permits will not be issued until all outstanding invoice(s) are paid in full.
-

**Exhibit A**  
**Consultant Fee Reimbursement Contract**

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# The Borough of Phoenixville

Chester County, Pennsylvania

Borough Hall, 351 Bridge Street, Phoenixville, PA 19460

Phone: (610) 933-8801 www.phoenixville.org

## Consultant Fee Reimbursement Contract

**THIS CONTRACT** is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by (the "Applicant"), whose mailing address is:

\_\_\_\_\_.

WHEREAS, the Applicant is the legal or equitable owner of certain real estate bearing Chester County Tax Map Parcel No. \_\_\_\_\_, located at address:

\_\_\_\_\_  
Phoenixville Borough (hereinafter referred to as the "Site"); and

WHEREAS, the Property Owner has presented to Phoenixville Borough (the "Borough") plans for grading, subdivision, land development, zoning or other building development of the Site (hereinafter referred to as the "Project"); and

WHEREAS, the Property Owner has requested and/or requires the Borough's approval for the Project and/or review of the Applicant's plans and proposals concerning the Project, and the Borough is willing to authorize its Consultants to review said plans and proposals concerning the Project upon execution of this Contract.

NOW, THEREFORE, the Applicant agrees as follows:

1. The Applicant acknowledges that the Borough will incur costs and fees relating to the review of the Project by the Consultants, and the Applicant agrees to pay and/or reimburse the Borough for such costs in accordance with this Contract. The Property Owner has received, read, and understands the Borough's Consultant Fee Reimbursement Policy and Procedures, which are incorporated into this Contract by reference.
2. The Applicant shall pay the Borough's Consultants' costs and fees for the following: (a) review of any and all plans, proposals, studies or other correspondence relating to the Project; (b) attendance at any and all meetings relating to the Project; (c) preparation of any documents related to the Project, including, but not limited to: studies, reports, engineered plans, surveys, appraisals, agreements, deeds, declarations, easements, other legal documents or other correspondence; and (d) monitoring, testing, and inspecting of the work conducted by the Applicant and/or its agents, contractors, representatives or employees in conjunction with the Project. It is understood by executing this Contract that the Applicant specifically accepts the fee

\_\_\_\_\_

schedules currently in effect and the fee schedules for Consultants that may come in effect during the duration of the Project.

3. The Applicant further agrees that all fees or costs arising out of this Contract shall be fully paid prior to the issuance of any permit or approval for Project. The Applicant agrees and acknowledges that no permit, occupancy issuance or recordable plans shall be released by the Borough until all outstanding Consultant fees and costs are paid to the Borough, provided that the Applicant is not otherwise in default under this Contract.
  4. The Applicant may at any time terminate all future obligations under this Contract by giving written notice to the Borough that it does not desire to proceed with the Project. Upon receipt of such written notice by the Borough, the Applicant shall only be liable to the Borough for the Borough's and its Consultants' expenses, costs, charges, and fees incurred prior to the receipt of the written notice. Applicant acknowledges and agrees that invoices for services performed on all dates prior to the date of receipt of the termination notice by the Borough shall remain the responsibility of the Applicant regardless of the date of the mailing of such invoice to the Borough or the Applicant.
  5. The Applicant and the Borough agree that the Borough shall have the rights and privilege to sue the Property Owner in assumpsit for reimbursement, to lien the Site or both, in its sole discretion, for any expense incurred by the Borough's Consultants for the Project in excess of the then current balance of the established escrow with the Borough. The Borough's election of remedies under this paragraph shall not constitute a waiver of any other remedies the Borough may have at law or in equity.
  6. This Contract shall be binding on and inure to the benefit of the successors and assigns of the Property Owner. An Applicant that is also the Property Owner shall provide the Borough with at least thirty (30) calendar days advance written notice of any proposed assignment of the Property Owner's rights and responsibilities under this Contract.
  7. This Contract shall be governed by and construed under the laws of the Commonwealth of Pennsylvania and all actions shall be brought in the Court of Common Pleas for Chester County.
  8. If any provision of this Contract is determined by a court of competent jurisdiction to be illegal, invalid, unenforceable, unconstitutional or void, for any reason, only that provision shall be illegal, invalid, unenforceable, unconstitutional or void and the remainder of this Contract shall be in full force and effect.
-

**IN WITNESS WHEREOF**, the parties hereunto have executed this Agreement as of the day and year first above written.

**PHOENIXVILLE BOROUGH:**

\_\_\_\_\_  
E. Jean Krack  
Borough Secretary

\_\_\_\_\_  
Jonathan M. Ewald  
Council President

**APPLICANT/OWNER/DEVELOPER(S):**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Title)

\_\_\_\_\_  
(Printed Title)

**ACKNOWLEDGMENT**

**COMMONWEALTH OF PENNSYLVANIA :**

**SS.**

**COUNTY OF**

**:**

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a notary public in and for the Commonwealth of Pennsylvania, the undersigned officer, personally appeared \_\_\_\_\_, who acknowledged himself to be the \_\_\_\_\_ of \_\_\_\_\_, a Pennsylvania \_\_\_\_\_, and that he, as such officer, being authorized to do so, executed the foregoing instrument for the purposes therein contained.

**WITNESS** my hand and official seal the day and year aforesaid.

\_\_\_\_\_  
Notary Public

**ACKNOWLEDGMENT**

**COMMONWEALTH OF PENNSYLVANIA :**

**SS.**

**COUNTY OF**

**:**

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before me, a notary public in and for the Commonwealth of Pennsylvania, the undersigned officer, personally appeared \_\_\_\_\_ who acknowledged himself/herself to be a member of the Borough Council of \_\_\_\_\_, and that he/she, as such officials, being duly authorized to do so, executed the foregoing instrument for the purposes therein contained.

**WITNESS** my hand an official seal the day and year aforesaid.

\_\_\_\_\_  
Notary Public



**PHOENIXVILLE REGIONAL PLANNING COMMITTEE**  
 Phoenixville Borough, Charlestown Township, East Pikeland Township, Schuylkill Township, West Vincent Township

## Reimbursement Agreement

I (We) agree to reimburse the Borough of Phoenixville for all fees and expenses according to the standards set forth in the Phoenixville Professional Services Reimbursement Agreement, that the Borough may incur from the Phoenixville Regional Planning Committee in accordance with the terms and conditions of The Phoenixville Region Intergovernmental Cooperative Implementation Agreement for Regional Planning. [Section IV (k) - Subdivision and Land Development of Regional Impact]

Any subdivision or land development proposal (whether submitted as a formal application, sketch plan, as part of a conditional use or special exception application, or as part of a variance application) will be considered an application of regional impact if it meets any of the following standards:

Type of Development	Threshold for DRI Review
1. Office, Retail	Greater than 75,000 gross square feet
2. Wholesale & Distribution	Greater than 100,000 gross square feet
3. Hospitals and Health Care	Greater than 200 new beds; or generating more than 250 peak hour vehicle trips per day
4. Residential	Greater than 100 new lots or units
5. Industrial	Greater than 125,000 gross square feet; or employing more than 300 workers or covering more than 25 acres
6. Hotels	Greater than 150 rooms
7. Mixed Use	Total gross square feet greater than 100,000
8. Attractions & Recreational Facilities	Greater than 500 parking spaces or a seating capacity of more than 1,000
9. Waste Handling Facilities	New facility or expansion of existing facility by more than 50%
10. Quarries, Asphalt, and Cement Plants	New facility or expansion of existing facility by more than 50%
11. Petroleum Storage Facilities, Energy Generation or Distribution Facility	New facility or expansion of existing facility by more than 50%
12. Public or Private School	New or relocated facility with a capacity of 500 students or more than 300 parking spaces

13. Any other development types not identified above (includes parking facilities)

14. Any other proposed subdivision or land development, which in the opinion of the governing body of the municipality in which it is proposed, could have a regional impact or an impact beyond the boundaries of that municipality and for which that municipality desires input from the Regional Planning Committee

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Owner Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Applicant Name

BOTH THE OWNER AND APPLICANT SIGNATURE IS REQUIRED IF DIFFERENT



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## **OPTIONAL WAIVER OF NINETY (90) DAY MAXIMUM REVIEW TIME**

*It is common for large or particularly complex Land Development Plans to not complete the approval process in the ninety (90) days allotted by the Municipalities Planning Code (MPC).*

*Acknowledging this, such an initial extension of time would benefit both an applicant as well as the Borough wherein an initial coordination of or possible continual extensions would not be required to be administered.*

I/We hereby waive the right to a decision within ninety (90) days on the Plan described as \_\_\_\_\_ filed for review with the Borough of Phoenixville on \_\_\_\_\_ and grant and additional \_\_\_\_\_ days for the purpose of permitting coordination of Chester County and Phoenixville Borough Planning Commission recommendations and review by Phoenixville Borough Council. Based upon this Waiver, the latest a decision could be made on this Plan would be \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Name Printed

\_\_\_\_\_  
Date





**Return to:** Chester County Planning Commission  
 601 Westtown Road–Suite 270  
 P.O. Box 2747  
 West Chester, PA 19380-0990

# Act 247 County Referral

<p><b>To:</b> Chester County Planning Commission</p> <p><b>Subject:</b> Request for review of a subdivision, land development proposal, ordinances, or comprehensive plans pursuant to the Pennsylvania Municipalities Planning Code, Act 247. This application must be completed by the applicant, and submitted by the municipality to the above address, along with one (1) complete set of plans and accompanying documents and the required fee for review (see reverse side)</p>	<p align="center"><b>TO BE COMPLETED BY THE MUNICIPALITY</b></p> <p>From: (Municipality) _____</p> <p>Date: _____</p> <p>Official's Name: _____</p> <p>Position: _____</p> <p>Official's signature: _____</p> <p align="center"><small>Applications with ORIGINAL signatures must be submitted to CCPC.</small></p>
--	---

**TO BE COMPLETED BY THE APPLICANT**

Development name (if applicable): \_\_\_\_\_ Location: \_\_\_\_\_

Owner's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Owner's address: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

Architect/Engineer/Surveyor name: \_\_\_\_\_ Phone #: \_\_\_\_\_

<p align="center"><b>TYPE OF REVIEW REQUESTED</b> (Check all appropriate boxes)</p> <p><input type="checkbox"/> Unofficial sketch plan <b>(no fee)</b></p> <p><input type="checkbox"/> Subdivision plan</p> <p><input type="checkbox"/> Land development plan</p> <p><input type="checkbox"/> Planned residential development</p> <p><input type="checkbox"/> Zoning ordinance <b>(no fee)</b></p> <p><input type="checkbox"/> Curative amendment <b>(no fee)</b></p> <p><input type="checkbox"/> Subdivision ordinance <b>(no fee)</b></p> <p><input type="checkbox"/> Comprehensive plan <b>(no fee)</b></p> <p><input type="checkbox"/> Other _____</p>	<p align="center"><b>REVIEW FEE</b> (Fee schedule on other side)</p> <p><input type="checkbox"/> Attached \$ _____</p> <p><input type="checkbox"/> Not applicable</p> <hr/> <p align="center"><b>TYPE OF PLAN</b></p> <p><input type="checkbox"/> Unofficial sketch</p> <p><input type="checkbox"/> Preliminary</p> <p><input type="checkbox"/> Final</p>	<p align="center"><b>TYPE OF SUBMISSION</b></p> <p><input type="checkbox"/> New proposal</p> <p><input type="checkbox"/> Revision to a prior proposal</p> <p><input type="checkbox"/> Phase of a prior proposal</p> <p><input type="checkbox"/> Amendment/revision to recorded plan is a new proposal</p> <hr/> <p>Tax parcel(s): # _____</p> <p style="padding-left: 100px;"># _____</p> <p style="padding-left: 100px;"># _____</p> <hr/> <p>Total area (gross acres): _____</p>
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<p align="center"><b>PLAN INFORMATION</b></p> <p>Length of new roads: _____</p> <p>Number of new parking spaces: _____</p> <p>Ownership of roads:  <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Open space:  <input type="checkbox"/> Public <input type="checkbox"/> Private</p> <p>Acres: _____ Acres: _____</p> <p>HOA responsible for common facilities/areas:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>HOA documents provided:  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Traffic study included:  <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not conducted</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:50%;">LAND USE</th> <th style="width:50%;"># of lots/units</th> </tr> </thead> <tbody> <tr><td>Agriculture</td><td></td></tr> <tr><td>Single family</td><td></td></tr> <tr><td>Townhouses</td><td></td></tr> <tr><td>Twin units</td><td></td></tr> <tr><td>Apartments</td><td></td></tr> <tr><td>Mobile homes</td><td></td></tr> <tr><td>*Commercial</td><td></td></tr> <tr><td>*Industrial</td><td></td></tr> <tr><td>*Institutional</td><td></td></tr> <tr><td>Other</td><td></td></tr> </tbody> </table>	LAND USE	# of lots/units	Agriculture		Single family		Townhouses		Twin units		Apartments		Mobile homes		*Commercial		*Industrial		*Institutional		Other		<p align="center"><b>ZONING DISTRICT OF PROPOSAL</b></p> <p>Existing: _____</p> <p>Proposed: _____</p> <p>Variances/ Special exception granted: _____</p>	<p align="center"><b>PROPOSED UTILITIES</b> (Check appropriate boxes)</p> <table style="width:100%;"> <tr> <td></td> <td align="center">Water</td> <td align="center">Sewer</td> </tr> <tr> <td>Public</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>On-site</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td>Package</td> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> </tr> </table> <p>No new sewage disposal or water supply proposed <input type="checkbox"/></p>		Water	Sewer	Public	<input type="checkbox"/>	<input type="checkbox"/>	On-site	<input type="checkbox"/>	<input type="checkbox"/>	Package	<input type="checkbox"/>	<input type="checkbox"/>
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Package	<input type="checkbox"/>	<input type="checkbox"/>																																			

**ADDITIONAL INFORMATION (This plan has been submitted to):**

County Health Department Date \_\_\_\_\_

PennDOT Date \_\_\_\_\_

DEP Date \_\_\_\_\_

Other \_\_\_\_\_ Date \_\_\_\_\_

**\*Information to be filled in for Commercial, Industrial or Institutional land use ONLY**

\*Total square footage of addition to existing building: \_\_\_\_\_

\*Total square footage of new building(s): \_\_\_\_\_

**THE TERM "LOTS"**

The term "**LOTS**" includes conveyance, tracts or parcels of land for the purpose, whether immediate or future, of lease, transfer of ownership or building or development, as well as residue parcels, annexations, or the correction of lot lines.

**Effective June 1, 2018**

## FEE SCHEDULE

The following fees shall apply to each land subdivision or land development submitted to the Chester County Planning Commission for review in accordance with Article V, Section 502, Pennsylvania Municipalities Planning Code, Act 247, as amended.

- If a plan for a non-residential use is to be subdivided and developed, the fee is the total of Category II plus Category III.
- For Categories I and II, the fee applies to total number lots/units after subdivision. Subdivisions include lot line revisions and lot consolidations.
- Maximum one-time fee: \$10,000.

### CATEGORY I RESIDENTIAL SUBDIVISION OR LAND DEVELOPMENT

These fees apply to residential projects for sale, condominium ownership, or rental; any type of buildings, either as a subdivision or single tract land development; or an agricultural subdivision (except for guidelines in Article I, Section 107, Subdivision, Pennsylvania Municipal Planning Code, Act 247, as amended). This category does not include institutional living facilities.

Number of lots and dwelling units	Base fees	Fees for each lot and/or unit
1–2 lots/dwelling units	\$175.00	None
3–5 lots/dwelling units	\$175.00	Plus \$29.00/lot/unit
6–20 lots/dwelling units	\$235.00	Plus \$26.00/lot/unit
21–75 lots/dwelling units	\$425.00	Plus \$23.00/lot/unit
76 lots/dwelling units and over	\$850.00	Plus \$18.00/lot/unit

### CATEGORY II NON-RESIDENTIAL SUBDIVISIONS

These fees apply to applications for subdivision and conveyance of land for non-residential uses, not proposed for land development as defined in Section 107 of the Planning Code.

Number of lots or units	Base fees	Fees for each lot and/or unit
1–2 lots/units	\$295.00	Plus \$57.00/lot/unit
3–10 lots/units	\$585.00	Plus \$57.00/lot/unit
11 lots/units and over	\$850.00	Plus \$53.00/lot/unit
Financial subdivisions	\$295.00	Plus \$57.00/lot/unit

### CATEGORY III NON-RESIDENTIAL LAND DEVELOPMENT

These fees apply to all projects or sections of mixed projects which are for non-residential use for sale, condominium, lease or rent in any type of building on a single tract of land.

Building square footage (gross)	Base fees	Fees for gross floor area
0 to 5,000 sq. ft.	\$480.00	Plus \$47.00/1,000 sq. ft. of gross floor area
5,001 to 25,000 sq. ft.	\$585.00	Plus \$42.00/1,000 sq. ft. of gross floor area
25,001 to 75,000 sq. ft.	\$955.00	Plus \$42.00/1,000 sq. ft. of gross floor area
75,001 sq. ft. and over	\$1,435.00	Plus \$29.00/1,000 sq. ft. of gross floor area

### CATEGORY IV SECOND REVIEWS

These fees apply to each review conducted after the first review (within a three (3) year period of the initial review) and only if requested by the municipality.

- Flat fee of \$175.00 for residential subdivisions/land developments
- Flat fee of \$235.00 for non-residential subdivisions/land developments

### CHECKS OR MONEY ORDERS SHOULD BE PAYABLE TO: County of Chester

Cash will not be accepted. All fees are to be submitted to the Chester County Planning Commission (CCPC) through the appropriate township or borough at the time of application; and in accordance with the administrative guidelines established by CCPC. Upon written request from the municipality, CCPC may waive the fees for plan reviews associated with municipally-owned subdivisions or land developments.

### INFORMAL REVIEWS AND ADDITIONAL WORK:

An informal review request to CCPC (such as meetings and discussions prior to the formal development application) shall be free of charge if said written request is from the municipality, or from an applicant with the knowledge and written consent of the municipality. In no case will informal review by CCPC replace the need for a formal review which would include the submission of the required fee listed above pursuant to the Municipalities Planning Code.

### TIME LIMITATIONS:

The review time period will begin from the date of receipt by CCPC of the application requesting a review by CCPC. CCPC has thirty (30) days within which to review subdivision and land development applications and submit review comments. The review period may be extended if requested by the applicant or a time extension has been granted by the municipality with the concurrence of the applicant. When the time period has been stopped due to an incomplete application package, incorrect fee submittal or other reasons, the time period will continue from the day in which the application package is complete. CCPC has thirty (30) days within which to review ordinance amendments, and forty-five (45) days within which to review comprehensive plans, official maps, and complete ordinances.

**SEWAGE FACILITIES PLANNING MODULE  
APPLICATION MAILER**



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

For more information, visit DEP's website at  
[www.depweb.state.pa.us](http://www.depweb.state.pa.us), keyword: Act 537.

## INSTRUCTIONS FOR COMPLETING SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER

(remove before sending mailer to the approving agency (the Department of Environmental Protection (DEP) or delegated local agency))

Please read the following instructions carefully before completing the application mailer. This information will be used to determine if sewage facilities planning is necessary for your project, and, if it is, which forms are appropriate.

Act 537 Sewage Facilities' planning is the duty of local municipalities. The responsibility of meeting the sewage disposal needs of the municipality rests with the municipality. Each municipality is required to have an Act 537 Official Sewage Facilities Plan to adequately address these needs. Adoption by resolution of a planning module is the vehicle for legally amending the municipality's Official Plan. It is imperative that the municipality receives all of the information required in order to make informed decisions.

Upon completion, submit this Mailer / Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Unless your project qualifies for one of the planning exemptions provided in Act 537, a package of sewage facilities planning forms appropriate for the project will be sent to the return address indicated on the mailer, or instructions for obtaining the appropriate forms from DEP's website ([www.depweb.state.pa.us](http://www.depweb.state.pa.us)) will be issued. Each form includes detailed instructions that explain the use of the form and how to complete it. The package of completed forms and its supporting documentation is called a **sewage facilities planning module**, or "planning module." Once the planning module is complete, it must be submitted to the municipality in which the project is located for review and, if acceptable, adoption.

After adoption by the municipality, complete planning modules are submitted to either DEP or, if appropriate, to the delegated agency for review and final action. Some municipalities (or groups of municipalities working together) have requested and received DEP approval to review and take final action on planning modules. These are known as **delegated agencies**. To find out if your project is located in an area served by a delegated agency, contact the municipality or DEP's regional office serving your area.

Please note that both DEP and delegated agencies are required by law to charge fees for the review of planning modules. The fees DEP must charge are set by law in Act 537, while delegated agencies may set fees which can be the same or different from those in Act 537. For more information on review fees for your particular project, see the planning module documents or contact the approving agency (DEP or delegated agency) serving the area of your project.

NOTE: DEP will provide all planning module forms, however, if your project is a **minor subdivision** (defined as a subdivision of 10 lots or less, intended for single family residential homes served by individual onlot sewage disposal systems) you may also contact the municipality in which your project is located for a "Component 1" minor subdivision planning module form.

1. Print the name of the proposed development and name, address, telephone number and email address of the person who is proposing the project. If planning module components are to be sent to a different person or address, include this information on the front of the mailer in the return address block.
2.
  - a. Enter the county in which the project is located.
  - b. Enter the municipality in which the project is located.
  - c. Enter the road or address (if available) or street coordinates (example - west side of T-235, 1 mile south of intersection of Rt 15 and T-235).
  - d. Enter the appropriate tax parcel identification number (if available) of the parcel proposed for subdivision.
  - e. Enter the name of the U.S. Geological Survey (USGS) 7.5-minute quadrangle map which contains the project area, and the location of the project area on that map in inches up and over from the lower right corner of the map to the approximate center of the project. (Example - Centerville West quad, 7 inches up and 2.5 inches over from lower right corner of map.) Alternatively, include an original or a copy of the USGS quad map with the project area outlined on it.
  - f. If the proposed project is located within a special protection watershed, (i.e., watersheds with a stream classification of High Quality or Exceptional Value), check "yes." If not located in special protection watershed, check "no."
3. Check the box that best describes the intended use of the proposed land development project. **Residential** refers to single-family lots. **Multi-residential** includes apartments, condos, etc. **Commercial** includes retail centers, office

parks, industrial development, etc. **Institutional** refers to schools, hospitals and the like. **Brownfield Site Redevelopment** refers to projects proposing to recycle land. Some developments will involve more than one type of use, or will not fit comfortably into any of the classifications given. If this is the case, choose more than one category or explain under **Other**.

4.
  - a. Enter the number of single family residential lots or Equivalent Dwelling Units (EDUs) proposed. An EDU is defined as that part of a multi-family dwelling or nonresidential project with flows equal to 400 gallons per day (gpd) (the assumed flow, for planning purposes, of a single family residential lot). To determine the number of EDUs, divide the proposed sewage flow of the project by 400 gpd.
  - b. Enter the total number of lots created from this parcel of land since May 15, 1972, including the lots being proposed at this time. (Onlot disposal proposals only.)
  - c. Enter the total project acreage and the acreage of any remaining land (land not proposed for development but under the same ownership and adjacent to the project area).
5. Enter the proposed total sewage flow from the project in gpd. See Title 25 of the Pennsylvania Code, Chapter 73, Section 73.17, ([www.pacode.com](http://www.pacode.com)), or DEP's *Domestic Wastewater Facilities Manual*, DEP ID: 362-0300-001 available on DEP's website at [www.depweb.state.pa.us](http://www.depweb.state.pa.us), keyword: wastewater.
6. Choose the category (a, b, c or d) that describes the method of sewage disposal planned to serve the project and enter the information requested. Since this information could have an effect on the planning requirements for your project, be as accurate as possible. If more than one method of sewage disposal is planned, or if an interim method is planned, indicate it here.
  - a. Sewerage System
 

If an existing system is being extended to serve the proposed project, or if lots are to connect directly to an existing sewage collection system, check all boxes that describe the project. Write in the names of the existing collection systems that will be used, the interceptor sewer which will be used for conveyance and the treatment facility where the sewage flows will be treated. Include the National Pollutant Elimination Discharge System (NPDES) permit number for the treatment facility, where applicable.
  - b. Construction of Sewage Treatment Facility (with stream discharge or with spray irrigation as final disposal option)
 

Check the box corresponding to the chosen final disposal option (stream discharge or spray irrigation field). This category does **NOT** include individual residence spray irrigation systems (IRSIS) which are considered onlot sewage disposal systems ((c), below). For stream discharges, name the receiving waterbody. If the proposed facility is intended to replace an existing, malfunctioning onlot system, check the box marked "repair."
  - c. Onlot Sewage Disposal Systems (individual, community, or large-volume)
 

Check the box corresponding to the type of onlot sewage disposal systems proposed to serve the project. An **individual onlot sewage disposal system** is a system of piping, tanks or other facilities used for collecting, treating and disposing of sewage into a subsurface absorption area. This category also includes IRSIS. A **community onlot system** is a facility either publicly or privately owned which will collect and dispose of sewage from two or more lots or EDUs into a subsurface absorption area. A **large-volume onlot system** is an individual or community onlot system which is designed to treat flows in excess of 10,000 gpd.

The approving agency must be notified at least 10 days in advance of all soil testing activities (including those related to planning exemption requests - see 7(b)(5)(v)), so that its staff have the option of observing the tests.
  - d. Retaining Tanks (holding tanks or privies)
 

If retaining tanks are proposed as the method of sewage disposal, enter the number of holding tanks or privies which are proposed to serve the project.
7. Check this box if you desire to obtain your sewage facilities planning module forms from DEP's website. You will be provided with appropriate instructions, website addresses and DEP coding information in a letter rather than a package of paper forms.

8. Requests for Planning Exemption under the Sewage Facilities Act

You may request to be exempt from Act 537 planning requirements. Effective December 15, 1995, certain classes of subdivisions are no longer subject to the planning requirements of the Sewage Facilities Act. Completing Section 8 will help you and the approving agency determine if your project fits into one of these categories.

a. Protection of rare, endangered or threatened species.

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resources' (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self-explanatory, self-conducted "PNDI Project Planning Environmental Review" searches are initiated at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us). This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self-conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us). Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning exemption request is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available online in the eLibrary at DEP's website address [www.depweb.state.pa.us](http://www.depweb.state.pa.us).

b. Attach a plot plan for the proposed project. The plan must depict anticipated lots to be created, either estimated sewer line runs (public sewer proposals), or site suitability test locations and Site Investigation and Percolation Test Reports (onlot proposals).

c. Projects proposing use of onlot sewage disposal systems

(1) Information Required from the Municipality

The municipality in which the project is located (identified in Item 2.b. of the mailer) should determine if the municipality's Official Sewage Facilities Plan shows that the area planned for the project is to be served by onlot sewage disposal systems. If it is, the municipality should indicate this by having an authorized municipal official sign and date the form in the space provided. The official's name and title should be printed on the line below.

(2) Information Required from the Municipal Sewage Enforcement Officer (SEO)

The municipality's SEO must conduct personally, observe or otherwise confirm in a manner approved by DEP, site testing on each proposed lot in the subdivision (including any remaining land) to determine that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement system (to be used if the original system fails in the future). If the SEO finds that each lot has been tested properly and fulfills these criteria, the SEO must indicate this by signing and dating the form in the space provided. His/her name and certification number should be printed on the line below.

(3) Information Required from the Applicant

The person proposing the subdivision, or his/her authorized agent, must determine if each lot in the subdivision (including the remaining land, if any) is at least one (1) acre in size. If they are, the applicant or his/her agent must indicate this by signing and dating the form in the space provided.

(4) Determinations Made by the Approving Agency

When the above listed information is received, the approving agency will determine the following:

- (a) If the geology of the project area is conducive to nitrate-nitrogen contamination of groundwater (determined from the topographic map location information); or
- (b) If elevated levels of nitrate-nitrogen are known to exist within one-quarter (1/4) mile of the proposed development (determined from agency groundwater sampling records in existence at the time of the application); or
- (c) If the area proposed for development is within an identified High Quality (HQ) or Exceptional Value (EV) watershed (determined from the topographic map location).

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP website) along with the notification of the decision, including the reason(s) that the request cannot be granted.

d. Projects proposing use of public sewerage facilities (i.e., ownership by municipality or authority)

(1) Information Required from the Municipality

The municipality in which the proposed project is located (identified in Item 2.b. of the mailer) will determine the following from written documentation requested and obtained by the applicant from the facility permittee. ***This documentation MUST also be sent to the approving agency (DEP or delegated local agency) for evaluation.***

- (a) Certification from the permittees of the collection, conveyance and treatment facilities proposed for use that capacity is available in these facilities to receive and treat the sewage flows from the proposed project; and
- (b) That these added flows will not cause an overload or 5-year projected overload in the facilities.

If the facilities proposed for use are owned and operated by an authority, or authorities, then attach a letter from each to the mailer.

If this written certification has been submitted by the applicant, an authorized municipal official should sign and date the form and print his/her name and title and the municipality name in the spaces provided.

NOTE: Since planning is a municipal responsibility, sewer authorities involved should make required information available but should **NOT** sign the mailer as the authorized municipal official.

(2) Determinations Made by the Approving Agency

When the above listed information is received by the approving agency, the approving agency will determine the following (from DEP records):

- (a) That the existing collection, conveyance and treatment facilities are in compliance;
- (b) That the existing facilities have no existing or 5-year projected overload;
- (c) That the municipality has a currently approved Official Sewage Facilities Plan which is being implemented; and
- (d) That the project does not propose service by facilities needing a new or modified permit from DEP under the Clean Streams Law.

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and the municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from DEP's website) along with the notification of the decision, including the reason that the request cannot be granted.

If unsure of which local DEP office to contact, the following DEP regional offices will assist you in determining the appropriate local DEP office that serves your specific municipality.

If you need more information or assistance, please contact your local DEP office.

## **DEP REGIONAL OFFICES**

### **Southeast Region**

2 E. Main St.  
Norristown, PA 19401  
Main Telephone: 484-250-5900  
24-Hour Emergency: 484-250-5900

**Counties:** *Bucks, Chester, Delaware, Montgomery and Philadelphia*

### **Southwest Region**

400 Waterfront Drive  
Pittsburgh, PA 15222-4745  
Main Telephone: 412-442-4000  
24-Hour Emergency: 412-442-4000

**Counties:** *Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland*

### **Southcentral Region**

909 Elmerton Ave.  
Harrisburg, PA 17110  
Main Telephone: 717-705-4700  
24-Hour Emergency: 1-877-333-1904

**Counties:** *Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York*

### **Northwest Region**

230 Chestnut St.  
Meadville, PA 16335-3481  
Main Telephone: 814-332-6945  
24-Hour Emergency: 1-800-373-3398

**Counties:** *Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren*

### **Northeast Region**

2 Public Square  
Wilkes-Barre, PA 18711-0790  
Main Telephone: 570-826-2511  
24-Hour Emergency: 570-826-2511

**Counties:** *Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming*

### **Northcentral Region**

208 W. Third St., Suite 101  
Williamsport, PA 17701  
Main Telephone: 570-327-3636  
24-Hour Emergency: 570-327-3636

**Counties:** *Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union*





Return Correspondence/Forms to:

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**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

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DEP USE	
<b>Components Sent</b>	
Onlot Disposal	<input type="checkbox"/>
Collection and Treatment	<input type="checkbox"/>
Planning Agency Review	<input type="checkbox"/>
Exempt from Planning	<input type="checkbox"/>
Code	_____
Date	_____

"Fold Here"

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